

# Tiospa Zina Tribal School

## K-12 Student Handbook

2023-2024



### TZTS Mission Statement

The Mission of Tiospa Zina Tribal School, as a Dakota School, created from the vision of a few and supported by many, is to cultivate successful citizens by building positive relationships with families in our culturally diverse society with: **Wicake** - *Honesty*, **Tehinda** *Empathy*, **Waunsida** - *Compassion*, **Okciya** - *Generosity*, **Ohoda** - *Respect*, **Woksape** - *Understanding*, and **Waditake** – *Bravery*.

## **STAFF DIRECTORY:**

Tiospa Zina Elementary School	Phone: 605-698-3953	Fax: 605-698-7686
Tiospa Zina MS/HS	Phone: 605-698-6954	Fax: 605-698-7766

### **POSITION:**

### **NAME:**

### **EXTENSION:**

Superintendent	Craig Pederson	209
High School Principal	Eric Heath	274
Middle School Principal	Jasmin Zetina	306
Elementary Principal	Mindy Crawford	213
Dakota Studies Director	Rachelle Crawford	217
Human Resources Director	Jennifer Williams	208
Central Office Exec. Assistant	Brooke Dunham	212
MS/HS Attendance Clerk	Jerrilyn Rousseau	203
MS/HS Administrative Assistant	Izola Flying Horse	201
K-5 Administrative Assistant	Missy Renville	202
K-5 Special Education Director	Kara German	229
MS/HS Special Education Director	Heather Bainbridge	281
MS/HS Counselor	Shobi Zetina Kim	307
	Coon, Shelly Gauer	
HS Academic Counselor	Megan Hilpert	220
Athletic Director	Rich Croweagle	214
K-5 Student Services Coord.	Diantha Larson	240
MS Student Services Coord.	Wambdi Cook	271
HS Student Services Coord.	Emily Norman	
Facilities/Transportation Supervisor	Justin German	279
IT Directory	Garryl Rousseau, Jr.	303
Kitchen Supervisor	Louella Cloud	300
Instructional Coach		212
Security	Steve Marks	203
Security Officer	Raymond Eastman	205

**\*Staff email:** All staff have email in the following format firstinitiallastname@tzts.us (i.e., jgerman@tzts.us)

## **MEANING OF SCHOOL NAME:**

TIOSPA... several families who are relatives living in a group. The first concern of the Tiospa was the proper education of the children. Children had to grow up to be able to take care of themselves and carry out their responsibilities. To accomplish this, everyone in the group was responsible for each child's development, both physically as well as spiritually. It is part of the "Tiospa" concept that is basic to the development and operation of the Tribal School.

ZINA... each of the four directions has an identifying color, each of which has its own meaning. The word "Zina" comes from the word "Zi", which in Dakota language means the color yellow. Yellow is the color of the east, the direction from which the sun rises, and the new day begins. It is to this direction that one prays for and receives knowledge, concern, caring, sharing, love, compassion, and spiritual growth so that one can develop their total being spiritually, physically, and live in harmony with the rest of Wakan Tanka's creations.

## **SCHOOL VALUES:**

**OHODA:** respect, admiration, esteem, consideration, favor, obey

- Learners exhibit "*Ohoda*" by holding in high regard of self, others, things, the earth, and everything related to living.

**OKCIYA:** sharing, generosity, giving, helping one another.

- Learners exhibit "*Okciya*" by sharing their thoughts, time and possessions with others and taking care of those in need.

**TEHINDA:** cherish, nourish, cultivate, foster, value, treasure, feel for children, treasure life, respect property.

- Learners exhibit "*Tehinda*" by showing extreme tenderness toward children and doing whatever is necessary to foster their development.

**WICAKE:** honesty, to esteem truth.

- Learners exhibit "*Wicake*" by telling and acknowledging the truth.

**WAUNSIDA:** compassion, love, caring, empathy, tenderness, kindhearted, soft-hearted. ➤  
Learners exhibit "*Waunsida*" by showing empathy to all living things.

**WOKSAPE:** Understanding

- Learners exhibit "*Woksape*" by gaining deep understanding through observation and participation.

**WADITAKE:** Bravery

- Learners exhibit "*Waditake*" by doing the right thing, speaking up for peers, being brave in all situations.

## **RIGHTS OF THE STUDENT:**

To maintain integrity, values and promote elevated ideals of education, students are expected to follow ambitious standards of personal conduct. Students have the following rights:

1. The right to a free and appropriate education.
2. The right to freedom of religion and culture.
3. The right to be free from unreasonable search and seizure of their person and property, to a reasonable degree of privacy, and to a safe and secure environment.
4. The right to freedom of the press, except where the material in student publications is libelous, slanderous, obscene, or prejudicial.
5. The right to freedom of speech and expression, including symbolic expression, so long as the symbolic expression does not disrupt the educational process or endanger the health and safety of students or others.
6. The right to freedom from discrimination.
7. The right to be free from cruel and unusual punishment.
8. The right to peaceable assembly and to petition for the redress of grievance.
9. The right to due process. Every student is entitled to due process in every instance of disciplinary action for alleged violation of school regulations for which the student may be subjected to a penalty of suspension, expulsion, or transfer.
10. Students with handicapped conditions have the right to a manifestation determination hearing prior to a suspension/expulsion for more than 10 days (about 1½ weeks) in a semester.

## **RESPONSIBILITIES OF THE STUDENT:**

The declaration of rights implies corresponding responsibilities. The student must accept these responsibilities and not infringe upon the rights of others within the school community.

1. **To obtain an education:** the student must regard the opportunity of obtaining an education as one of their duties to the community. It is their responsibility to attend class regularly and complete their assignments.
2. **To follow school rules and policies:** The student must obey recognized laws, rules, policies, and procedures developed by the school and tribe.
3. **To practice self-control:** The student must refrain from inflicting bodily harm on other individuals, self and respect the privacy of their person and property
4. **To practice respect for self, other students, and staff.**
5. **To know the grievance procedure:** The student must be informed of the proper methods and channels of complaints and use them when necessary.

## **DAKOTA LANGUAGE/CULTURE/HISTORY:**

Tiospa Zina Tribal School is a cultural-based school of the Dakota people from the SissetonWahpeton Oyate, therefore, all students will be instructed in appropriate traditional and contemporary teachings of the Dakota language, culture, and history.

## **ADMISSION POLICY:**

1. Student must be living with parents/guardians within the boundaries of the Lake Traverse Reservation or be an independent residing within the Reservation boundaries.
2. All students must complete prior grade level or class requirements prior to being enrolled in the next grade level or classes.
3. A transcript and all other necessary information from the previous school is required before a student is accepted for permanent enrollment.
4. The parent/guardian is required to complete all enrollment forms prior to the admission of student(s) to start school. The student may start school only after all forms are completed and enrollment processed.
5. Forms required:
  - Birth Certificate
  - Medical (Immunization) Form
  - Tribal Enrollment Card/Number
6. Students will be allowed to transfer in from another school system within the attendance boundaries. Up to 10 days into the first academic semester and 10 days into the second academic semester (pending an administrative review, which may take up to 10 working days).
7. Students 17 and under (per tribal juvenile code chapter 38) are classified as minors and require parental permission as such, unless they are living independently from their parents/guardians.
8. All students will require an administrative review.
9. A child must be 5 years old (or more) by September 1<sup>st</sup>, in order to meet the eligibility requirement for Kindergarten. Students may enroll in the first grade if they are 6 years old (or more) by September 1<sup>st</sup> of the ensuing year.

## **ACADEMIC GRADING SYSTEM:**

NOTE: Each teacher is responsible for notifying the student and parent(s) when a student's academic performance falls to "skilled" or "C." (FILL IN THE GAPS)

<b>Rubric</b>	<b>Percent</b>	<b>Letter Grade</b>	<b>GPA</b>
Exemplary	100+	A+	4.33
	95-100	A	4.00
	92-94	A-	3.67
Proficient	89-91	B+	3.66
	86-88	B	3.00
	83-85	B-	2.67
Skilled	79-82	C+	2.66
	74-78	C	2.00

	70-73	C-	1.67
In-Progress	66-69	D+	1.66
	66-65	D	1.00
Not Yet	0-59	N	0

**Tiospa Zina believes in restorative justice and will make decisions in the best interest of the student and the school.**

### **ACADEMIC ELIGIBILITY FOR PARTICIPATION IN ALL STUDENT ACTIVITIES:**

Students in grades 6-12 must be currently passing 4 classes at any time. TZTS will follow the S.D.H.S.A.A. eligibility requirements for participation in **ALL** student activities. Principal, Athletic Director, Teachers, and Coaches must monitor all athletic/extra-curricular eligibility. Eligibility will be checked weekly and at mid-terms, quarters and semesters. Eligibility will be pulled every Monday and if a student is not currently passing 4 classes, then the student will be ineligible for 1 activity. The student must become eligible prior to the next Monday.

### **STUDENT ASSESSMENT:**

Tiospa Zina implements a student assessment program during each school term. Assessment includes achievement, self-concept, and other processes to enable the school to define the needs and interests of the students more accurately. Benchmark testing three times, per school year, is a key component in student assessment. As with any effort, students are expected to do their best in accurately completing items that assess or measure the various performance or needs of the student.

### **CONSEQUENCES OF ACADEMIC FAILURE:**

Classroom Teachers, Counselors, Administrators, Coaches, and the Athletic Director will monitor student progress on a weekly basis.

- Tutoring: All students will have access to their teachers for tutoring and teachers may recommend students to attend tutoring.

### **COURSE: GRADUATION REQ: HONORS GRADUATION:**

Communication	4 credits	4 credits
Mathematics	3 credits	4 credits
Science	3 credits	4 credits
Social Science	3 credits	3 credits
Dakota Studies (1 in Dakota Lang.)	2 credits	3 credits (If Avail.)

CTE	2 credits	2 credits
Fine Arts	1 credit	1 credits
Personal Finance	0.5 credit	0.5 credit
Health	0.5 credit	0.5 credit
Physical Education	0.5 credits	0.5 credit
Electives/Other Courses	2.5 credits	3.5 credits

## **Student Must Pass 22 Credits for Graduation:**

- **CTE classes include:** Service Learning, Approved Career, Technical, and World Language.
- Honors Graduation Requirements that consist of 26 credits (Please see the Academic Counselor).
- High School students must pass at least 5 credits in order to be classified as a sophomore, 11 credits as a junior, and 15 credits as a senior.

### **Extra-curricular Activities offered at Tiospa Zina**

#### **Athletics:**

1. Girls 7/8 Basketball
2. High School Girls Basketball
3. Boys 7/8 Basketball
4. High School Boys Basketball
5. Jr. High Football
6. High School Football
7. Girls 7/8 Volleyball
8. High School Volleyball
9. Track & Field Head Coach
10. Track & Field Assistant/Jr. High Coach
11. Jr. High Wrestling
12. High School Wrestling
13. Football Cheerleading
14. Boys Basketball Cheerleading
15. Cross Country
16. Girls Golf
17. Boys Golf
18. Bowling Mentor
19. EASports

#### **Extra-Curricular:**

- |                                  |                                  |
|----------------------------------|----------------------------------|
| 1. Audio/Visual Club Advisor     | 8 National Honor Society Advisor |
| 2. Close-Up Foundation Advisor   | 9. Art Club                      |
| 3. Dakota Club Advisor           |                                  |
| 4. Yearbook Advisor              |                                  |
| 5. Destination Imagination Coach |                                  |
| 6. Drama/One Act Play Advisor    |                                  |
| 7. MS/HS Student Council Advisor |                                  |
| 8. Hand games coach              |                                  |

## **STUDENT RECORDS:**

Each student has a confidential student file which contains information regarding grades, physical examinations, incident reports, immunization records, achievement and testing results, and other confidential information. Any release of student records/transcripts must be signed by the parent(s)/guardian(s) of a student who is under the age of 18. Students 18 years old (or older) may sign off on their own records. All other access to student records shall be confined to authorized school personnel. Unauthorized personnel shall not have access to student records without the student and his/her parent(s)/guardian(s) written permission, except when required by law. Any access to student folders must be signed, acknowledging having viewed the file.

## **SCHOOLWIDE EXPECTATIONS:**

S.O.A.R. (Safety. Ownership. Achievement. Respect)

Our SOAR Expectations are part of a framework from Positive Behavior Intervention and Support (PBIS). PBIS/ SOAR is a process for creating school environments that are more predictable and effective for achieving academic and social goals. SOAR enhances the current systems and practices and changes the culture for the better. A key strategy of the PBIS process (SOAR) is prevention. Through definition, instruction, comprehension, and regular practice, all stakeholders use a consistent set of behavior expectations and rules. When students do not respond to behavioral rules, it is viewed as an opportunity for re-teaching, not just punishment.

## **EXPECTATIONS FOR ALL SETTINGS:**

### **Safety:**

- Keep hands, feet, and objects to self
- Use materials appropriately **Ownership:**
- Have needed materials
- Clean up after self
- Recycle **Achieve:**
- Give your best effort
- Ask for help when needed
- Encourage others to do their best **Respect:**
- Use kind words with an appropriate voice



- Listen and follow instructions

### **HALLWAY EXPECTATIONS:**

#### **Safety:**

- Stay to the right
- Keep moving towards your destination
- Walk
- Keep all body parts to yourself **Ownership:**
- Be on time for all classes
- Follow the dress code
- Put trash in the trash cans

#### **Achieve:**

- Get where you need to be on time

#### **Respect:**

- Use kind words and an appropriate voice
- Follow procedures

### **ASSEMBLY EXPECTATIONS:**

#### **Safety:**

- Sit in your designated area with your class **Ownership:**
- Choose a positive attitude **Achieve:**
- Listen to the presentation and think about the information that was presented

#### **Respect:**

- Applaud when appropriate
- Give the speaker/presenter your full attention

### **BATHROOM EXPECTATIONS:**

#### **Safety:**

- Wash your hands with soap and water **Ownership:**
- Clean up after self **Achieve:**
- Return to class as quickly as possible **Respect:**
- Wait your turn
- Flush when finished

### **CAFETERIA EXPECTATIONS:**

#### **Safety:**

- Use utensils appropriately
- Keep your area clean
- Stay seated when eating
- Walk in the cafeteria **Ownership:**
- Try new food **Achieve:**
- Make healthy choices **Respect:**
- Use kind words and an appropriate voice

### **POSITIVE BEHAVIOR RECOGNITION:**

Periodically, students will be recognized and acknowledged for their positive behavior in each class (*Tiwahe*).

### **STUDENT DRESS CODE:**

#### **STUDENTS**

The school does not specifically subscribe to any particular dress code for students. Students are expected to dress in accordance with acceptable community standards. Clothing items that contain obscenities (pictures, emblems, words) and endorsements of alcohol and drugs, are prohibited. Students who do not adhere to these limits will be subject to disciplinary procedures up to and including expulsion. Anything that distracts or disturbs learning environment is subject to discipline.

Rules concerning student dress may be established by the administration to assure that student dress meets standards of healthfulness and safety and does not disrupt the educational process. Otherwise, the responsibility for the dress and appearance of student will rest with individual student and their parents. Student, faculty or parents groups may recommend appropriate dress for school occasions, but no student will be prevented from attending school or a school-sponsored activity because of appearance in style, or taste is the sole criteria for such action.

### **PASSES:**

Restroom passes will be given with teacher approval for grades 6-12

### **AFTER SCHOOL TUTORING Grades 6-12:**

Students must sign in by 3:15 pm with all required materials and make-up work from the designated teacher.

Students who stay after school for tutoring are to sign in, use the school-wide expectations, and stay in the classrooms until their parent/guardian picks them up or until the activity bus leaves.

### **FALSIFICATION OF INFORMATION, MISREPRESENTATION:**

Students are to refrain from copying assignments or tests from other students on individual assignments or testing procedures. Students are also to submit assignments that reflect their own ideas, unless proper acknowledgment of resources is indicated. A zero for an assignment may be given for copying.

### **INTERNET ACCESS AND USE:**

The Tiospa Zina Tribal School Network and Internet Access is established for a limited educational purpose. All students are required to sign a “Use Agreement.” Failure to comply with the “Use Agreement” will result in disciplinary action up to and including Long Term Suspension.

### **MEDICATION:**

Students needing occasional medication, such as antibiotics, etc., for colds, earaches, and/or sore throats, are to take these medications at home if possible. Prescribed medication must be personally delivered by the parent/guardian and accompanied by a written authorization that includes name of the medication and instructions for its administration (time and dosage). All medication and authorization will be given to the school nurse. The nurse will distribute the medication. Parents will need to pick up all medications on Friday. Medications will not be sent home with students. Misuse of over-the-counter medication will be subjected to disciplinary procedures.

### **LAW ENFORCEMENT:**

It is the duty of all citizens to assist law enforcement investigation; however, such assistance does not include any of the sovereign rights of the Sisseton-Wahpeton Oyate. Law enforcement officials, who are seeking the cooperation of the school in their investigations, must inform proper school authorities concerning the focus and scope of the activity to be pursued on school premises prior to any action occurring.

**Parents/guardians will be notified when it is necessary to remove their child from the school premises by law enforcement.**

### **SCHOOL ACCESS:**

School hours are from 8:00 am to 3:10 pm each day. Students should NOT arrive earlier than 7:45 am or remain on campus later than 3:30 pm, unless they are participating in a supervised school activity. These procedures are designed for the safety and well-being of the student.

## **VISITORS:**

For the safety of our students and staff, we have automatic locking mechanisms installed on the main doors and doors to the K-5 and MS/HS areas. These doors will remain locked during the school year. Any person who is not currently enrolled as a student or employed by the school shall not be allowed upon school premises without the knowledge/permission of the security.

Unauthorized persons are to be reported to the security personnel. They will authorize any visitors during school hours. Visitors are required to ring the buzzer, state their name and who they are here to see, check in with the Security Officer, and must wear a visitor's badge.

## **9-12 ELECTRONIC DEVICES:**

Cell phones can be carried throughout the day but must be placed in the pocket of the cell phone holder in each class room at the beginning of the class. Students may take cell phones as they walk out of class. Cell phones may be used at the discretion of staff for educational purposes. All other electronic devices must be kept in in students' lockers except during breakfast and lunch.

The consequence for improper use will include confiscating the device for the remainder of the day. Parents will be notified. Any further violations, may result in turning in cell phone to the student support staff for the entire day.

## **6-8 Electronic Devices:**

Middle School students can have their phones during breakfast and lunch but all other times, their phones need to be in their lockers.

## **K-5 ELECTRONIC DEVICES:**

It is the procedure for all cell phones to be turned in to the teacher when arriving at school.

## **FOOD AND DRINK:**

Students will be allowed to have food, drink when approved by school staff. No unapproved drinks, sunflower seeds, etc. will be allowed unless authorized by school staff. (No energy drinks will be allowed on the school campus.) Parents will be notified.

## **STUDENT BUS CONDUCT:**

To ensure safety for all students on the bus, they must always follow the directions of the bus driver to minimize distractions.

Basic bus conduct expected of all students includes:

1. Students are to be on time; the bus will wait no more than (3) minutes.
2. No student is to extend arms, legs, or head out of bus windows at any time while on the bus.
3. Students are to throw litter, paper, and other trash in the trash can on the bus.
4. Students are not to mark on or damage any portion of the bus.
5. Students are not allowed to get on a bus without permission from the parent and principal or designate.
6. Students in grades K-5 are required to have assigned seats on the bus.

Failure of students to comply with the listed expectations may result in termination of bus transportation services for that student until the following semester and other disciplinary action, up to and including, suspension from school for the remainder of the school day.

**\*Transportation Supervisor will meet with Student Support and/or Principal to determine the consequence for each bus infraction. Discipline/Infraction Form must be filled out and provided to parents and filed accordingly.**

### **BUS/AFTER SCHOOL CHANGE MESSAGES:**

Phone calls must be received no later than 2:00 pm to change their child's bus route or afterschool destination calls after this time will not be accepted.

### **PERSONAL TRANSPORTATION:**

Any students who drive vehicles onto the school campus must hold a valid driver's license and provide copies of licensure and proof of insurance to the Student Services personnel. When they present documentation, they will be given a plastic decal to display in their car (must be displayed)

Students who drive to school, must follow the safety, traffic laws and follow the speed limit of 15 mph. Any abuse of these laws will result in loss of privilege and reported to tribal police. If a student is caught driving to school without proper documentation and permission: First offense is verbal warning and parent contact by safety personnel. Second violation will be parent meeting. Any further violations may result in loss of driving privileges.

### **FIRE ALARMS AND EXTINGUISHERS:**

Fire extinguishers are designed to suppress a fire. When they are released by students, they can cause a hazardous situation. Any student found guilty of such conduct may pay for the cost of recharging and will be suspended out of school for one day. Law Enforcement Agency will be notified for infraction.

## **FIRE AND DISASTER DRILL:**

There will be fire and disaster drills during the school year for the express purpose of practicing safety exercises. All students and teachers will immediately leave the building according to the designated plan during a drill exercise. Students will remain with their classroom group and teacher outside the school building. Roll call will be taken by classroom teacher.

## **EMERGENCY EXIT:**

Detailed instructions for emergency exit from the school building will be posted in each individual classroom. Teachers are responsible for making sure their students know these rules and how to safely exit the classroom(s)/school.

1. NEVER assume it is just a drill.
2. WALK...Do NOT run.
3. MOVE QUICKLY in single file out of the building.
4. BE QUIET and listen closely to directions.
5. STAND at least one hundred (100) feet from the building.
6. Always REMAIN with your classroom group.
7. WAIT for a signal from authorized personnel before re-entering the school building.

## **"SCHOOL CLOSING" ANNOUNCEMENTS:**

If, for any reason, there is a closing of the school, announcements will be made via the Infinite Campus Messenger Reach System (robot calls) KELO-Sioux Falls, KSFY-Sioux Falls, KABY-Aberdeen, TV stations, KSWB 89.9 radio station, and on our official Facebook page.

### **Virtual/E-learning Day**

High School students must take their chrome books and chargers in case of bad weather. On days that we do use e-learning students must:

1. Attend the zoom or google meet scheduled by their teacher.
2. Complete the assignment scheduled by the teacher.
3. The work must be made up on your own time (for some or no credit).

If the student does not attend the scheduled zoom or google meet, then they will be marked absent and it will affect their attendance.

## **ABSENCES AND EXCUSES:**

1. **Habitually Truant:** when a student misses, without parental excuse, more than 10 days in a semester.

2. **Unexcused Absence (Skipping):** when a student misses more than 5 minutes without a pass
3. **Tardy:** a student is counted “tardy” when he/she arrives after 8:35 am to school 4.  
**Excused Absence:** includes one of the following with verifiable proof:
  - a. Hospitalization/extreme medical condition
  - b. Medical/dental appointments
  - c. Death/funeral or family emergency
  - d. Cultural activities
  - e. Court appearance
  - f. Participation in school-sponsored activities

### **EXCUSED ABSENCE:**

1. Illness, of either self or immediate family members, in which staying home is necessary to ensure the well-being of fellow students and school faculty
2. When a student's physical or mental condition renders attendance at school unsafe, impractical, or harmful to self or others. Evidence, of such condition, must be provided from a certified physician, dentist, or mental health professional.
3. Prior approved Dakota cultural activities
4. Court appearance
5. Participation in school-sponsored activities

Students must go to their teachers and request make-up work immediately upon their return. The number of days absent, plus one day will be allowed for every consecutive day missed. The first three consecutive absences will require a phone call to be excused. However, any absences after three will require a call and a doctor's note upon the return of the student to be excused.

### **EXPLAINED ABSENCE:**

An explained absence (not an absence due to illness, doctor's appointment, serious illness, or death of a family member) is when a parent/guardian takes the student out of school with the principal's prior knowledge and approval. Students will be required to obtain assignments for classes to be missed and an assignment form completed prior to leaving the school. The assignments will be due on the day the student returns to school. Failure to follow this policy will result in the absence being recorded as an unexcused absence.

3 day letter

6 day letter – referred to M team and phone call to set up a success plan

9 day letter

12 day and not passing 4 classes

- 2 week warning and phone call to guardian/parent to set up a plan to improve

## **EXTRA-CURRICULAR ACTIVITY ABSENCE:**

Extra-curricular absence is any absence that is school related or school sponsored. Extracurricular activities include, but are not limited to, field trips, competitive events, and student activities.

## **TRUANCY:**

A student who leaves school without parental consent, is absent from school on a regular basis without school authorization, or has a high rate of absenteeism, will be reported to the Sisseton Wahpeton Oyate Tribal Education Department. The SWO Tribal Education Code 66 will be followed. (Education Code: Truancy Section attached at the end of the student handbook.)

## **UNEXCUSED ABSENCE:**

An absence in which the student is out of school and does not qualify as excused or explained. All missing work must be made up and submitted to the teacher. When a parent does not call to report an absence by 9:30 am, the morning of the absence, the school will attempt to reach the parent(s) at home or work.

## **ATTENDANCE FOR K-5:**

Students will be counted absent after 8:35 am. Students must be in attendance for 5 hours to receive credit for the entire day and 3 hours to receive credit for ½ day. If students have an appointment, they may be checked out by the parent and returned to school to receive credit for attendance. Grades 6-12 Students' attendance is based on actual time in school.

## **LATE FOR SCHOOL:**

A student arriving any time after 8:35 am will be given a late pass for admittance. Parent/Guardian phone calls to admit the student must be approved by the principal.

## **LEAVING EARLY FROM SCHOOL:**

Students will not be allowed to leave school unless a parent/guardian signs them out. Phone calls provided by the parent/guardian requesting leave must be approved by the principal.

*\* Children who attend school consistently:*

☐ Get better grades



- Behave better at school and home
- Are successful in middle and high school
- Are more likely to go to college
- Hold higher paying jobs as adults

**\* Acknowledgement/Recognition of  
Excellent Attendance**

Tiospa Zina Tribal School recognizes and acknowledges excellent attendance in each Tiwahe periodically recognizes and acknowledges excellent attendance by individuals.

## **DISCIPLINARY PROCEDURES:**

Students are expected to adhere to reasonable standards of behavior and conduct themselves in an acceptable manner. To describe acceptable behaviors, Tiospa Zina Tribal School has identified DAKOTA VALUES, which when exhibited, would demonstrate acceptable behavior and conduct. The school administration is empowered and directed to use its discretion in the enforcement and application of the provisions stated in the discipline policy. The range of disciplinary action that may apply to infractions serves only as a guideline. *The range of disciplinary action may not be applicable to all behavior infractions, incidents, and/or circumstances.*

**BULLYING:** A person is bullied when he or she is exposed repeatedly, over time to negative actions on the part of one or more people, and he/she has difficulty defending himself/herself.

A. Definition:

Bullying is a pattern of repeated conduct toward another person that is sufficiently severe and offensive to a reasonable person, and

1. has the purpose or effect of creating an intimidating, hostile or offensive school environment for one or more students, parents, employees, guests, visitors, volunteers, or vendors, and/or
2. has the purpose or effect of substantially or unreasonably interfering with a student's educational opportunities (i.e., academic, co-curricular activities, extra-curricular activities, and social opportunities, etc. within the school environment), employee's and volunteer's work environment or performance, or access by parents, guests, visitors or vendors, and/or
3. places a person in reasonable fear of harm to his or her person or damage to his or her property, and/or
4. causes physical hurt or psychological distress to a person, and/or
5. constitutes retaliation against any person for asserting or alleging an act of bullying, and/or
6. disrupts the orderly operation of a school.

B. Bullying conduct includes threats, intimidation, physical violence, theft, destruction of property, hazing, stalking (SDCL 22-19A-1), harassment (SDCL 22-19A-4), and

threatening or harassing contact by telephone or other communication devices, commonly referred to as cyberbullying (SDCL 49-31-31). Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action taken by the School District for conduct determined to meet the definition of bullying in SDCL 13-32-15.

1. Hazing defined: any verbal or physical act or acts done on school property or at a school activity which directed toward another person and done for the purpose of initiation into any group, regardless of whether the group is a school sanctioned organization, when the act or acts causes or may create a reasonable risk of causing mental, emotional or physical harm to the person who is the recipient of the act or acts.
2. Stalking defined: willfully, maliciously, and repeatedly following or harassing another person; making a credible threat to another person with the intent to place that person in reasonable fear of death or great bodily injury; or willfully, maliciously, and repeatedly harassing another person by means of any verbal, electronic, digital media, mechanical, telegraphic, or written communication.
3. Harass defined: a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose.
4. Threatening or harassing contacts by telephone or other electronic communication device defined: using or knowingly permitting a telephone or other electronic communication device under his or her control for any of the following purposes:
  - (1) to contact another person with intent to terrorize, intimidate, threaten, harass, or annoy such person by using obscene or lewd language or by suggesting a lewd or lascivious act,
  - (2) to contact another person with intent to threaten to inflict physical harm or injury to any person or property,
  - (3) to contact another person with intent to extort money or other things of value,
  - (4) to contact another person with intent to disturb that person by repeated anonymous telephone calls or intentionally failing to replace the receiver or disengage the telephone connection.

**CYBERBULLYING:** The use of information and communications technology (ICT), i.e. mobile phones (or electronic devices) and the internet, to deliberately harass or upset someone else.

**\*Bullying is NOT tolerated at Tiospa Zina Tribal School!**

### **ANTI-BULLYING RULES:**

- RULE 1: We WILL NOT bully others.
- RULE 2: We WILL try to help students who are bullied.
- RULE 3: We WILL include students who are left out.

- RULE 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

### **MINOR INFRACTIONS:**

- |                          |                          |
|--------------------------|--------------------------|
| • Inappropriate language | • Property misuse        |
| • Physical contact       | • Tardy                  |
| • Defiance               | • Electronic violation   |
| • Disruption.            | • Bullying               |
| • Dress code             | • Other minor infraction |
| •                        |                          |

### ***Intervention for Minor Infractions:***

An **intervention** is a continuum of support provided to students when challenging behaviors occur. The staff will use a variety of interventions to redirect students including, but not limited to:

- |                            |   |
|----------------------------|---|
| • Alternative seating      | • Precision requests                              |
| • Allow brief breaks       | • Pre-correction/prompts for appropriate behavior |
| • Assign a buddy/partner   | • Provide non-verbal cues/secret signals          |
| • Behavior chart w/rewards | • Proximity                                       |
| • Break down directions    | • Reflection/Refocus form                         |
| • Composure walk           | • Repeat directions                               |
| • Daily planner            | • Reteach and practice appropriate behavior       |
| • Fidgets                  | • Safe space/place                                |
| • Increased supervision    | • Social stories                                  |
| • Modeling                 | • Speak privately                                 |
| • Movement                 | • Stress reduction                                |
| • Offer reasonable choices | • Task modifications                              |
| • Parent contact           | • Visual reminders                                |
| • Planned ignoring         | • Visual schedule                                 |
| • Positive intent          |   |
| • Positive notes home      |   |
| •                          |   |
| •                          |   |

### ***Possible Consequences for Minor Infractions When Students are Unsuccessful at Refocusing:***

- Loss of privilege      ☐ Student Support (ISS)
- Time out      ☐ Send Home
- Conference with student      ☐ Out of school suspension
- Parent contact ☐ Other
- Noon detention/Parent conference

**\*VIOLENCE WILL NOT BE TOLERATED AT TIOSPA ZINA TRIBAL SCHOOL!**

**MAJOR INFRACTIONS:**

- Abusive language
- Fighting
- Physical aggression
- Defiance/Disrespect
- Harassment/Bullying
- Inappropriate Display of Affection
- Electronic Violation
- Lying/Cheating
- Skipping class
- Recording or encouraging a fight

***Intervention Strategies for Multiple Infractions:***

- Check-in/Check-out
- Direct instruction
- Parent in class
- Behavior contract
- Behavior intervention plan
- Reward system
- Social skill instruction
- Counseling

➤ **Level I**

- Abusive language
- Inappropriate display of affection
- Electronic violations
- Lying/Cheating
- Skipping

***Possible Consequences for Level I Major Infractions:***

- Loss of privilege
- Time out
- Conference with student
- Parent contact
- Detention
- Parent conference

- Student Support (ISS)
- Send home
- Out of school suspension
- No credit
- Other

## ➤ **Level II**

- Possession of a weapon other than a firearm (the use may cause a fatal wound)
- Battery/Assault i.e., fighting (willful use of force and violence upon another person)
- Physical violence -against another person that does bodily harm or
  - disregards potential harm
  - Theft of school or person's property (Restitution)
  - Vandalism against property - any act that damages or disregards potential damage to public or private property ( Restitution )

## ***DISCIPLINARY ACTION:***

### **Initial Infraction:**

- Students will be suspended out of school for the remainder of the day and following 2 days.
- Upon student return, a parent meeting will be held with the principal to discuss the infraction and discipline action (Possible Restitution).
- Superintendent may file a criminal complaint (SWO Chapter 38-Juvenile Code and/or Chapter 24 PENAL CODE).
- Bully/victim physical violence will be investigated. The perpetrator will receive additional consequences to be determined by administration.
- Consequences to be determined by Administration.

### **Final Infraction:**

Student will be referred to the Superintendent for a suspension for the remainder of the school year. The student will have the right to a due process hearing before the Sisseton-Wahpeton School board. The Superintendent may report the violation to law enforcement (SWO-Juvenile Code and/or Chapter 16-Penal Code).

### **Infraction:**

- **Possession and/or Use of Firearm** (as defined by USC Title 18-Section 9Z1)

- **Use of a weapon other than a firearm** (one by which the use of may cause a fatal wound)
- **Threats of and/or use of explosives**

***DISCIPLINARY ACTION:***

Student will be referred to the Superintendent for an expulsion for the remainder of the school year. The student will have the right to a due process hearing before the Sisseton-Wahpeton School board. The Superintendent may report the violation to law enforcement (SWO-Juvenile Code and/or Chapter 24 PENAL CODE).

**\*Any student who is expelled or suspended for the final infraction, must meet with the SWO School Board prior to continuing education.**

**TOBACCO, VAPING, ALCOHOL, AND DRUGS (JUVENILE CODE 38)**

**Possession and/or use of Tobacco and/or Vaping:**

The parent(s)/guardian(s) will be notified. The local Law Enforcement Agency may also be notified. If there is reasonable suspicion, then a designated staff member will use the metal detector. If student refuses, then this is an admission of guilt and we will follow student handbook.

***DISCIPLINARY ACTION:***

**Initial Infraction:**

- Student MAY be ISS OR OSS for the remainder of the day and up to 5 days (parent conference mandatory). (ISS OR OSS MAY BE ENFORCED) INTERVENTION PRACTICES TBA, (i.e. community service, etc.)
- Student may not participate in extracurricular activities for 2 weeks or two consecutive activities.
- Student will be referred to an outside agency for assessment for possible referral to an external agency for assistance.
- Upon student return, a parent meeting will be held with the principal to discuss the infraction and appropriate disciplinary action.
- The Superintendent may report the violation to law enforcement (SWO Juvenile Code and/or Chapter 16 Penal Code).

**Final Infraction:**

Students will be suspended by the Superintendent for the remainder of the school year. The student will have the right to a due process hearing before the Sisseton-Wahpeton School board. The Superintendent may report the violation to law enforcement (SWO-Juvenile Code and/or Chapter 24-Penal Code).

Any refusal of evaluation or intervention services will result in the Final Infraction process to be followed.

**Possession and/or use of alcohol (may include, but are not limited to: mouthwash, hand sanitizer, cough syrup, etc.)**

Students who are suspected of being under the influence of alcohol will be screened. Parents will be notified, and the student will be subject to a mandatory onsite alcohol test.

Alcohol tests will be administered by certified staff. A refusal of an immediate alcohol test by parent and/or student will be considered a positive result and the school will follow policy. Law Enforcement Agency will be notified.

***DISCIPLINARY ACTION:***

**Initial Infraction:**

- Students will be suspended out of school for the remainder of the day and up to 5 days (parent conference mandatory). ISS MAY BE IMPLEMENTED
- Students will not participate in extracurricular activities for 2 weeks or two consecutive activities.
- Student will be referred to an outside agency to assess if a referral to an external agency for assistance is necessary. (PARENT(S) MAY BE RESPONSIBLE FOR ASSESSMENT COSTS.)
- Upon student return, a parent meeting will be held with the principal to discuss the infraction and disciplinary action.
- The Superintendent may report the violation to law enforcement (SWO Juvenile Code and/or Chapter 38-33-01 JUVENILE PENAL CODE).

**Final Infraction:**

Students will be suspended by the Superintendent for the rest of the school year. The student will have the right to a due process hearing before the Sisseton-Wahpeton School board. The Superintendent may report the violation to law enforcement (SWO-Juvenile Code and/or Chapter 38-33-01 JUVENILE CODE).

Any refusal of evaluation or intervention services will result in the Final Infraction process to be followed.

## **Possession and/or Use of Illegal Drugs (38-33-01 JUVENILE CODE):**

Students who are suspected of being under the influence of illegal drugs will be screened. Parents will be notified, and student will be subject to a mandatory onsite drug test. Drug tests will be administered by certified staff. A refusal of an immediate drug test by parent and/or student will be considered a positive result and the school will follow policy. Law Enforcement Agency will be notified.

### ***DISCIPLINARY ACTION:***

#### **Initial Infraction:**

- Students will be suspended out of school for the remainder of the day and up to 5 days (Parent conference mandatory).
- Drug assessment must be completed, and results brought to the school officials prior to being readmitted to school. Parents are responsible for contacting external agencies and setting appointments.
- Homework will be available upon request for the time period the student is out of school.
- Students will not participate in extracurricular activities for 6 weeks.
- Upon student return, a parent meeting will be held with the principal to discuss the infraction and disciplinary action.
- The Superintendent will report the violation to law enforcement (SWO-Juvenile Code and/or Chapter 38-33-01 Penal Code).

#### **Final Infraction:**

Students will be suspended by the Superintendent for the remainder of the school year. The student will have the right to a due process hearing before the Sisseton-Wahpeton School board. The Superintendent may report the violation to law enforcement (SWO-Juvenile Code and/or Chapter 24-Penal Code).

**➤ POSSESSION OF WEAPONS, ILLEGAL DRUGS, AND  
ASSAULT/BATTERY-FIGHTING WILL BE A PERMANENT  
EXPULSION FOR THE REMAINDER OF THE SCHOOL YEAR.  
TIOSPA ZINA TRIBAL SCHOOL HAS A ZERO TOLERANCE POLICY  
FOR THESE 3 MAJOR INFRACTIONS.**

## **K- 5 SUPPLEMENT:**

All consequences for inappropriate behavior will be determined by the handbook and Administrative Team.

### **Procedures and Consequences:**



- Classroom teachers will do intervention skills when dealing with inappropriate behaviors in the classroom. Classroom teachers will have classroom rules and management procedures that will be shared with parents. If interventions have been exhausted and there are no positive results, student(s) may be referred to the Student Support Services and interventions with the School Administrator.
- All students will be encouraged to return to class and have specific goals for appropriate behavior in the classroom. If, at any time, the Administrative Team feels that a parent needs to spend some time in the classroom with their child(ren), there will be a conference with specific goals for each infraction.
- It is the intent of Tiospa Zina Tribal School that all children are safe. Parents are encouraged to meet with classroom teachers and the school Principal on a regular basis when inappropriate behavior is frequently displayed by student(s). Student(s) may be referred to the Child Study Team when frequent inappropriate behavior is displayed by student(s).
- When students are suspended from school for any number of days, parents are required to return with their child(ren) prior to classroom admittance. A Conference will be set up by the principal with the possibility of a student behavior contract which will be monitored by classroom teacher(s), parent(s), and the principal.

**On-going communication between the classroom teacher, parent(s), and Principal will be the focus to ensure positive relations between the school and home. It is the intent of Tiospa Zina Tribal School's intent to communicate with all parents on a regular basis to build positive relations.**

#### **DISCIPLINE OF SPECIAL EDUCATION STUDENTS:**

A student who is defined as having a disability under the Individuals with Disabilities Education Act (IDEA) discipline procedures shall be handled in accordance with IDEA regulations. The district shall make manifestation determinations disciplinary decisions, and placement decisions of such students in accordance with IDEA regulations.

All children with disabilities will be accorded rights as required by federal and state law. See also 34 CFR 300.39- Special Education.

The board encourages parents, guardians, surrogate parents, custodians, eligible students, and school employees to work cooperatively to ensure that the special needs of students are met. Parents will be provided with information about their rights, the rights of their child, and the responsibilities of the school system toward meeting the special needs of their child in the Parental Rights and Procedural Safeguards from the State of South Dakota.

#### **DUE PROCESS PROCEDURES:**

It will be the responsibility of the Administrative team to ensure that students are offered a fair and impartial hearing for students facing allegations that could result in expulsion. The following steps will be taken for the hearing.

- Allegations must be made within 48-hours of the incident and must specify the violation, the date, and the person alleging the violation. The Administrative team will conduct the investigation at this time.
- A request for a hearing must be made within 5 days of the allegation.
- The Superintendent may recommend an expulsion for up to the remainder of the school year. No panel is afforded for a student expulsion recommendation.
- The student has the right to be represented by legal counsel of his/her choice. Attorney fees for student is the responsibility of the Parents.
- No student shall be compelled to testify against himself/herself.
- The student has the right to always have his/her parent(s) /guardian(s) or their designee present.
- If the student fails to appear at the hearing on the appointed date, he/ she loses by default and the school shall proceed with the expulsion process.
- In the event the student is found not guilty of the allegations, the allegations of misconduct and information pertaining thereto will be expunged from the student's school record.
- The student may appeal against the expulsion decision of the Superintendent within five (5) days to the Sisseton-Wahpeton School Board.

### **STUDENT EXPULSION:**

The School Board may expel a student for the balance of any school year for conduct that disrupts the educational process or endangers the health or safety of the student, other students, or school staff. In this process:

- The Principal may give, the accused student and their parent(s), written notice of charges against the student and the nature of evidence supporting those charges.
- The Principal must inform the student in writing of the date, time, and location of the expulsion hearing within five (5) days prior to the hearing.
- The Principal shall inform the students of their procedural rights prior to the hearing and provide the student with a written copy of their procedural rights at that time.
- The School Board shall conduct a hearing in accordance with the basic principles of due process.
- If the School Board is so determined at any time, they may forego the expulsion and set an appropriate reprimand.

### **SEXUAL ASSAULT AND HARASSMENT:**

All students are assured a safe and healthy environment, free of unwarranted and unsolicited sexual assault and harassment. Staff has a responsibility to monitor the school and protect students from sexual assault and harassment. If a student feels that a violation has been

committed by a fellow student or staff member, the student should file a written or verbal complaint with his/her Principal.

Sexual Assault is defined as an attempt or offer, with force or violence upon another person with intent of performing any sexual activity as defined by Sisseton-Wahpeton Oyate Penal Code Section 26-15-02 or the Sisseton-Wahpeton Oyate Juvenile Code Section 38-03-05.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

- The Principal is to document the date and time of the complaint.
- If the complaint is a verbal complaint the Principal is to take detailed notes and have the complainant sign the detailed notes.
- The Principal will notify the parents of the alleged victim and alleged perpetrator within 2-hours of the complaint.
- The Principal will also notify the Sisseton-Wahpeton Law Enforcement within 2-hours of the complaint.
- The Principal will also notify the Superintendent within 2-hours of the complaint.
- The Superintendent will suspend the alleged perpetrator until an internal investigation is completed.
- An internal investigation will be completed by the Principal. The investigation will be completed within 48-hours of the complaint.
- At a minimum the investigation will include interviews of all persons in and around the area where the alleged assault or harassment happened and the collection of any physical evidence.
- The Superintendent will review the evidence collected immediately after the evidence is collected to determine disciplinary action.
- The Superintendent will turn over the evidence collected to law enforcement.
- The Superintendent is authorized to suspend the perpetrator until the next duly called Sisseton-Wahpeton School Board meeting.
- The Superintendent will recommend long-term suspension for the rest of the school year or present evidence that the student is an enrollment concern.

All discipline actions are at the discretion of the building administration. Any disciplinary action that effects the school climate may be subject to disciplinary action.

## **EDUCATION CODE TRUANCY SECTION**

As adopted by Motion on February 4, 2021

By the Sisseton-Wahpeton Oyate Council

### **22-12-02-MANDATORY ATTENDANCE**

A child between the ages of five (5) and eighteen (18) must be in attendance in school 90% of scheduled school days or participating in school sanctioned remote learning sessions. A child on an Individual Education Plan (IEP) may be provided alternative education services until the age of twenty-two (22).

### **22-12-03 - EXCEPTIONS TO MANDATORY ATTENDANCE AND SCHOOL MEMBERSHIP**

A child and his parent or guardian shall be excused from the requirements of the Mandatory Attendance Policy and will not be subject to the penalties if the school attended by the child has excused that child from attendance because the school is providing alternatives for all legally required education services. The student must be currently enrolled, be following policies and procedures, and remain current on the educational requirements according to the education institute enrolled in and Tribal Education Codes. Non-compliance will result in the child and their parent/guardian becoming subject to penalties as stated in the Tribal Education, Juvenile and Penal codes.

### **22-12-04 - School Membership**

#### **A. Compulsory School Attendance**

##### **a. Parents:**

- i. Parents, guardians, or custodians having charge or control of a child attending school on the Lake Traverse Reservation between the ages of five (5) and eighteen (18) must continuously have their child enrolled and attending school 90% of the school year. A child on an IEP may be provided education services until the age of twenty-two (22).
- ii. All tribal members residing on the Lake Traverse Reservation are subject to tribal law and enforcement of the law by the agents and employees of the Sisseton-Wahpeton Oyate.

##### **b. Students:**

- i. Students are required to be enrolled and attending 90% of the school year or be enrolled in an alternative educational program leading to a high school diploma or General Equivalency Degree (GED).
- ii. Participate in school to the fullest of their capabilities.

#### **B. Mandatory Attendance**

- a. The parent, guardian, or custodian of a child shall notify the educational institute of the reason for each known absence of the child, in accordance with the tribal

law. No person shall encourage, entice, or recommend any child of compulsory school age to be unlawfully absent from school. Violation of this subsection will result in criminal charges.

- b. Excessive absences during a school year is defined as more than 10% of the days absent from school or failure to log into virtual learning for 10% of the school year.
- c. When a child reaches the threshold limit of accumulated absences of 5 (five) days and again at 10 (ten) days of absences, the education institution must notify the Tribal Education Director and/or truancy office. After attendance reaches less than 90% the Child Protection Program will be notified by the Tribal Education Department for further intervention, follow-through and/or action(s). The education institution will provide all documentation of communication to parent, guardian, or custodian from the education institution and copies of documentation provided to the Tribal Education Department and/or truancy office regarding the absences.

#### **C. TED Truancy Restoration Circle:**

- a. The Education Department (TED) will engage a circle comprised of tribal program representatives to meet with the student and their parents, custodian or guardian to ensure the family has no impediments to keep the student from succeeding in both in person or online classes.
- b. Peer Mentors or Truancy Interventionists may be hired by TED for both the student or parents to provide daily coaching or encouragement by phone, text, or socially distancing in-person visits.
- c. The Sisseton-Wahpeton Oyate Council may appropriate funds as necessary to support the costs of the Peer Mentors or Truancy Interventionists and to address any unmet needs the family may have that are impediments to the student learning and attending in-person or online classes.

#### **D. Truancy Court:**

- a. There is hereby established a special Truancy Court in the Sisseton-Wahpeton Oyate Court system to address the increased truancy problem.
- b. Upon request of either the Child Protection Program Manager or the Education Director, the SWO Prosecutor shall file a complaint for Failure to Attend School in the Truancy Court against the parent, custodian or guardian of the child who is not in compliance with the in-person attendance or virtual learning policies.
- c. The Truancy Court Judge, or his or her designee, shall meet with the parents, custodians or guardians and students to devise a court mandated plan to address ongoing chronic truancy issues.
- d. The Truancy Court Judge, or his or her designee, shall meet with the family at the minimum once weekly to provide ongoing monitoring of the student's progress.

#### **E. Penalties**

- a. Violation penalties the Truancy Court may impose for failure to send children in grades K-12 to school are:
  - i. Parents/Guardians: Violation penalties for failure to send children in

grades K-12 to school shall include the following:

- [illegible]