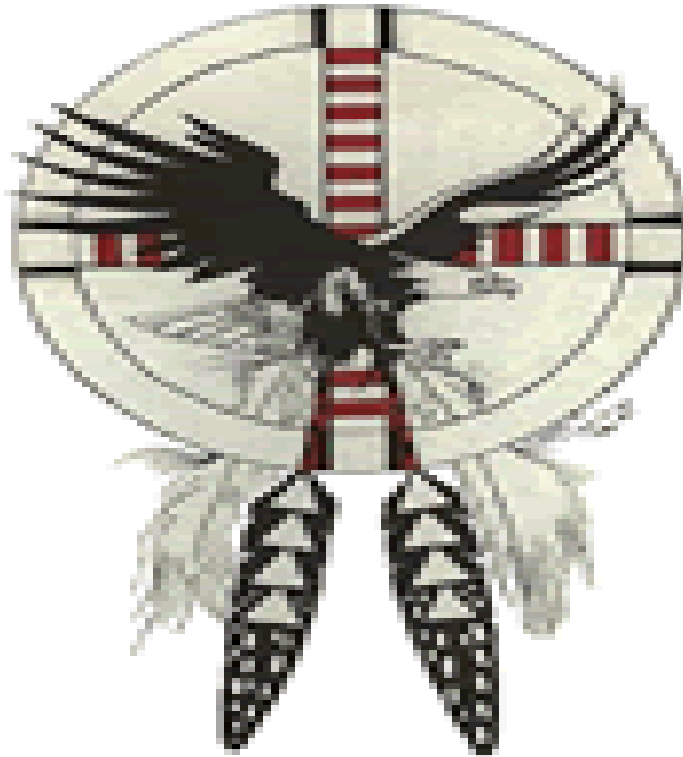


**ST. STEPHENS INDIAN HIGH SCHOOL**  
**Student/Parent Handbook**  
**2015-2016**



**Every student will have equal educational opportunities at St. Stephens Indian High School and access to all school activities, opportunities and support services regardless of race, color, creed, gender, religion, national origin or disability.**

**St. Stephens Indian High School**  
**HOME of the Eagles & Lady Eagles**

**128 Mission Road/Box 345**  
**St. Stephens, Wyoming 82524**  
**307-857-9400**  
**307.856.6770-Fax**

**Board of Trustees:**

**Chairman-Marilyn Groesbeck**  
**Treasurer-John Goggles**  
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**Vice-Chairman-Dominic Littleshield**  
**Member-William C’Hair**

**Administration**

**Frank No Runner.....Superintendent**  
*Ext. 216 email: [fnorunner@st-stephens.net](mailto:fnorunner@st-stephens.net)*

**Cheryl Meyers.....High School Principal**  
307.857.9401email: [cmeyers@st-stephens.net](mailto:cmeyers@st-stephens.net)

**Pamela Swiderski.....Business Manager**  
*Ext. 211 email: [pswiderski@st-stephens.net](mailto:pswiderski@st-stephens.net)*

**Ed Trujillo.....Plant Manager**  
Ext.218 email: [etrujillo@st-stephens.net](mailto:etrujillo@st-stephens.net)

**Blaine Bray.....Transportation Director**  
Ext .236 email: [bbray@st-stephens.net](mailto:bbray@st-stephens.net)

**Matt Mortimore.....Athletic Director**  
email:mmortimore@st-stephens.net

**SCHOOL HOURS- 7:45 a.m. -4:00 p.m.**

## Staff

Front office Secretary.....Marquel Brown  
Home School Coordinator.....Ruth Frericks  
Security.....Skyler Littleshield  
Counselor.....Laurie Abbatello  
Science.....Barbara Harvey  
Language Arts.....  
Business Computers.....  
Math.....  
Liberian Aide.....Steve Hvizdak  
PE/Health.....Matt Mortimore  
Native American Studies.....Mike Redman  
Resource.....Perriann Witt  
Cook.....Millie Norse  
Cook.....Angie Hanway  
Custodian.....Belem Montoya  
Custodian.....Terry Carroll

# **MISSION STATEMENT**

*TO WALK WITH DIGNITY, KNOWLEDGE AND WISDOM*

## **VISION STATEMENT**

All students will be provided a safe, success-oriented, culturally-responsive educational environment which will develop responsible, respectful, productive, and well-adjusted individuals in an ever-changing world.

## **PHILOSOPHY**

We at St. Stephens Indian school believe in the simply philosophy of life that has sustained the Indian people through the centuries: to walk with dignity, knowledge, and wisdom, to live in harmony with earth and everything on it, to acknowledge with thanks to the Great Spirit.

We believe that St. Stephens Indian School exists first and foremost for teaching and learning. Our students will be taught the techniques for living and leadership in modern society within a curriculum framework, which includes the art language and beliefs of American Indian culture and heritage.

We believe that all students can learn provided with a positive, success oriented, and safe environment. STUDENTS, TEACHERS, ADMINISTRATORS, PARENTS, AND COMMUNITY ARE EQUALLY IMPORTANT IN THE LEARNING PROCESS.

- All Children will read independently by the 3<sup>rd</sup> grade.
- 70% of students are proficient advanced in reading and math.
- Each student will attain an attendance rate at 90 % or better.
- Students demonstrate knowledge of their language and culture.
- Increased enrollment, retention placement, and graduation rates for post-secondary schooling.

# **SCHOOL ADMISSION/ENROLLMENT/CHANGE OF ADDRESS**

Admission

## **INTRODUCTION**

The goal of St. Stephens High School is to provide a challenging and supportive learning environment for all students. This will be accomplished in a safe and orderly environment for students and staff. It is our hope that St. Stephens staff, parents, students and community members will work together toward this goal. In order to support a positive climate, we have prepared this handbook as a source of reference for school rules, regulations and other general information. If you have any questions or need further information that is not included in this handbook, please feel free to call the central office at 307.856.4147 (K-8) or 307.857.9400 (9-12) or come in and visit with us.

This handbook has been prepared as a guide for you to become acquainted with school policies and procedures. The rules and guidelines in this handbook apply to any student who is on school premises, in a school-related vehicle, a school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school. Although it is not possible to cover every situation in detail, this handbook will help guide you in many decisions you make. In the absence of specific instructions, you should comply with the spirit of good citizenship and, when in doubt, consult with your parents, teachers, and principal.

## **EMERGENCY PROCEDURES**

### **(School closings, severe weather, civil disasters)**

If it becomes necessary to dismiss school because of severe storm or a civil disaster, parents and the community will be notified through radio station KDLY,97.5 FM, 1330 AM KOVE, 93.1 KTRZ. Because it is essential that telephone lines are open allowing the school to conduct school business during an emergency, please listen to the radio and limit calls to the school.

## **General School Regulations and Information**

### **Safe Schools**

St. Stephens High School has plans and procedures for emergency situations including fire, tornado and intruder alert. Administration, teachers and students will review these procedures each year.

If a threatening situation arises in which students and staff may be in danger, protective action will be put in place and the building placed in lockdown status. Student responsibilities are to

- Follow all teacher/staff instructions

- If outside of the classroom when the lockdown is announced students should go immediately to the nearest open classroom where other students and teachers are present
- Remain in the classroom and follow teacher/staff directions until you receive instructions from emergency personnel or school administration.

In the event that students are to be release to parents as the result of an emergency, the following procedure will be followed as closely as possible at the campus or if applicable an off-campus site(s).

Students are to be released **only** to parents, guardians or pre-designated emergency persons.

1. A member of the school staff or designee will meet parents/guardians and provide instructions.
2. Parents/guardians will be directed to the predetermined reception and check out area.
3. The students' list will be used to determine who is allowed to check out the student.
4. In the case of younger students, the adult will be asked to show identification.
5. The parent/guardian will sign out the child on the student list.

If circumstances dictate that a judgement be made to release a student to someone other than the parent/guardian then a phone number and address will be requested so parent/guardian may be informed to whom and where their child was released. St. Stephens High School students and staff will review and practice lock down plan, fire drills, and emergency evacuation procedures each year.

## Daily Class Time Schedule

<b>Monday-Thursday</b>	
1 <sup>st</sup> Period	8:30-9:50
Break	9:50-10:00
2 <sup>nd</sup> Period	10:00-11:20
Homeroom	11:20-11:50
Lunch	11:25-12:00
3 <sup>rd</sup> Period	12:00-1:25
Break	1:25-1:35
4 <sup>th</sup> Period	1:35-3:05

<b>Friday-Early Release</b>	
1 <sup>st</sup> Period	8:30-9:45
Break	9:45-9:55
2 <sup>nd</sup> Period	9:55-11:10
Lunch	11:10-11:50
3 <sup>rd</sup> Period	11:50-1:05
Break	1:05-1:15
4 <sup>th</sup> period	1:15-2:30

Educational Rights & Privacy Act (FERPA)



All parents/guardians and students 18 years of age or older have the right to examine official records, files and data of the school that directly relates to the students. FERPA prohibits the release of educational records to a third party without parental or eligible student consent. The Board of Education has authorized the administration to:

## Title VI/Section 504/ADA

## Title IX

The Board of education of St. Stephens Schools complies with the regulations of the Title IX of the Education Act Amendments of 1972. No student shall be discriminated against on the basis of sex in any district-sponsored curricular or co-curricular program offering as stipulated in Title IX. All student grievances files in curricular programs offerings as stipulated in Title IX. All student grievances filed in relation to this policy shall follow the appeal approach as outlined in this handbook.

## Sexual Harassment

All students and employees must be able to learn and work in an environment free from unsolicited and unwelcome sexual overtures.

## Transportation for Students (bus and auto policy)

Bus transportation is provided for all students enrolled in St. Stephens Indian School, in accordance with the general policies of the school. Students riding buses to and from school will be required to observe the bus rules.

**Bus riding privileges of a student may be revoked** for violation of the rules or for conduct that may jeopardize the safe operation of the school bus. The driver is in full charge of the bus and the students on it and students should comply promptly and respectfully with the requests of the driver.

**The bus driver may assign seats to an individual to all students riding his/her bus.** The school bus driver has the authority and responsibility to discipline students on the school bus.

General guidelines and exceptions for students riding the bus are listed below. These guidelines are in effect whenever students are riding school transportation (activities, field trips, to/from school etc.).

1. All school rules are in effect on the bus and students shall follow the instructions of the driver.
2. Students are to be on time at their designated pick-up areas.
3. To keep the bus safe; no excessive noise, avoid rowdiness, keep hands to self and hands and body inside of the bus, remain in seats until bus stops, and no objectionable language.
4. To keep the bus clean and safe: no food or drink should be consumed on the bus.
5. Tobacco, drugs and alcohol are prohibited.
- 6.

### **Guidelines for violations of conduct on the bus are listed below:**

1<sup>st</sup> incident: Warning: Incident documented and parent contacted. This is the only warning given.

2<sup>nd</sup> incident: Principal files report, parents contacted, and riding privilege revoked for school days.

3. incident: Principal files report, parent contacted, and riding privilege revoked for 30 school days.

**\* Any student who commits a major violation of the student code while riding school sponsored transportation that may result in school suspension** i.e. use/possession/selling alcohol or illegal/illicit drugs, arson assault, fighting, possession or use of weapon, gross intimidation/threats directed towards an individual, and vandalism may have their bus riding privilege immediately revoked for up to 30 school days, be suspended from school for up to 10 days, referred to law enforcement, and/or recommended to the Board of Education for expulsion from school.

**Important Parent Request regarding change in drop-off destination:** If there is a change in destination of drop-off after school, we ask that parents/guardians **call the school before 2:45 p.m.**

This allows time to notify drivers, teachers, coaches etc. Your timely cooperation is essential for your child's safety and for buses to depart on time.

Any student who rides the bus to school and is not involved in after school activities is expected to ride the same bus home, If other transport or a different destination is to be used by the student, parents/guardians should notify the school **before 2:45**.

## Student Motor Vehicle Use and Parking Privilege

### CLOSED CAMPUS

**ST. STEPHENS HIGH SCHOOL IS CLOSED CAMPUS** and offers all the services necessary for the entire school day. Once

## Electronic Communication Devices (Cell phone policy)

### GENERAL STATEMENT:

The Board of Directors of St. Stephens Indian School Educational Association, Inc. recognizes that cellular phones and/or other electronic communication devices(iPods, iPads, Tablets, Kindles) can be used to exploit personal information, compromise the integrity of the classroom, disrupt educational programs and activities, promote and escalate false rumors, promote academic dishonesty, aid in the commission of illegal behavior and criminal activity, invade and disrupt the personal privacy of students, impede the work of emergency personnel in emergency situations, and promote other disruptive behavior which discourages the educational process.

### POLICY:

Student use of possession of electronic communication devices is prohibited during any class time unless it is being used for a legitimate classroom activity. Teachers may establish and maintain a safe and secure place for students' electronic devices during class time. However, the best place to keep the phone is locked in the locker.

### DEFINITIONS:

Cellular phones and other electronic communication devices are defined to include portable 2-way telecommunication devices including, but not limited to, cellular telephones with or without cameras, beepers, walkie talkies, other hand held computing devices used as communication devices, any as well as any new technology developed for similar purposes.

The instructional day includes, but is not limited to, classroom session, "lunch breaks, class changes;" study halls, and any other structured or non-structured instructional activity that occurs during-the normal school day, Monday-Friday.

**PENALTY:**

Penalties for violation of this policy shall be:

- 1<sup>st</sup> offense: Warning-phone returned to student at the end of the day.
- 2<sup>nd</sup> Offense: Confiscate cellular phone, parent pick-ups cellular phone/conference.
- 3<sup>rd</sup> Offense: Suspension

**NO LIABILITY:**

The school will not be responsible for lost, damaged or theft of any cellular phone or electronic communication device brought to school or on school property.

Chairman, St. Stephens Indian School Educational Association, Inc.

*Adopted: November 25, 2008*

## **GRADING**

St. Stephens Indian School operates on a 4 point scale; 4.0-A, 3.0-B and 2.0-C, 1.0-D. Grade point averages are computed on the scale below. This is done by dividing the accumulated points by the number of graded courses taken. Grades of "S" and "U" are not recorded for grade point averages.

**ALL SCHOOL GRADING SYSTEM:**

**A=90-100**

**B=80-90**  
**C=70-80**  
**D=60-70**  
**F=59 and below**

Every effort will be made to provide necessary support to insure student achievement. We expect student's school work to be their BEST EFFORT, NEATLY DONE and IN ON TIME.

### **HONOR ROLL**

The Honor Roll is posted at the end of each quarter. Students must achieve a 3.0 grade point average or better and may not receive grades lower than "C". (Grades earned for elective and Physical Education is included when figuring the Honor Roll.)

### **PROMOTION AND RETENTION**

The school will promote pupils only at the end of the school year. Children who enter from systems where semiannual admission and promotion are used, those who have finished half a grade when admitted will be placed in the same grade but, if it later appears they should be placed in the succeeding grade, a change may be affected.

A child may be retained if he/she has not reached a standard of achievement which would allow him to progress satisfactorily to the next level. Students can be retained if they are absent more than 10 consecutive or inconsecutive days per semester. The final decision will be made by school personnel. If necessary, retention will be encouraged before a child leaves the primary grades.

### **MEDICAL INSURANCE**

Students who participate in physical education and competitive activities run the risk of sustaining injury and MUST have adequate medical insurance. STUDENT ACCIDENT INSURANCE IS THE RESPONSIBILITY OF THE PARENTS. Very affordable health insurance for students may be obtained from St. Stephens Indian School thru Wind River Athletic Association. Please inquire at the office.

### **STUDENT LOCKERS**

Lockers are the property of the school. The school is authorized to open lockers and to examine the contents, including personal belongings of students, when school officials have reasonable cause to believe that the contents threaten safety, health or welfare of students, or include suspected stolen property or items which are specifically prohibited by law, board policy, or school regulations. Students are personally responsible for all contents in their lockers.

Students are not to share their lockers with another student. Students are personally responsible for all contents in their assigned lockers.

Locker combinations must not be given to another student for security purposes. The Building Principal may impose disciplinary consequences for locker policies.

## **STUDENT SEARCHES**

St. Stephens Indian School reserves the right to search lockers, backpacks, vehicles, and individuals if reasonable suspicion exists that endangers the health, welfare, and safety of the student themselves, or other students and staff at St. Stephens Indian School.

## **EMERGENCY DRILLS**

Fire tornado and intruder alert drills will be held monthly on a rotating basis. Students and faculty have received training on the proper responses to these drills and will assist any other individual in the building at the time of the drill.

## **PRESCRIBED DRUGS/STUDENT ILLNESS**

Any student who is required to take medication during school day must: have a written permission slip, from a parent or guardian. Prescriptions drugs must be brought to school in a container appropriately labeled by the pharmacy or physician (when filling the prescription you may ask the pharmacist to split the prescription into two bottles) or bring enough medication for one day in a sealed envelope, labeled with the students name, physician's name and instructions for administering the medication. Medicine, in the original container, must be given to the nurse or office personnel to be stored in a designated area. The student will be responsible for coming to the nurse's office and taking medication. Non-prescription drugs must be brought to school in an envelope with all the information on the permission slip, the doctor's name is not needed.

If school personnel feel that your child is too ill to be at school, has a fever, or a contagious illness, you will be called and asked to take your child home.

## **LOST AND FOUND**

Articles found should be turned into the office. Any students losing articles can check in the office to see if the article has been turned in.

## **REPORTING TO PARENTS**

St. Stephens Indian School runs on a four-quarter basis with mid-term and report cards being prepared at the middle and end of each quarter

## **ENROLLMENT**

New students will be allowed to enroll up to 10 days after the semester begins. Students who have been expelled will not be considered for enrollment until expulsion period ends.

## **TRANSCRIPTS**

Transcripts of grades earned and standardized test scores are kept in permanent records in the central office. All other school related information is housed in the business office. Transcripts will be sent to other schools or employing agencies upon request by the student. Transcripts and

information concerning school are available to individual student and/or parents or guardians upon request. Upon graduation an original transcript will be included with the diploma.

## **HOMEBOUND INSTRUCTIONAL PROGRAM**

Any student, who, by order of a physician, is confined either at home or in the hospital for more than nine (9) days, will be eligible for the district homebound instructional program.

## **WITHDRAWING FROM SCHOOL**

Any student wishing to withdraw from school must start the process by visiting with the principal or administrator. He/she must have written permission from his/her parent/guardian before he/she picks up a withdrawal form from the principal's office. The form should be signed by each teacher and returned to the office. If the student has been involved in any school activities, the sponsors of those activities should also sign the form. All materials belonging to the school district must be returned and all fines must be paid before checkout.

## **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences will be held at the end of the first and third quarters. Parents may be asked to meet with school personnel at other times. Parents may request to meet with school personnel anytime. Open house will be held within the first few weeks of school.

## **SCHOOL/FIELD TRIPS**

Students are expected to work to their potential and to maintain the minimum grade point average established by the principal to be eligible for participation in **SCHOOL/FIELD TRIPS**. If they do not comply, they will be considered ineligible per school policies as pointed out in the Student/Parent Handbook. A student who has violated these policies, who has repeatedly been a discipline problem, or has been involved in any serious disciplinary action may be considered ineligible to participate in the SCHOOL/FIELD TRIPS. ***An alternative educational opportunity will be provided.*** The school principal has the final authority at the building level to decide which students are allowed to participate in SCHOOL/FIELD TRIPS.

## **ATTENDANCE REGULATIONS**

### **ABSENTEEISM**

The Board recognizes that regular attendance at school is vitally important to each student and that it can directly affect academic progress. To be successful in school, a student must be regular and punctual. Frequent absence from the regular classroom learning experience disrupts the

continuity of the instructional process. Parents should consider school a priority when scheduling appointments. Out of town trips should be planned so as to not interfere with school attendance. On those occasions when absence is unavoidable, it is advisable that parent's take an active part of insure that students make all efforts possible to complete work before a known absence, and make up work for unexpected absences.

## **RESPONSIBILITY**

The primary responsibility for insuring regular attendance at school rests with the parent and the student. Through the cooperative efforts of parents and the school, it is hoped that each student will develop attendance habits and attitudes that will be helpful in present and future endeavors. Tribal law requires attendance through age 18.

For any absence parents must notify the office by (8:30 a.m.) that day, followed by a note the following day. If an absence is excused, students will have one calendar day for each day of absence to make up schoolwork (calendar day not Red/Black day).

### **Unexcused Absence—Procedure:**

Absences will be counted from the first day of each semester. It again is the students and parent/guardians responsibility to be at school when school begins.

#### **(1) ABSENCES**

School-sponsored activities are not counted as absences. Pupil absences shall be classified into the following types:

#### **(2) EXCUSED ABSENCES**

To be authorized and indicated on students admit slip as an Excused absence by a building Principal or front office secretary the following criteria must be met:

Evidence must exist validating that the parent/guardian had knowledge and approved the absence.

**\*Medical, such as physical or mental illness, injury, and/or an appointment necessary to deal with such circumstances; Legal, appointments or circumstances mandated by a judge or the court; Family issues, such as a death in the family.**

**Authorized Excuse:** Attendance personal, Home-School Coordinator, or Building Principal verified student was in an environment due to circumstances beyond his/her control for medical, legal or family emergency. Appointment-acceptable only if from entity licensed or certified to deal with any of the aforementioned circumstances.

**Short Term Illness:** Acceptable only if verified in writing by parent/guardian and is infrequent in nature. In no case shall a student be marked as an excused absence until the aforementioned conditions are met. Failure of a student or parent/guardian to meet the conditions for an



authorized excuse within five school days will result in teachers marking the student as an unexcused absence in their attendance and grade book. **THE TEACHERS GRADE AND ATTENDANCE BOOK ARE THE FINAL AUTHORITY.**

### **(3) UNEXCUSED ABSENCES**

Absences not meeting the definition and criteria for excused absences are considered unauthorized and unexcused absences. Partial day unexcused absences will be counted and will affect the student's attendance record. Arriving unexcused late to school at any time after 8:36 AM to 12:00 noon is considered a one-half day absence. Arriving unexcused late to school at any time from 12:00 noon until the end of school is considered a one day absence. Leaving unexcused early from school at any time from 12:00 noon until the end of the school is considered a one-half day absence. (SSIS BP JED 3.)

### **(4) PROCEDURE FOR PARENT GUARDIAN NOTICES OF ABSENTEEISM**

Whenever a student has been absent three (3) days in any one quarter a letter and/or phone call will be sent to the parents concerning that student's attendance. Included will be a statement concerning pending notification of truancy to local officials and BIE, as required by BIE.

Whenever a student has been absent six (6) days in any one quarter a letter will be sent to the parents concerning that student's attendance and requesting a parent/principal conference. A written contract will be signed by the student stating they will have no further unexcused absences. Phone calls concerning, and letters of, excessive absenteeism will be made/sent to the Northern Arapaho Department of Family Services, the Wind River Police Department, and the BIE as required by mandatory reporting.

Whenever a student has been absent seven (7) days in any one quarter the student will be removed from school until the next quarter. A letter will be sent to the parents/guardians informing them of the procedure followed.

### **(5) PROMOTION/RETENTION**

There are generally between 170 and 180 class days per year (85-90 per semester). Any student who has more than ten (10) absences per class in a semester will have missed more than 10% of the total class time. Any absence beyond the tenth (10) may prevent the student from earning a passing grade and will ***be considered for retention for the fall and/or dropped from current class roster*** for that semester. (Unless prior approval has been obtain by Administrator).

**All** absences, unexcused, count toward ten (10).

### **(6) RETURNING TO CLASSES AFTER ABSENCE**

After any absences other than school related absence, student are required to obtain an admit slip for the class(es) missed from the attendance office. This is the student's responsibility. Attendance office personnel, the School Principal or his/her designee will indicate on admit slips an excused or unexcused absences.

In order to be readmitted to class(es) from which they were absent, students are required to present an admit slip immediately upon re-entering the class(es) missed, and the teacher is expected to sign the slip immediately upon the student re-entering class.

### **(7) THE APPEALS PROCESS**

As stressed 10 Absences (b) it is the student and/or parent/guardian responsibility to closely monitor and check attendance status with individual instructors. In the event a student is in a loss of credit situation, the student may appeal the loss of credit. This may be done by the student submitting a written request for review within five (5) school days of the date indicated in the teacher's attendance/grade book that caused a loss of credit situation (the first absence which occurs beyond 10).

In the event a timely request is made, a review board will convene which will consist of a Principal, counselor, classroom teacher, and home school coordinator. In the event the appeal is denied, the student and parent/guardian have the right to further appeal the matter to the Superintendent and Board of Trustees who will make final determination retention.

Pending the decision from appeal process, the student will be permitted to remain in the class(es) and fully participate. In the event of the failure to appeal or in the event an appeal is denied, the student may be permitted to audit the class for the remainder of the semester without earning a grade or may be placed in a supervised study hall/area during those classes for which he/she has lost credit.

### **NON-COMPULSORY STUDENT ATTENDANCE REGULATION**

Any pupil who by order of his/her physician is confined at home or in the hospital for more than one week will be eligible for homebound instruction. Homebound instruction is viewed as regular attendance.

### **DEFINITION OF UNEXCUSED ABSENCE AND/OR HABITUAL TRUANCY**

Any absence not excused that would prohibit a student from meeting the attendance requirement.

### **RESPONSIBILITY FOR MISSED ASSIGNMENTS**

Students will be held responsible for assignments that may have been given during their absence. Teachers may allow exceptions when they feel it is appropriate. For everyday of excused absence one calendar day will be allowed for students to complete assignments.

### **PREVIOUSLY SCHEDULED TESTS OR ADVANCED ASSIGNMENTS**

When a student's absence prevents him/her from turning in a previously scheduled assignment, that assignments will be due the day that pupil returns to school regardless of schedule. In special circumstances, teachers may allow exceptions when they feel it is appropriate.

## **PRE-ARRANGED ABSENCES**

Students who anticipate an absence for school activities or other reasons are to collect their assignments and complete them before leaving.

## **TARDIES**

A pupil's tardiness is unexcused when he/she is late for any class without prior teacher/principal approval. A student is tardy when they are not in the room when the period bell ends. Three tardies equal one unexcused absence. Additional consequences may result if there is continual abuse in being tardy to class.

## **ATTENDANCE POLICY**

### **ARRIVAL AND DISMISSAL TIME**

Monday-Thursday Student arrival time is 8:30 am and dismissal time is 3:15pm  
Friday Student arrival time is 8:30 am and dismissal time is 2:30pm.

### **STUDENT SIGN-IN/SIGN-OUT POLICY**

**Sign-In:** If a child arrives late to school; the parent/guardian must accompany the child to the office to obtain a late pass. A late pass must be issued to the student before he/she returns to class.

**Sign-Out:** When picking up a student early the parent/guardian must sign the student out in the office before the student is permitted to leave.

## **ATTENDANCE**

Regular attendance is expected of all students and is a necessary factor in achieving success. It is very important to your child's education that he/she attend school on a regular basis. Missed days of school can leave gaps in the educational process that can never be made up in a completely satisfactory manner because the value of class activities may be very difficult to make up.

An absence may be excused if the absence is due to:

- Illness of student
- Medical appointments
- Funeral for members of the immediate family (2)

## **RECORDING ATTENDANCE**

Attendance will begin on the first day of school. Attendance is recorded twice each day: once in the morning and then again in the afternoon. Teachers mark students as either present, absent, or tardy.

## **TARDIES**

We expect children to be on time. Late arrival disrupts class and causes loss of instruction time. Any student who arrives at school after 8:30 is considered tardy. Three tardy arrivals in one quarter will prompt a call to the student's parents.

Students checked into school after 10:00 am or pulled out before 2:00 pm will be counted as absent for half the day. For more information, please see the Schools attendance Policy.

## **TYPES OF ABSENCES**

### **MEDICAL**

Illness verified by a physician will be considered as an excused absence. This verification, in writing must be presented to the school upon the student's return.

### **PARENT AUTHORIZED ABSENCES**

Absences due to illness or injury, medical appointment, funeral of a family member will be considered parent authorized absences or excused absences. When your child is absent from school, please phone the school office right away. If the parent has not called the school to verify an absence the student must bring a written note upon returning to school which includes the student's name, the date, the reason and dates of absence and the parent's signature. (Parent's should be aware that the school loses funds for unexcused absences.)

### **UNEXCUSED**

Absences not verified by a medical doctor or reported by a parent either by phone or in a note will be considered unexcused.

### **EXCESSIVE ABSENCES**

Excessive absence from school is defined as ten or more days absent (excused or unexcused) and/or ten or more tardies per *semester*.

1. At three (3) days absent and/or 9 tardies, parents will receive a letter indicating the total days absent and the total number of tardies recorded. The Principal will then confer with the parents to determine the circumstances surrounding the absences and/or tardies and to determine if further action is necessary.

2. At five (5) days absent and/or 15 tardies, parents will receive a second letter indicating the total days absent and the total number of tardies recorded. The parent and/or guardian must submit a written statement explaining the reason for the absences and/or tardies.
3. At ten (10) days absent and/or 30 tardies, the team, which will include the student's classroom teacher(s), the Principal and other concerned staff (school counselor, special education, etc,) will determine to either retain the student, and/or submit a petition to the court for resolution or seek an alternate remedy.

### **CONSECUTIVE DAYS OF ABSENCE**

Students who are absent ten (10) consecutive days will be dropped immediately from the school roll unless the child is on a homebound instructional program.

### **SCHOOL SPIRIT**

It is hoped that all students and staff will share a pride in our school and the area we represent. School spirit includes having pride in the school and showing it by the way we welcome new students, in the respect we give to school traditions and the way we treat visitors to our school. Your behavior is a reflection of our school. ***BE PROUD OF YOUR SCHOOL, BE PROUD OF YOURSELF.***

### **PARENT AND COMMUNITY INVOLVEMENT**

As parents and community members your participation here at St. Stephens Indian School is vital to the success of our children and young adults. Volunteering in the classroom positively impacts the learning environment of our students. Parents and community members will have opportunities to serve on committees that will assist the continued development of a quality program here at St. Stephens Indian School. Advance notice of these activities will be provided to you through a variety of public notices.

### **VISITORS AT SCHOOL MUST CHECK IN AT THE MAIN OFFICE**

***For the safety of our school population all entrance doors will be locked. The front desk secretaries will buzz people in once their identity has been established.***

Parents are highly encouraged to visit the school to discuss matters of concern or just to observe your child's class. Either the parent or teacher may request an administrator be present. All visitors must check in at the office upon arrival. Due to issue regarding liability insurance, only students who are actually enrolled in school are permitted to ride school buses and or attend classes. Infants, preschool or school age children from other schools are not permitted to "visit" or attend classes at St. Stephens. Special arrangements or programs by visiting students by advance arrangements only may be permitted. Students considering enrollment at St. Stephens should schedule an appointment for a conference and walk through tour. Students not attending SSIS are not allowed to "visit" the school during school hours.

# **EXTRACURRICULAR ACTIVITIES**

## **COMPETITIVE TEAMS**

At the beginning of each season, the coach will issue a call for all students to sign up for a particular sport. All those signing up will have the opportunity to try out for the team. Eligibility will be determined by *Wind River Athletic Association* regulations. School officials may include additional eligibility standards. Eligibility requirements for each sport will be presented to the students at the first practice session.

## **PRACTICE REQUIREMENTS**

Students will be on time to all practices and will attend all practices called by the coach and all scheduled games. Exceptions will be made at the discretion of the coaching staff.

## **TRANSPORTATION REQUIREMENTS**

Team members are to ride to and from all activities on the team bus. Only parents/guardians can request in writing that their child not ride the bus.

## **PHYSICALS FOR PARTICIPATION IN ATHLETICS**

Students are required to have physical examinations before they can participate in interscholastic competition. It is the responsibility of the student to present the coach with a signed physical examination form before the first practice.

## **ELIGIBILITY POLICY**

All eligibility requirements for St. Stephens Indian School must be in compliance with the eligibility requirements of the *Wind River Athletic Association*. No requirements will be less restrictive than those of the *Wind River Athletic Association*.

**EXTRACURRICULAR ACTIVITY** – Any activity which takes place outside the time frame of any regular school class period and is not a required academic function.

1. All school athletic activities will be covered by this definition.
2. All social events, clubs and organizations are included.

Student progress will be monitored every week and it is required that the classroom teacher inform the student of their academic progress. Sponsors and coaches are expected to inform the participants of the consequences of being ineligible.

## **ACTIVITIES**

**Football**

**Volleyball**

**Track**

**Culture Club**

**Basketball****Cross Country****Student Council****Wrestling**

While staff at St. Stephens Indian School recognizes the importance of extra-curricular activities, our primary goal remains improving academic performance of all of our students. Therefore, we have devised an eligibility policy that, while respecting Wind River Athletic Association requirements, will provide consequences for students not meeting minimal GPA requirements. We have also created a support system for students who are having difficulties. There is an after-school study hall that provides a quiet, supervised hour for students to complete assignments or get extra help.

Eligibility will be established all year at the end of second period. Students will be notified and coaches and teachers alerted to the situation. The following table outlines consequences and options for correction when a student is ineligible.

Situation	Sport Activity	Academic Activity
<b>ONE "F"</b>	Consequences at this level are at the coach's & principal discretion. He or she may decide to limit a student's participation or exclude them from practice or a game	Consequences at this level are at the teacher's discretion. He/she may decide to limit student participation or exclude them from an activity.
<b>TWO "F"</b>	The student will be allowed to practice, but will not be allowed to participate in or attend any competitions. The student will be required to attend the after-school tutor program as a condition of his/her practicing with the team. If the student's grades have improved by the Monday following the initial identification, the student will be considered on probation, but will be allowed to participate in athletic competitions.	If the activity is not directly related to a class project, the student will be barred from attending the activity, and will be required to attend the after-school tutoring program. If the activity is a necessary part of the class curriculum, the student will be allowed to participate, but with limitations decided upon by the teacher and principal. If the student's grades have improved by the Monday following the initial identification, the student will be considered on probation, but will be allowed to participate in class activities.

In the event of holidays, the identification period may be extended to accommodate the situation.

### **CONDUCT AWAY FROM SCHOOL**

Pupils who represent the school in activities away from home are expected to conduct themselves in a manner that will reflect credit upon them, their school and their community. Pupils attending such activities are expected to dress neatly and stay within the guidelines established by activity sponsors.

### **RULES GOVERNING OVERNIGHT ACTIVITIES**

Sponsors will establish evening “curfew” times with students reporting to/staying in their assigned rooms for the remainder of the night. Sponsors will decide which students will room with one another. Students will travel and eat together as a group and no individual excursions will be allowed unless directed by the sponsor. All school rules will be in effect during all school activities. A student may be sent home for violation of the above guidelines (or coach’s rules) by contacting the parent/guardian. Students who do not follow these expectations may be barred from attending future overnight activities.

### **CHAPERONING STUDENT GROUP WHEN TRAVELING**

A female/male chaperone/sponsor is to accompany student groups that travel when female/male students are part of the group. Such a chaperone may be a female/male aide, parent or teacher. Meals and lodging are to be paid by the club or organization taking the trip. Background checks will be conducted.

## **ST. STEPHENS INDIAN SCHOOL STUDENT DISCIPLINE PLAN**

Each teacher will be given the responsibility of enforcing the school rules in his/her own way without violating any of the principals. Each teacher is to find his/her own unique way to handle violations.

### **PRINCIPLES OF DISCIPLINE**

1. The student will establish ownership of the problem(s).
2. The student is responsible for solving own problem(s) with guidance.
3. The student will solve the problem(s) so it doesn’t make a problem for others.
4. The student faces consequences instead of punishment if possible.
5. The student will be encouraged to place emphasis on learning new behaviors.
6. The student can make a strong connection between his/her infraction and the consequence. (it makes sense to the student).
7. The student learns to show respect toward adults.
8. The student’s discipline problem(s) is considered an opportunity for personal growth.

### **DISCIPLINE PHILOSOPHY**

We know that parents, relatives and community members expect certain behaviors. They expect that students will exhibit good community behaviors. They also expect that all students will be treated fairly and appropriately.

### **DRUGS AND ALCOHOL**

The possession or use of alcohol or any illicit (illegal), controlled substance, as defined by Wyoming state law, by any student while attending school, while on campus, or at any school activity, is prohibited.



#### **A. FIRST OFFENSE**

1. Notify **Parent/guardian/legal guardian, Family Services & BIE.**
2. Notify police (prosecution at police option).
3. Ten (10) day suspension (normal due process procedures must be followed). This may be an in-school or out-of-school suspension as decided by the principal.
4. Recommendation to parents for referral to appropriate counseling or agency that deals with substance abuse and/or rehabilitation.

#### **B. SECOND OFFENSE**

1. Notify **Parent/guardian/legal guardian, Family services & BIE.**
2. Notify police (prosecution at police option).
3. Ten (10) day suspension (normal due process procedures must be followed). This may be an in-school or out-of-school suspension as decided by the principal.
4. If parent/guardian/legal guardian complied with request under A. #4 above, possible recommendation will be made for parent/guardian/legal guardian to enroll student in rehabilitation program.
5. Completion of an approved rehabilitation program(s) may be contingency option to recommendation for expulsion.

#### **C. OFFENSES BEYOND SECOND**

1. Continued violations may result in a recommendation for expulsion.

Any student who, in the judgment of school personnel, has consumed alcohol or any illicit (illegal controlled substance, as defined by Wyoming state law; recently enough to display signs of consumption, such as unusual behavior or the odor of the breath, is in violation of this policy. If the residue of a controlled substance is found in any apparatus, the policy regarding possession of a controlled substance will apply. Regardless of residue, possession of any form of drug paraphernalia (such as roach clips, paper, pipes, etc.) will be cause for notification of parents and suspension.

### **FIGHTING**

Immediate disciplinary action will be taken against individuals who participate in a fight. Consequences will include a combination of Out-of-School and In-School Suspension or expulsion. Disciplinary action will also be taken with any person who encourages a fight in any way. Students are expected to solve their problems in ways other than physical aggression.

A student who has made an effort to avoid a fight by bringing the situation to the attention of school personnel will be given more consideration regarding any punishment that might be received. Failure to cease fighting when requested verbally by school personnel will result in automatic suspension. Students who obstruct or interfere with school personnel trying to stop a fight will be subject to the consequences for the fighting policy.

### **TOBACCO PRODUCTS**

Use of any tobacco product by any student is prohibited in the school building and within the general vicinity of school property at school sponsored activities, or in school vehicles.

## **TOBACCO AND SMOKELESS TOBACCO POLICY**

Upon board approval, St. Stephens Indian School (k-12) will be a tobacco free school for students, staff and visitors.

### **Use, Possession and Furnishing:**

All students, staff, and visitors who use, possess, share and/or sell any tobacco products on school property (including school buses) during school hours or at any school sponsored activities, etc., are subject to immediate disciplinary action. No smoking or chewing will be allowed in personal vehicles on school property or at any school function.

### **I. FIRST OFFENSE**

- a. Principal or his/her designee will notify parents or guardians of the student's infraction. A conference may be requested. All contact with parents or guardians will be followed in writing within 24 hours.
- b. Students will be placed 1 day in In-School suspension for violation of school rules. The students agree to participate in 3 educational and support sessions conducted by designated school personnel.
- c. For the first offense a student will be suspended for 10 calendar days from the date of the infraction from all extra-curricular activities not requiring attendance for a class grade. This includes dances and other school sponsored activities. The student may be a spectator at events open to the public.

### **II. SECOND OFFENSE**

- a. Principal or his/her designee will notify and request immediate conference with parents or guardians of the student. All contact with parents or guardians will be followed up in writing within 24 hours.
- b. Students will be placed 3 days in In-School suspension for violation of school rules. The student must write an essay concerning harmful effects of tobacco of appropriate length for age level and make a verbal presentation to other students.
- c. For the second offense, a student will also be suspended for 15 calendar days from the date of the infraction from all extra-curricular activities not requiring attendance for a class grade. This includes dances and other school sponsored activities. The student may be a spectator at events open to the public.

### **III. THIRD AND FUTURE OFFENSES**

- a. Principal or his/her designee will notify and request immediate conference with parents or guardians of the student. All contact with parents or guardians will be followed up in writing within 24 hours.
- b. Students will be suspended for three (3) school days for violation of school rules or until a parent conference has been held. Students may make up work missed when the student agrees to participate in the counseling sessions.
- c. For the third offense, a student will also be suspended for 30 calendar days from the date of the infraction from all extra-curricular activities not requiring attendance for a class grade. This includes dances and other school sponsored activities. The student may be a spectator at events open to the public.
- d. After four (4) or more offenses, further action will be taken. Discipline for repeat offenders will be at the discretion of the principal. Options for violations may include out-of-school suspension, in-school suspension or expulsion for remainder of semester.

## **CRIMINAL OR ILLEGAL GANGS WITHIN THE SCHOOL SETTING**

A safe and orderly environment is essential to effective teaching and learning. Because the presence of criminal gangs represents a substantial disruption of the physical and psychological environment and a threat to the well-being of student and staff alike, students are prohibited from participating in open gang activity and gang-related behavior within the school setting. A "gang" is defined in this policy as any on-going organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more disruptive, or criminal acts which conduct or promote activities prohibited by law, policy or rules and regulations, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of such prohibited gang activity.

Individuals, who initiate, advocate or promote gang activities that threaten the safety or well-being of persons or property on school grounds or at school-related activities or which disrupt the school environment, are harmful to the educational process. Actions such as the use of hand signals, graffiti or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with a gang will not be tolerated. These actions/behaviors are contrary to the school environment and create an atmosphere where unlawful acts/violations of school policies, rules or regulations may occur.

Conduct involving initiations, hazing, intimidations and/or related activities or criminal or illegal gangs which are likely to cause bodily danger, physical harm or personal degradation, disgrace resulting in physical or mental harm to students; or, intimidations that affect the attendance of another student are prohibited.

Furthermore, no student on or about school property or any school activity

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang.
2. Shall commit any act or omission or use any speech, either verbal or non-verbal (gestured, hand-shakes, etc.) showing membership or affiliation in any gang.
3. Shall use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to:
  - a. Soliciting others for membership in any gangs.
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person.
  - c. Committing any other illegal act or other violation of school districts policies, and in citing other students to act with physical violence upon any person.

Students shall conduct themselves in a manner appropriate to their age and maturity levels and with respect and consideration for the rights of others while on school controlled premises, while on school owned buses, while attending or engaging in school activities, and/or while away from school controlled property if misconduct will affect the safety of other school personnel or students. Violation of this policy will result in disciplinary action consistent with district policy and state law, and may include notification to law enforcement, suspension, and/or expulsion.

## **RIGHT OF SEARCH**

### **STUDENT'S PERSON**

The principal and/or administrator charged by the Board of Trustees with the responsibility of supervising students during regular school hours and during school related activities are authorized in the course for carrying out their duty of maintaining school discipline to conduct a search of a student's person including the student's locker or any other area on school premises or school property if the principal and/or administrator has a reasonable belief that a student has stolen property, or an illegal substance or weapon on his/her person, in his/her school locker or some other school property, or has reason to believe the student has violated any law. board policy or building regulation.

### **SURVEILLANCE CAMERAS**

Video cameras may be used as part of the school security systems and to prevent and record disciplinary infractions.

### **STUDENT PUBLICATIONS**

Student newspapers, other publications, which are school sponsored, and other printed materials shall not be disseminated, distributed, or transferred without approval of the principal or his/her designee.

## **WEAPONS POLICY**

*(Possession or Use of Weapons)*

It is the intent of this policy to prevent dangerous items from being brought into the school building. Dangerous items include things capable of causing harm to students, faculty, and staff, or the school facility.

### **SECTION 1: DEFINITIONS**

Items in the following categories are defined as weapons:

**Type 1:** Firearms (as such term is defined in Section 921 of Title 18, United States Code.

**Type 2:** Articles other than firearms used or designed to inflict bodily harm and/or to intimidate other persons. Examples are knuckles, switch blade/butterfly knives, chains, clubs, stars live rounds etc.

**Type 3:** Articles designed for other purposes but which are being used or threatened to be used inflict bodily harm and/or intimidate. Examples are belts, combs pencils, pocketknives, files, compasses, scissors, etc.

“Possession” means having a weapon actually in a student’s personal possession, or in their desk, or locker.

“Use” means threatening to or actually inflicting injury on another person with a weapon.

“Campus” means within the boundaries of, or within five hundred ( ) feet of, real property used by the school district primarily for the education of any student in any grade from Kindergarten through twelfth grade.

### **SECTION 2: POSSESSION OR USE OF WEAPONS**

Possession of Type 1 or a Type 2 weapon on campus or within any school bus when school activities are in session is prohibited.

“Use” of any type of weapon on campus or within any school bus is prohibited at all times.

### **SECTION 3: PENALTY**

A student who brings a Type 1 weapon onto the school campus or onto any school bus or to any school activity shall be expelled from school for not less than (1) year except that the Superintendent of schools may modify the expulsion requirement on a case-by-case basis.

A student in possession of a Type 2 weapon shall be subject to administrative disciplinary action, which may include suspension or expulsion of up to one (1) year.

A student using any type of weapon shall be suspended immediately from school and referred to the Superintendent and the Board of Education for further disciplinary action up to and including expulsion from school. In addition, any student who brings a Type 1 weapon to school will be referred to the criminal justice system or juvenile delinquency system.

## **HARASSMENT/INTIMIDATION/BULLYING**

Harassment/Intimidation/Bullying is a violation of the rights of students and staff and interfered with their educational opportunities, this is especially true when a person has made it known that they don't like it.

### **I. DEFINITION:**

Harassment/Intimidation/Bullying means any intentional written, verbal, or physical act that:

- Physical harms a student/staff member or damages the student's/staff members property; or
- Has the effect of substantially interfering with a student's education or a staff members work environment; or
- Is severe, persistent, or pervasive enough that it creates an intimidating or threatening educational, environment; or
- Has the effect of substantially disrupting the orderly operation of the school
- Conforms to the definitions found in W.S. 21-4-312

Harassment/Intimidation/Bullying includes:

- a. Emotional harm
- b. Reasonable fear of personal harm or property damage
- c. Insulting or demeaning to a student/staff member causing substantial disruption of school.

Harassment, intimidation, or bullying can take many forms including: exclusion, slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks threats; or other written, spoken or physical actions. "Intentional acts" refers to the individual's choice to engage in that act.

# **CYBER BULLYING/USE OF ELECTRONIC MEDIA TO HARASS/ INTIMIDATE OR BULLY OTHERS**

The wide spread availability and use of cell phones, computers and the internet has created additional avenues of harassment, intimidation and bullying behaviors for both youth and adults. Rumors and violent or pornographic pictures are now spread instantly via cell phones, Facebook, Twitter, Instagram E-mail and other electronic means. Cyber bullying, harassment, and rumors are just as damaging as face-to-face forms of their unacceptable behaviors. Harassment, intimidation, or bullying (to include Cyber) will not be tolerated at school or school functions

## **II. STRATEGIES TO STOP BEHAVIORS:**

Below are some strategies that can be used to deter harassment/intimidation/bullying:

1. Tell them to stop. Look directly at them and tell them to stop in a firm tone of voice.
2. Do not respond to negative or cruel behavior. The bully may stop if he/she does not get a response.
3. Do not read or respond to negative or cruel emails, the bully may stop if he/she does not get a response.
4. Shut the bully out. Block their e-mail address, screen names, or phone number.
5. If you receive mean e-mails print and save them for a record in case you decide to report it to the police.
6. Talk to a trusted adult.
7. If the situation gets out of hand and you are harassed, threatened or blackmailed, ask an adult to contact the police or school resource officer.

## **III. REPORTING PROCEDURES:**

Any person who believes (s) he has been the victim of harassment/intimidation/bullying by a student or an employee of the school district, or any third person with knowledge or belief of conduct which may constitute harassment should report the allegations immediately to an appropriate school district official as designated by this policy. The district encourages the reporting party or complainant to use the report form available from the principal of each school building or available from the district office.

**In each school building:** The building principal will be the person responsible for receiving verbal or written reports of harassment/intimidation/bullying at the building level and for conducting an investigation to follow-up these reports. Upon receipt of a report, the principal must notify the Superintendent immediately. If the report was forwarded to the Superintendent. Failure to do so will result in disciplinary action. If the complaint involves the building principal, the complaint shall be filed directly with the Superintendent.

**District-wide:** The School Board hereby designates the Superintendent to receive reports or complaints or harassment/intimidation/bullying from any individual, student, employee, or

victim of harassment/intimidation/bullying and also from the building principals as outlined above. If the complaint involves the Superintendent, the complaint shall be filed directly with the chairperson of the School Board of Trustees.

**Freedom from retaliation:** Submission of a complaint or report of a student or employees harassment/intimidation/bullying will not affect the complainant's future employment, grades, work assignments, or subject the complainant to retaliation of any kind.

Use of formal reporting forms is encouraged but not mandatory.

The School will respect the confidentiality of the complainant and the individual (s) against whom the complaint is filed as much as possible consistent with the Schools legal obligations and the necessity to investigate any/all allegations of harassment/intimidation/bullying. Both the complainant and the alleged harasser/intimidator/bully are strongly encouraged to keep the matter confidential. The School cannot and will not prevent either from gathering information to support the claim or defend against the claim or defend against the claim but would urge both parties to exercise the utmost care and caution in gathering information in order to keep the matter as confidential as possible.

## **INVESTIGATIONS OF ALLEGATIONS OF HARASSMENT/INTIMIDATION/BULLYING**

It is the goal of this policy to have a process in place that is sensitive to the needs of the students and/or employees as well as the rights of those against whom allegations have been made. All complaints, formal and informal, must be taken seriously and investigated by means of an Administrative Procedure as developed by the Superintendent. No retaliation will be taken against individual (s) involved in the investigation process.

### **RECOMMENDATIONS AND ACTION(S) TAKEN:**

Upon determination that a complaint is valid, the Principal or, in the case of a Schools complaint, the Superintendent, will take such action as appropriate based on the results of the investigation. The result of the investigation of each complaint filed under these procedures will be reported, in writing, to the complainant by either the principal, in the case of a building-level complaint or Superintendent, in the case of a district-level complaint. The report will document whether or not disciplinary action was taken as a result of the complaint. A copy of this report will be placed in either:

- a. The student files of both the complainant and the accused or
- b. The personnel files of both the complainant and the accused.

In inconclusive cases in which no harassment/intimidation/bullying can be proven against the accused, or malice established against the accuser, the incident report will remain in the files referred to above in order to fully document the complaint so that any future occurrences may be examined in light of a possible pattern. In inconclusive cases where there are no subsequent



reports of similar incidents within five (5) years from the date of the original report, the report, at the sole discretion of the Superintendent, may be purged from the file.

#### **IV. CONSEQUENCES/DISCIPLINARY/CORRECTIVE ACTIONS:**

Any student who is proven to have engaged in harassment, intimidation or bullying of a fellow student or staff member shall subject that student to disciplinary actions including verbal warnings, reprimand, counseling, and suspension or expulsion, consistent with the student Disciplinary Code. In addition, legal authorities will be notified, when appropriate, of harassment, intimidation or bullying incidents.

Any staff member who is proven to have engaged in harassment, intimidation or bullying of a fellow staff member or student may be suspended from work by administrative action or dismissed from work by Board action. In addition, legal authorities will be notified, when appropriate, of harassment, intimidation, or bullying incidents.

### **CORRECTIVE ACTIONS**

Counseling, corrective discipline, referral to law enforcement, proven best practice, and/or other administrative insight may be used to positively influence (or change if possible) the behavior of the perpetrator and remediate the impact of the victim.

This may include, but is not limited to:

- appropriate interventions(s)
- restoration of a positive climate
- student-based programs
- anti-bullying programs
- mentor based initiatives
- code-of-conduct initiatives, and
- support for victims and others impacted by the violation

#### **V. FALSE COMPLAINTS:**

False or malicious complaints of harassment/intimidation/bullying will call for consequences and appropriate remedial action for a person who is found to have made a false accusation, report or complaint.

### **POLICY INTENTION**

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or programs rules.

## DISCIPLINARY INTERVENTIONS AND CONSEQUENCES

The following are disciplinary options, which school officials may use when a student engages in conduct warranting disciplinary action. All misconduct will be recorded in the student's discipline record. This is not all-inclusive since all disciplinary action should fit the misbehavior in order to modify the behavior. Please consult with the principal if you have questions or concerns regarding consequences.

### EXAMPLES OF PROHIBITED CONDUCT AND MINIMUM/MAXIMUM DISCIPLINARY CONSEQUENCES

\*Principals may impose a wide range of consequences between the minimum/maximum guidelines. Student Conference includes warning.

<b>Apology</b>	<b>Law Enforcement</b>	<b>Peer Counseling</b>	<b>Counseling</b>
Reprimand	Written Statements by Students	Parent Involvement	Parent Custody
Restitution	Suspension (In-School)	Suspension(out-of-school)	Isolation
Behavior Management Contract	Building Intervention Team	Conferences With School Personnel	Rearranging Schedule
Time-Out	Detention	Seizure of Contraband	Warning
School/Community work	Daily Progress Sheet	Suspension(in-school)	Weekly Report
Informal Talk	Home Bound Instructions	Group Counseling	Suspension of Privileges
Suspension of Bus Riding	Behavior Improvement Plan	Discipline Letter to parents	Expulsion
Parent Attending Classes with Their Child	Conflict Management Conferencing		

<b>Misconduct</b>		<b>Minimum</b>	<b>Maximum</b>
Academic Dishonesty	First Repeated	Student Conference Parent Involvement	Suspension Suspension
Affection, Public Display of affection	First Repeated	Warning Suspension Parent Involvement	Suspension Suspension
Alcohol	First Repeated	Suspension Suspension	Suspension Expulsion
Arson/Fires	First Repeated	Suspension Suspension	Expulsion Expulsion

<b>Misconduct</b>		<b>Minimum</b>	<b>Maximum</b>
Assault	First Repeated	Suspension Suspension	Expulsion Expulsion

Bus Misconduct	First Repeated	<b>See Bus Policy</b>	
Bullying			
Defiance/Insubordination	First Repeated	Student Conference Parent Involv./Suspension	Suspension Expulsion
Disrespect	First Repeated	Student Conference Detention	Suspension Suspension
Disruption	First Repeated	Student Conference Detention	Suspension Expulsion
Distribution of unauthorized material	First Repeated	Student Conference Parent Involvement	Suspension Expulsion
Dress	First Repeated	Warning/Change Parent Involvement	Sent Home Suspension
Drugs	First Repeated	Suspension Suspension	Expulsion Expulsion
Electronic Equipment	First Repeated	Student Conference Parent Involvement	Suspension Suspension
Extortion	First Repeated	Student Conference Parent Involvement	Suspension Expulsion
False Reports	First Repeated	Student Conference Suspension	Expulsion Expulsion
Fighting	First  Repeated	Student Conference/ parent Involvement and suspension Student Conference Parent Involvement and Suspension	Suspension  Expulsion
Forgery	First Repeated	Student Conference Parent Involvement	Suspension Suspension
Gambling	First Repeated	Student Conference Parent Involvement	Detention Suspension
Gang Activity	First Repeated	Student Conference Parent Involvement	Suspension Expulsion
Harassment/Discrimination	First Repeated	Student Conference Parent Involvement	Suspension Expulsion
Hate Activity	First Repeated	Student Conference Parent Involvement	Suspension Expulsion
Hazing	First Repeated	Student Conference Parent Involvement	Suspension Expulsion
Inciting Violence	First Repeated	Student Conference Parent Involvement	Suspension Expulsion
Indecent Exposure	First Repeated	Student Conference Parent Involvement	Suspension Expulsion

<b>Misconduct</b>		<b>Minimum</b>	<b>Maximum</b>
Lighters/Matches	First	Student Conference	Expulsion

	Repeated	Parent Involvement	Expulsion
Littering	First Repeated	Student Conference Restitution	Detention Suspension
Out of Area	First Repeated	Student Conference Parent Involvement	Suspension Suspension
Profanity/Obscenity	First Repeated	Student Conference Parent Involvement	Suspension Expulsion
Sexual Harassment	First Repeated	Parent Involvement Parent Involvement	Suspension Expulsion
Tardiness	First 3X Repeated	Warning Unexcused Absent	Detention Suspension in school
Theft	First Repeated	Warning/Loss of Privileges Suspension	Suspension Expulsion
Threatening/Intimidation	First Repeated	Student Conference Parent Involvement	Suspension Expulsion
Tobacco Products	First Repeated	Suspension Suspension	Suspension Expulsion
Truancy/Skipping	First Repeated	Parent Involvement/Detention Parent Involvement/Suspension	Suspension Expulsion
Vandalism	First Repeated	Student Conference Parent Involvement	Suspension/Restitution Expulsion/Restitution
Weapons	First Repeated	<b>See Weapons Policy</b>	

## **OUT OF SCHOOL SUSPENSION**

Any student who is under the terms of an out-of-school suspension is not to visit, frequent, “drop by”, or otherwise be at school, at school activities, on school property, or associate with students while they attend school or activities. Students will make-up their work following their suspension. Teacher will give partial credit to student.

## **PARENT CONCERNS REGARDING DISCIPLINE**

A parent who has concerns about any disciplinary matter involving a student should initially speak to the building principal/staff member involved. If unable to come to a resolution with the staff member, the parent should contact the school’s principal. If necessary, a meeting will be held. If no resolution can be reached, the parent may request the principal to involve the Superintendent.

## **DUE PROCESS IN ALL DISCIPLINARY ACTION**

Any student whose behavior is alleged to be violating school rules may be referred to the office for possible disciplinary action.

## **ACTION OF ADMINISTRATOR**

The administrator will inform the student of the charges and explain that disciplinary action may result. The student will then have an opportunity to state his/her side of the story. If the student admits to a violation of a school rule, the administrator may make a disposition in the case. If the disposition is suspension, the parents will be notified immediately, if possible, and a letter will be mailed to the parents. If the student does not admit violating a school rule or does not feel that a rule has been violated, the administrator will conduct an investigation of the incident and then make disposition in the case. If the disposition is suspension, they will be notified immediately, if possible, and a letter will be mailed to the parents.

### **APPEAL PROCEDURE**

Students may appeal any decision made by the principal to the Superintendent. All appeals must be in writing and delivered to the Superintendent with 24 hours after receipt of the initial decision. Students may appeal any decision made by the Superintendent to the school board.

### **PRINCIPALS DISCRETION**

At the principal's discretion, one, a combination of, variation of these consequences may be implemented by the principal.

### **HABITUALLY DISRUPTIVE STUDENTS**

A habitually disruptive student is one continually causing disruption of the educational and/or activity process during one school year on school controlled property, at school-sanctioned activities, or on school-sponsored transportation. "Disruptive behavior" is that behavior initiated by a student which is willful and overt and interfered with the normal progression of academics and/or activities. The principal will make the final decision as to whether an incident is classified as "disruptive behavior."

## **STUDENT CONTRACT/PARENT MEETING**

### **LAW ENFORCEMENT OFFICIALS AND SCHOOL ADMINISTRATION**

It shall be the policy of St. Stephens Indian School that a reasonably cooperative effort is maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. The principal acts as the law enforcement unit who can share certain files with the authorities.

### **BUS REGULATIONS**

Bus transportation is provided for all students enrolled in St. Stephens Indian School, in accordance with the general policies of the school. Students riding buses to and from school will be required to observe the bus rules. Inability to behave in an acceptable manner will cause the loss of the privilege of riding the bus. Procedures for all students riding buses are as follows:

All school rules shall be in effect

- Students shall be on time at their designated pick-up area.
- Students shall follow the instructions of the bus driver.

To keep the bus safe:

- Keep noise low, avoid rowdiness, and objectionable language
- Keep hands to self and in the bus
- Remain in assigned seats until bus is stopped
- Keep the bus clean and safe
- Food shall not be consumed
- Drinks shall not be consumed
- Tobacco, drugs and alcohol are prohibited

In the event of student misbehavior, the bus drivers will write-up a bus discipline report, which will then be given to the principal. Report is recorded on school computer management program, one copy is sent home to parents and principal then assigns discipline consequences to the student.

**IF YOUR CHILD IS TO CHANGE DESTINATIONS AFTER SCHOOL, WE ASK THAT YOU CALL THE SCHOOL BEFORE 1:00PM MONDAY THRU THURSDAY AND 12:00PM ON FRIDAYS SO THAT WE HAVE TIME TO NOTIFY THE TEACHERS AND BUS DRIVERS. TIMELY COOPERATION IS ESSENTIAL SO THAT OUR BUSES CAN CONTINUE TO DEPART ON TIME.**

### **BUS DISCIPLINE AND PENALTIES**

The riding privilege of a student may be revoked for violation of the rules of for conduct that is determined to the safe operation of the school bus. The driver is in full charge of the bus and the students. Students shall comply promptly and cheerfully with the requests of the driver. The driver may assign seats to an individual or the entire bus load as deemed necessary. Students shall go directly to their seats and remain there until they arrived at their destination. The school bus driver has the authority and the responsibility to discipline students on the school bus.

If a student chooses to break a rule, the following consequences will occur:

**1<sup>st</sup> Incident:** Student logged and parent contacted (this is the only warning) the student will be written up.

**2<sup>nd</sup> Incident:** Second student misconduct report filed with the principal, parents contacted and the student suspended from riding the bus for five (5) days.

**3<sup>rd</sup> Incident:** Principal informed, parents contacted and suspension of bus riding privileges for 30 days.

**ACTIVITY BUS:** The same rules and regulations should be followed as the regular routes.

### **TESTING AND STUDENT EVALUATION**

Students are evaluated in a variety of ways throughout the school year. The most common method for evaluating student progress is through classroom assignments and tests. These evaluation tools are aligned to the State Standards that were created by a group of teachers, community members, and administrators from across the state.

On a larger scale, the school administers the PAWS (Proficiency Assessment of Wyoming Standards) in the spring to all 3<sup>rd</sup> -8<sup>th</sup> and 11<sup>th</sup> grade students. This test is an excellent indicator of student learning in the areas of Language Arts (reading and writing), Math and Science. This provides the school with excellent data for school improvement activities.

**MAP** Testing Will be fall, winter and spring

## **STUDENT COMPUTER/INTERNET ACCEPTABLE USE CONTRACT**

St. Stephens Indian School will provide all students technical instructions to improve literacy and technology competence. The school will operate a safe, respectful and academically sound technology program for our students.

I ( \_\_\_\_\_ ) agree to operate the school's computers in accordance with the following contract:

- I will follow the idea of "appropriate use" when operating any school computer. Appropriate use includes academic activities as supervised by an instructor.
- I will not share my password or permit with anyone else to use my USER 10 to access any school computer or network.
- I will not operate the school computers for inappropriate uses.

### **Unacceptable uses include, but are not limited to:**

- Sending or receiving email for personal communications, accessing online mail sites including but not limited to Hotmail, Yahoo Mail etc.
- Visiting chat rooms or other interactive personal communication sites.
- Playing interactive online games.
- Downloading prohibited images, any music, streaming video or audio, or other data from the web or other sources.
- Viewing websites containing language, images, or audio which are deemed offensive by Faculty or Administration.
- Portable drives floppy discs, DVDs or CDs not authorized by instructor.
- Using any school computer without permission or without Faculty supervision.

## **DISCIPLINE POLICY**

**1<sup>st</sup> Offense:** One month suspension of all Internet privileges. Parents and a faculty representative will meet with student to plan for future compliance.

**2<sup>nd</sup> Offense:** Suspension of all Internet privileges for entire school year. Parents and faculty representative will meet with student regarding successful completion of academic work without school Internet access.

**3<sup>rd</sup> Offense:** Revocation of all Internet privileges from entire attendance at SSIS. Student will be recommended for suspension or expulsion as determined by Administration.

Any violation of Federal or State law will be treated as a 3<sup>rd</sup> Offense. In addition, all criminal or civil penalties may be applied.

**ST. STEPHENS INDIAN SCHOOL**



# **ACKNOWLEDGEMENT AND RECEIPT OF PARENT/STUDENT/DISCIPLINARY/INTERNET CONTRACT HANDBOOK**

My child and I have read and discussed the information included in the Student Handbook I have been given the opportunity to ask for clarification and ask questions regarding the discipline and conduct program and procedures. I understand I can call the school for more information.

Our signatures below reflect that my child and I have received a written copy of the Student-Parent Handbook.

## **As a parent/Guardian, I will:**

- Assure that my child receives an appropriate amount of sleep each night.
- See that my child attends school regularly and on time.
- Provide a home environment that encourages my child to learn.
- Find a quiet place for school work and make sure work is done.
- Communicate regularly with my child's teachers.
- Support the school in developing positive behaviors and high expectations.
- Encourage my child to monitor his/her TV viewings, video game playing, etc.
- Volunteer time at my child's school.
- Show respect and support for my child, the teachers, and the school.

## **As a Student, I will:**

- Attend school regularly and always try to do my best work.
- Work cooperatively with my classmates and demonstrate good behavior.
- Be drug and alcohol free.
- Show respect for myself, my school, and other people.
- Obey the school and bus rules.
- Come to school prepared with my homework and my supplies.
- Ask for help when I need it and believe that I can and will learn.

## **As a Staff person, I promise to:**

- Show that I care about all students.
- Communicate and work with all families to support student learning.
- Provide a safe environment for learning and living.
- Respect the cultural differences of students and families.
- Abide by the school drug and alcohol free policy.
- Have high expectations for myself, the students and other staff members.

**Please SIGN this form and return to St. Stephens Indian School**

- St. Stephens Indian School will create opportunities for parent partnerships through invitations to participate in committees, conferences, special recognition and activities which involve their children and families. This will include such activities as Eagle Week, Parent Teacher Conferences, cultural projects, young authors and special recognition days for students and parents involved in academic awards, athletic awards and attendance awards.
- St. Stephens recognizes the responsibility placed upon it to provide an educational experience for all students that will result in high achievement. To assure this is accomplished, a continual review of curriculum, and analysis of test results and results of parent surveys will be utilized annually to revise any instructional strategies and develop comprehensive school plans.
- All parents will receive four progress reports annually. Two of these reports will be in the form of nine week conferences. Additional conferences can be scheduled to meet the needs of any family.
- The importance of good communication between parents and school staff cannot be over-emphasized. Only with constant lines of communication kept open between the two will the individual students be able to reach their full potential.
- St. Stephens Indian School encourages all parents who want to become more involved in school activates or volunteering to contact their child’s principal.
- St. Stephens Indian School considers it a privilege that you have chosen us to work with your child. Your confidence in the school is appreciated and we will attempt to do as much as possible to make you feel you have made a good choice for your child.

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Parent/Guardian Signature Date

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Student Signature Date

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Principal SSIS

St. Stephens Indian School expects all students to honor this contract. Disciplinary action will be taken when a student violates this contract. **School Copy (parent will receive copy)**

**WELCOME Students/Parents**

**WELCOME!**

**New & Returning Students**

Dear Parents/Legal Guardian

We welcome you and our students to a new school year. This handbook is for your information. We believe that this handbook outlines our educational policies that are applicable and sensitive to the needs of St. Stephens Indian School students.

Opportunities for our students to experience success and a sense of belonging are abundant. Yet, each student and their families must make a commitment to excellence. This commitment must involve the willingness to establish good attendance and work ethics.

Please read this handbook and discuss it with your student or students. We value any suggestions you have for improvement of this handbook. We are confident that this academic year will be productive and valuable for each of our students and their families.

We appreciate your continued support and look forward to seeing you in the upcoming school year.

Sincerely,

**Administration and Staff of St. Stephens Indian School**

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(Copy Handbook receipt for parent)

The family Education Right and Privacy Act of 1974 (FERPA) provides for: (1) “right to know”—parents and students have a right to access information that a public school has collected on them, and the right to know how that information is used,

(2) “right to privacy”—parents and students have the right to restrict the release of personally identifiable information maintained by public schools to third parties.

## **PARENT PARTICIPATION**

Parents are encouraged to be a part of their student’s education. There are opportunities for you to be active at the school in the following capacities:

- Participate on committees
- Chaperone class/field trips
- Concessions at extra-curricular activities
- Holidays (**Thanksgiving & Christmas**) lunch with your student
- Parent/Teacher Conference
- Volunteer in the classroom(make arrangements with your child’s teacher)