

ST. STEPHENS INDIAN SCHOOL

Student & Parent Handbook

2019-2020



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

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St. Stephens Indian School

Home of the Eagles & Lady Eagles

128 Mission Road/Box 345

St. Stephens, Wyoming 82524

K-8 Office - 307.856.4147

K-8 Fax - 307.856.3742

HS Office - 307.857.9400

HS Fax - 307.856.6770

www.st-stephens.net

Board of Trustees

Chairman- Michael Ridge Bear

Vice-Chair- Marilyn Groesbeck

Secretary- Dominic Littleshield

Treasurer- Ronald Oldman

Member- William C’Hair

Administration

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Marla Ross.....**Special Education Director**

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School Hours

7:45 a.m. - 3:45 p.m.

Teaching Staff

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Dawn Hedges.....7th & 8th Grade Math/English
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Dee Harrison.....K-8 Health/PE
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Jody Trehearne.....5-12 Student Support Center
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Susann Kreitzer.....K-12 Librarian
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Paul Smith.....HS English
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Dawn Schmidt.....HS English
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Billy Brost.....HS Social Studies
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Travis Draper.....HS Health/PE, Career & College Readiness Counselor
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Jason Lucas.....HS Business/Industrial Arts
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Macey Mortimore.....K-12 Data/Curriculum Facilitator/HS Math
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Martin Corcorran.....HS Math
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Rachel Rapp.....HS Science
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Patrick PasquinelliHS Special Education
ppasquinelli@st-stephens.net

Mary Brown.....Reading Specialist
mabrown@st-stephens.net

Kathy Brower.....Gifted/Talented
kbrower@st-stephens.net

All teaching staff at St. Stephens Indian School are highly qualified in their subject area. Any exceptions to this will result in parent/guardian notification.

WELCOME NEW & RETURNING STUDENTS!

Dear Parents/Legal Guardians:

We welcome you and your 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(s). We value any suggestions you have for improvement of this handbook and we are confident that this academic year will be productive and valuable.

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

Administration and Staff of St. Stephens Indian School

**PLEASE READ THOROUGHLY.
STUDENT AND PARENT/GUARDIAN MUST SIGN AND
RETURN THE LAST PAGE.**

Daily Schedule

For security reasons, we ask that students ride the bus home unless they are staying for practice or after school programs with permission. Students will not be allowed to return to the schools until the next morning and should make sure that they have everything they need from their locker or rooms before school ends.

K-8 School Day

(8:10 - 3:45)

K-2 Lunch.....	11:00 a.m.
3-5 Lunch.....	11:30 a.m.
6-8 Lunch.....	12:00 p.m.

High School Day

(8:05 - 3:45)

45 minute classes meet M, T, W, Th

90 minute classes meet M/W or T/Th

8:05-8:50.....	Period 1A (45 minutes)
8:50-8:55.....	Passing Period (5 minutes)
8:55-9:40.....	Period 1B (45 minutes)
9:40-9:45.....	Passing Period (5 minutes)
9:45-11:15.....	Period 2 (90 minutes)
11:15-11:20.....	Passing Period (5 minutes)
11:20-12:05.....	Period 3A (45 minutes)
12:05-12:40.....	Lunch (35 minutes)
12:40-12:45.....	Passing Period (5 minutes)
12:45-1:30.....	Period 3B (45 minutes)
1:30-1:35.....	Passing Period (5 minutes)
1:35-3:05.....	Period 4 (90 minutes)
3:05-3:45.....	Power Hour (40 minutes)

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 simple 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, the Great Spirit.

We believe that St. Stephens Indian School exists first and foremost for teaching and learning. Our students will be taught the skills needed to live and be leaders 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 when provided with a positive, success-oriented, and safe environment. STUDENTS, TEACHERS, ADMINISTRATORS, PARENTS, AND COMMUNITY MEMBERS ARE EQUALLY IMPORTANT IN THE LEARNING PROCESS.

INTRODUCTION

The goal of St. Stephens Indian School is to provide a challenging and supportive learning environment for all students and to create well-adjusted individuals for any and all post-secondary endeavors. 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 school at 307.856.4147 or 307.857.9400 or come in and visit with us.

This handbook has been prepared as a guide for you, as a student of St. Stephens Indian School, 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, at 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/or principal.

School Improvement Goals

1. Include teachers in the decisions regarding the use of academic assessments in order to provide information on, and to improve the achievement of individual students and the overall instructional program.
2. Focus on using effective methods and instructional strategies based on scientifically based research to strengthen the core academic program of the school, increase the amount and quality of learning time, and address the needs of all children, but particularly the needs of low achieving children.
3. Provide effective and timely activities to assist students who have difficulty mastering the proficient or advanced levels of academic achievement standards.
4. Ensure the curricula, instruction, and assessments are linked to standards and vertically aligned from one grade level to the next.
5. Develop a process to collect multiple forms of data and train all staff members in analyzing and utilizing data to inform professional practice.
6. Develop, implement and evaluate the effectiveness of a professional development plan that is based on comprehensive needs assessment, differentiates growth opportunities for both certified and classified staff, and is focused on achieving the system's goals.

Student Goals

- All students will read independently by the 3rd grade.
- 70% of students will exceed a year's growth in reading and math each year (MAP test).
- Each student will attain an attendance rate of 90% or better.
- All students will demonstrate knowledge of their language and culture.

School Admission

1. Application for admission will be considered before the start of the new school year only. No students will be considered for admission after the first month of the school year (9/9/19). Students who have been suspended/expelled will not be considered for enrollment until the suspension/expulsion period ends.
 - According to the Wyoming Department of Education, students between the age of 5 and 20 are eligible to attend St. Stephens Indian School.
2. Students with the following areas of concern may be denied admission:
 - Students with more than 10 absences during their last semester of enrollment in school.
 - Students with a history of discipline incidents including but not limited to suspension and/or expulsion.
3. Students accepted by St. Stephens who have behavior/attendance concerns may be put on a behavior/attendance contract. The contract will be developed by the building principal.
4. All student records must be received by St. Stephens Indian School before any application will be processed.
5. Students transferring to St. Stephens will be assigned to classes and grade levels based on evaluation of records and/or a required school-selected examination in one or more areas to determine proper grade placement in reading, writing, mathematics, government, history, literature, and/or science.
6. All incoming freshman will be required to attend the summer leadership course.

Change of Address/Phone Number

Please inform the office as soon as possible if there are any changes to your student's home phone or parent/guardian contact information. Updating this as soon as possible helps ensure that each parent/guardian receive important mailings and communications in the event of an emergency.

Parent Participation

Parent and community member participation is vital to the success of our children and young adults. Parents and community members 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 in and serve on committees
- Chaperone class/field trips
- Work concessions at extracurricular activities and events
- Celebrate holidays (Easter, Thanksgiving, Christmas) by eating lunch with your student
- Attend parent/teacher conferences
- Volunteer in the classroom (parent volunteers may be subject to background checks)
- Join the St. Stephens Indian School Parent Advisory Group
- Join the St. Stephens Indian School Johnson-O'Malley Group

Please make an appointment to discuss other matters of concern with teachers/counselors/administration.

Family Education Rights & Privacy Act

The Family Education Rights and Privacy Act of 1974 (FERPA) provides for: (1) the "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) the "right to privacy" - parents and students have the right to restrict the release of personally identifiable information maintained by public schools to third parties.

All parents/guardians and students, 18 years of age or older, have the right to examine official school records, files, and data that directly relate to the student. 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:

1. Forward educational records on request to a school in which a student of this school seeks or intends to enroll,
2. Send "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals, and
3. Request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information to a third party.

The school will make available, upon request, certain "directory information" which would not generally be considered harmful or an invasion of privacy, if disclosed. Among organizations and vendors who may request this information are military institutions/academies, trade and technical schools, and photographers.

Directory information may include a student's name, address, and date of birth, major field of study, participation in activities, height, weight, and athletic participation, dates of attendance,

date of graduation, awards received, and directory picture and/or pictures of the student participating in school events. If for some reason a parent or a student who has reached the age of majority does not want their son/daughter's name included on directory information lists, we ask that they notify the high school office in writing.

Students with Special Considerations

Age of Majority: The high school recognizes the rights of a person who reaches the age of majority (18 years old). However, the building administration maintains the authority to establish rules and regulations for control of all pupils, no matter what their ages. Furthermore, it is our administrative procedure to notify parents whenever a student invokes his/her right to be treated as an adult.

Married/Pregnant Students: Married and pregnant students are encouraged to continue their education. Students will notify the principal when they become married. Further, a pregnant girl or young mother is encouraged to pursue her education through regular school attendance if her health permits. However, if in the judgement of the school officials and her physician, she should not be in regular school classes or activities, homebound instruction may be provided. She may return to classes at the earliest time consistent with the physician's recommendations.

Progress Reports, Report Cards, and Parent-Teacher Conferences

Progress Reports may be sent home upon parents'/guardians' request or by the discretion of the teacher. These reports may include a summary of student achievement, attendance, behavior, and any other important details involving your student's education. Any additional information may be requested by parents/guardians.

St. Stephens Elementary School runs on a four-quarter basis with report cards being prepared at the middle and end of each quarter. St. Stephens High School runs on a two-semester basis with report cards being prepared at the middle and end of each semester. Credit is earned only at the end of each term (K-8: quarter, HS: semester).

Parents/Guardians are strongly encouraged to attend parent-teacher conferences and open houses to benefit your students. Parent-teacher conferences are scheduled every fall and spring, usually soon after the end of the 1st and 3rd quarters. Parents may be asked or request to meet with school personnel at other times. There will also be an open house within the first few weeks of school. Dates and times of these conferences and open houses are on the district calendar and will also be communicated through school and district announcements.

Student Travel/Field Trips

Students are expected to work to their potential to be eligible for participation in school/field trips. A student who has repeatedly been a discipline problem, or has been involved in any serious disciplinary action may be considered ineligible to participate in these 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.

In addition, participation in extracurricular trips will be contingent upon activity eligibility outlined later in this handbook. Students not in attendance or in ISS the day of the school/field trip may not travel with the school.

Chaperoning Student Travel

When student groups have both males and females as part of the group, a male and female chaperone will accompany them when available. They may be teachers, sponsors, adult teacher aids, and/or parents. Meals and lodging are to be paid by the club or organization taking the trip. Background checks will be conducted.

School Safety and Emergency Procedures

St. Stephens 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. St. Stephens students and staff will review and practice emergency drills and procedures monthly.

Student Responsibilities are to: follow all teacher/staff instructions until they receive further instructions from emergency personnel or school administration.

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

1. Students are to be released **only** to parents, guardians or pre-designated emergency persons.
2. A member of the school staff or designee will meet parents/guardians and provide instructions.
3. Parents/guardians will be directed to the predetermined reception and check out area.
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 judgment be made to release a student to someone other than the parent/guardian, a phone number and address will be requested so the parent/guardian may be informed to whom and where their child was released.

School Closings: Severe Weather, Civil Disasters

If it becomes necessary to dismiss school because of severe weather or a civil disaster, parents and the community will be notified through phone calls, the school website, and the school's Facebook page.

The administration asks parents to limit calls to the school in emergency situations. This will assure that telephone lines are open allowing the school to conduct business and ensure the safety of all students.

It is important that school personnel be able to contact the parents of each child or someone who knows the child in case of an emergency situation. **Telephone numbers and addresses should be kept up to date, and an emergency phone number should be listed with the school.**

Health and Wellness Policy

Optimal learning requires good emotional and physical health. The purpose of school health services are to strengthen the educational process by improving the health and well-being of students and staff. St. Stephens Indian School employs a registered nurse who is a member of the school staff. The school nurse has three primary roles: (1) Health Care Provider - performs physical assessment and gives supportive care of illness and injuries, administers medication, performs health screenings, ensures immunization compliance, and writes individualized health plans for students with health conditions; (2) Promoter of a Healthy and Safe School Environment - implements measures to minimize the spread of contagious illness and reports potentially hazardous situations to administration; and (3) Health Educator - serves as a health information resource for students and staff, promotes healthy lifestyle habits for students and staff, and teaches health related lessons in classrooms.

Pediculosis (Head Lice): Since no disease is associated with pediculosis (head lice infestation) and in-school transmission is rare, the educational process for students will not be disrupted due to active head lice infestation. Current CDC and American Academy of Pediatrics guidelines recommend that no students be excluded from school due to head lice and/or nits. If head lice or nits are found to be present, a letter will be sent home with the student to notify parents/guardians of the finding and to encourage treatments and checks for the entire family. The letter shall include several different forms of treatment options available and serve to notify the family that the student will be rechecked by the nurse within one week of treatment and/or 10 days of follow up treatment. If, after two treatment cycles with over-the-counter products, an active infestation still exists, a recommendation to the student's primary care physician may be warranted to check for resistance.

Health Screenings:

- a) Vision and Hearing: Screenings will be done annually on all kindergarten students, new incoming students, and those students whom the teachers request a screening on due to educational concerns. This includes students in the Special Education Program. If any

deficiencies are noted at the time of screening, letters will be mailed home to notify the parent/guardian of the concern and to advise follow up with an appropriate doctor.

- b) Dental: Optional screenings are done yearly for those students in primary grade levels who have a signed consent form. Sealants will be placed on healthy teeth at the discretion of the dental hygienist at the time of screening. If an office visit beyond regular screening is recommended, a letter will be mailed to the student's home to notify the parents/guardians.

Student Illness: Students who are ill will be evaluated by the school nurse. While least disruptive measures will be tried first in an attempt to minimize lost class time, if a student is found to have a fever, vomiting, diarrhea, any other type of contagious symptom(s), or cannot otherwise participate fully in class due to illness, the parent/guardian on file will be called to check the student out of school. If a child is ill at home, they should not be sent to school as a healthy environment is needed to maximize student success. Those students who have nausea/vomiting, diarrhea, or a fever should remain home until symptom-free, without the aid of medications, for 24 hours before returning to school.

Student Immunization Records: It is expected that students will have an up to date immunization record on file at school to keep in compliance with Wyoming Department of Health rules and regulations. This file will contain type and date of immunizations given, as well as any waivers/exemptions applicable to that student. In general, the following immunizations are *required* to be on file for Kindergarten-Sixth graders unless a waiver or exemption has been filed:

- a) 5 valid doses of DTap (diphtheria, tetanus, pertussis)
- b) 3-4 valid doses of IPV (inactivated poliovirus)
- c) 2 valid doses of MMR (measles, mumps, rubella)
- d) 3 valid doses of Hepatitis B vaccine
- e) Completed series of Hib vaccine (haemophilus influenza type b)
- f) 2 valid doses of varicella (chicken pox) vaccine or documented history of disease

Please check with your student's primary care physician for current vaccine schedules or "catch-up" schedules for vaccinations. Doses are not considered "valid" if they are given outside of the recommended age or date range for that specific vaccine.

Seventh-twelfth graders will need the above listed vaccines in addition to:

- a) One booster of Tdap (tetanus, diphtheria, pertussis)

Students who do not have current immunization records or valid waivers/exemptions on file within 30 days of entry into school may be excluded from instruction. Letters will be sent home detailing which vaccines are missing from your student's file and if no timely response is received phone calls will be made in an effort to keep students in school. Those students who are on a "catch-up" schedule for immunizations and require more than 30 calendar days to complete the necessary vaccine series shall be permitted to attend school during this time frame as long as written verification is received from a healthcare professional stating the medical necessity of the time frame as well as proof that vaccines are given in accordance with this time frame.

Exemptions:

- a) Medical: Any student, for whom it is medically contraindicated to receive a specific immunization or immunizations, shall not be required to have those vaccines on file. However, written evidence from a physician as well as a signed and notarized Wyoming Department of Health Medical Exemption Form will be required from that student.
- b) Religious: Any student, based on evidence of a truly held and genuine religious or cultural belief, may file a signed and notarized Wyoming Department of Health Religious Exemption Form, in order to be exempted from required immunizations.
- c) In the event of a vaccine-preventable disease outbreak (as determined by State or County Health Officer), those students who are not fully immunized against the specific disease occurring shall not be permitted at school for a time frame that is stipulated by a State or County Health Officer.

Medication Administration:

- a) Prescription Medications: Those students who need prescription medication dosing during school hours will be required to have an authorization form signed by their physician and their parent/guardian that states the student's name, medication name, dose, route, frequency, and strength. Medications must remain in their original pharmacy packaging (i.e., no plastic baggies, sealed envelopes, etc.). The pharmacy label may be used in place of physician signed authorization. If the medication is an inhaler or an Epi-Pen that the student will carry with them during the day for self-administration when needed, the authorization form **must** state that the medication will be carried by the student **and** be signed by their physician. Otherwise, all medications will be kept in a secured area in the nurse's office. Scheduled medications (antibiotics, narcotics, amphetamines, etc.) will not be allowed to be carried by any student and will always be kept in the nurse's office for dosage administration. It is the parent/guardian's responsibility to deliver medications to the nurse as well as to pick them up at the end of the dosing period or the end of the school year, whichever comes first. Any medications which have not been picked up by the last day of school or by the expiration date on the bottle will be properly disposed of.
- b) Over-The-Counter Medications: OTC medications (Tylenol, Motrin, Tums, Benadryl, cough drops, etc.) will only be given to students who have an authorization form signed by a parent/guardian on file and only in the event that the nurse indicates that a medication will likely alleviate the student's symptoms so that they may return to class. In the event that the nurse's assessment warrants an OTC medication, the appropriate medication will be given according to manufacturer guidelines, unless the student has a signed doctor's note that says differently. When at all possible, students should be given medications at home.
- c) All Other Medications: medications that are not regulated by the FDA (i.e. homeopathic remedies, oils, vitamins, etc.) will not be administered by the school nurse. These medications should be administered at home to minimize interruptions to class time.
- d) It is the student's responsibility to come to the nurse's office for scheduled medication administrations.

All medication authorizations must be renewed every school year or if dosing instructions have changed.

If you have any questions or concerns regarding St. Stephens' Health and Wellness Policy, please contact the school nurse, Abby Smits at asmits@st-stephens.net.

Counseling Services

St. Stephens Indian School employs one full-time school counselor and a Career & College Readiness Counselor. The counselors deliver a comprehensive program that encourages the academic, college/career, and personal/social development of all students. The main goal of the counseling department is to maximize individual student achievement. Services provided by the school counseling department include: individual student planning, individual and group counseling, consultation with staff members and parents, community referrals, and classroom guidance presentations. Counselors maintain *confidentiality* except in the following situations: disclosure of abuse, abandonment, neglect; disclosure about intent to harm self or others; to comply with a court order or subpoena; or disclosure of the commission of a crime. Counselors may be contacted in the office between classes, before or after school, or at lunchtime.

Parents/Guardians may contact the school counselors with any questions or concerns:

Lacy Cloud - School Counselor - lcloud@st-stephens.net

Travis Draper - College & Career Readiness Counselor - tdraper@st-stephens.net

Title VI, Section 504, Americans with Disabilities Act

The St. Stephens Indian School Board complies with the regulations of Title VI, Section 504, and the Americans with Disabilities Act (ADA). In accordance with these provisions, no student, or other person, will be discriminated against on the basis of age, race, sex, non-disqualifying disability, religion, national origin, or other protected characteristics in any school sponsored curricular program offering.

For students with disabilities, reasonable accommodations, including adaptive aids and devices, can be provided upon request to allow students, parents, and others to attend and/or participate in school programs and school sponsored events. Requests for accommodations should be made in advance by calling the building principal.

Any grievances filed in relationship to this policy should follow proper appeal procedures. Any person that believes that he/she has been discriminated against has the right to file a formal complaint, which may be made in writing to the Superintendent. The complaint will be investigated and a written response provided within 10 working days. Under no circumstances will the school threaten or retaliate against anyone who raises or files a complaint.

Parents/Guardians may contact the Special Education Dept. with any questions/concerns.

Marla Ross - mross@st-stephens.net

Patrick Pasquinelli - ppasquinelli@st-stephens.net

Lost and Found

Articles found at school should be turned into the building office. Students in search of lost articles can check at the office to see if the articles have been turned in. At the end of each semester, lost articles will be thrown away or donated.

Transportation of Students

Transportation is provided for all St. Stephens students in accordance with the general policies of the school. Students utilizing school transportation will be required to observe the transportation guidelines and expectations, at all times. Due to the issue regarding liability insurance, only students who are enrolled at St. Stephens are permitted to ride school buses.

Staff members will not pick up students who miss the bus.

General guidelines and expectations for students are listed below. These guidelines are in effect whenever students are riding school transportation: bus, suburban, school vehicle, etc. and includes trips to/from school, field trips, activities, athletics, etc.

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

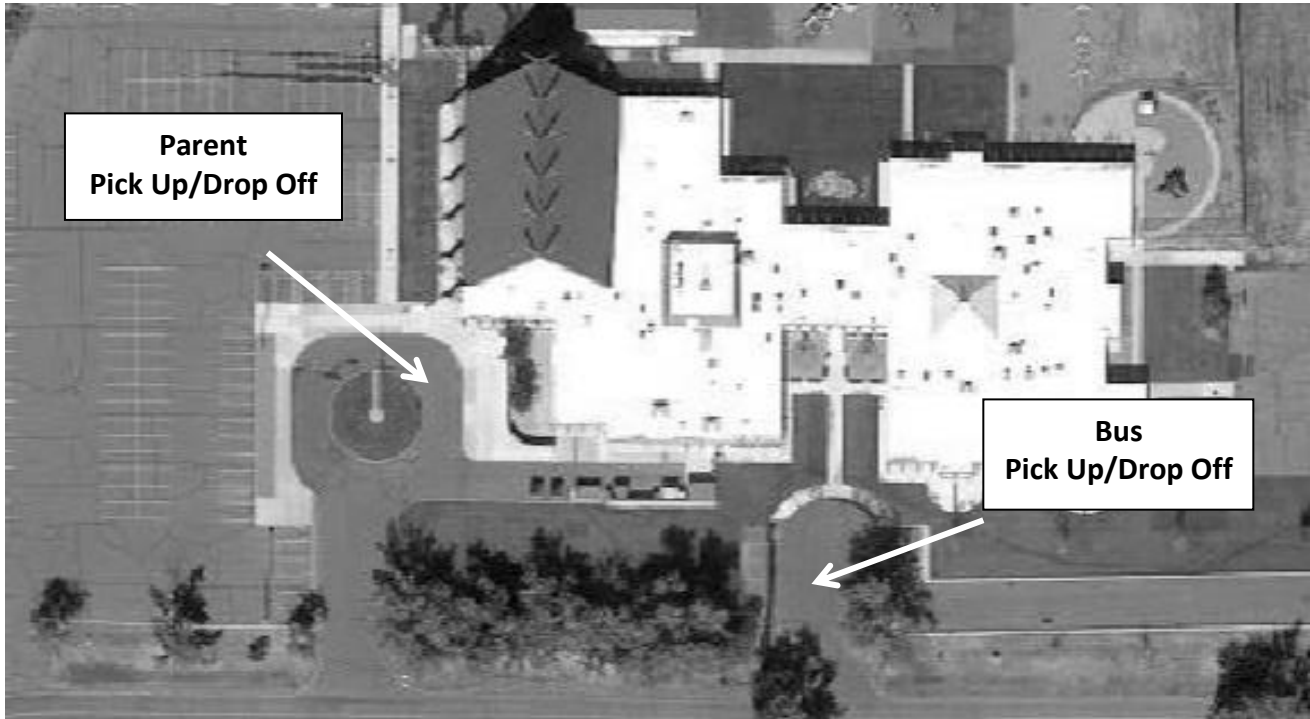
The driver is in full charge of the bus/vehicle and the students on it; students should comply promptly and respectfully with the requests of the driver. Inability to behave in an acceptable manner will cause the loss of the privilege of riding the bus/vehicle. The driver may assign seats to an individual or to all students riding the bus/vehicle. Further, the driver has the authority and responsibility to discipline students he/she is transporting.

School transportation privileges may be revoked for violation of the rules or for conduct that may jeopardize the safe operation of the bus/vehicle.

Change of drop-off destination: If there is a change in destination of drop-off after school, we ask that parents/ guardians call the school before 1:30 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.

K-8 Parent Drop Off/Pick Up Policy

St. Stephens K-8 student drop off has changed. We ask all parents/guardians to drop off and pick up students at the flagpole circle. The front entry is for bus drop off/pick up only.



HS Student Vehicle Use and Parking

Permits are required for students who drive automobiles to school and park on school grounds. **Vehicles must be registered** by the high school principal or his/her designee; a permit will be issued for no fee. The permit will be displayed in or on the vehicle as evidence that the vehicle is permitted to be driven and parked on school grounds. Proof of a valid driver's license, registration, and proper insurance will be required with parent/guardian permission for use of vehicle before the permit will be issued. Students must always park in their designated parking area. Vehicle searches may take place by school officials on school grounds if reasonable suspicion arises that there are controlled substances, weapons, or other prohibited items in the vehicle. During school hours, students may not drive or enter their vehicles without authorization from the building principal or designee.

- **If a student drives to school without a school permit, we will notify parents.**
- **If the student continues to drive to school without a permit, we will notify BIA.**

Violation of Driving/Parking Regulations

Careless, reckless, and exhibition driving will not be tolerated. Students who drive recklessly, carelessly, or have repeated safety violations may be assigned consequences that include in-school suspension, suspension of driving privileges, and if related to violations of the student code of conduct, suspension from school. Further, students may also be referred to local law enforcement. Repeated failure to park in designated areas or parking on school grounds without approval/authorization may result in the vehicle being towed at the owner's expense.

Closed Campus

St. Stephens Indian School is a Closed Campus and offers all the services necessary for the entire school day. Parents have the right to expect students to be at school for the allotted time period each day. Once students arrive at school, they must stay in the school building except when authorized by the principal/designee or accompanied by a staff member. Lunch is provided on campus and students are not allowed to leave the campus for lunch. **Any food delivered must be delivered to the office during lunch time and it may only be eaten in the school cafeteria. Any lunch delivery before lunch will be held in the office until lunch. Any lunch delivery after lunch will not be accepted.** Any student who has a legitimate reason to leave campus must first gain authorization from the building principal/designee, provide authorization (preferably in writing) from parent/guardian, and sign out with the office. If any student fails to gain permission before leaving campus, they will be considered truant. If a student uses a private vehicle during school hours to leave campus and/or takes another student(s) with him/her without authorization, his/her driving privilege may be suspended. **If any of the students taken off school grounds without authorization are minors, calls will be made to parents of the students and law enforcement will be notified.**

A principal/designee shall permit a student to leave the school grounds in the following cases:

- In the custody of the child's parent/guardian.
- In the custody of a person who the school has written and verified authorization from the parent/guardian in NASIS.
- In the custody of a law enforcement officer.
- In the custody of an EMS.

School Visitors

For the safety of our school, all entrance doors will be **locked**. All visitors must check in at the main office and receive a pass. Parents are highly encouraged to visit the school to discuss matters of concern or to observe your child's class. Infants, preschool, or school-age children from other schools are not permitted to "visit" or attend classes at St. Stephens.

Parents/Guardians of students are allowed to bring treats for their students' birthdays.

Prior arrangements must be made with the building principal.

Attendance Policy/Regulations

The St. Stephens Indian School Board of Trustees recognizes that regular attendance at school is vitally important to each student and that it can directly affect academic progress. Frequent absence from the regular classroom learning experience disrupts the continuity of the instructional process. The Board further believes that regular attendance is the responsibility of the student and his/her parents/guardians, and parents should consider school a priority. *One of the foremost reasons for SSIS to switch to a four-day week was to allow parents to schedule appointments on Fridays. In doing so, their student(s) would not need to miss school in order to attend necessary doctor, dental, vision, legal, and other required appointments.* As a means of instilling values of responsibility and personal accountability, a student who is habitually absent shall experience the natural consequences of his/her absences, along with the consequences set forth in this handbook by the St. Stephens School Board members and administrators.

Through the cooperative efforts of parents/guardians, students, 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 in school through age 18.**

Parents are encouraged to notify the school office before classes begin on the morning their son/daughter is absent. And, unless there are extenuating circumstances, parents/guardians must provide verification no later than the end of the day on the first day their son/daughter returns following an absence, if the absence is to be excused.

Arrival and Dismissal Time

Monday-Thursday, student arrival time is 7:45 a.m. (K-8 start time - 8:10, HS start time - 8:05), and dismissal time is 3:45 p.m. On half-days, students will be released at 12:30 p.m. Any Fridays that school is in session during the school year will follow the same arrival and dismissal times.

Recording Attendance

Attendance will begin on the first day of school.

Attendance is recorded at the elementary school twice each day: once in the morning and then again after lunch. Teachers mark students as either present or absent. Students checked into school between 8:20 and 8:40 will be marked “tardy,” students checked in after 8:40 will be marked “absent” for half the day. If a student is pulled out before 3:15, they will be counted as “absent” for half the day.

Attendance is recorded at the high school during every period. Teachers mark students as either present, tardy, skipping, or absent. If a student leaves campus without authorization, they will be marked “truant.”

Student Sign-In/Sign-Out

Sign-In: If a child arrives late to school, a late pass must be issued to the student before he/she goes 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 Definitions

Excused Absences: must be validated by parent or guardian in writing or verified over the phone. To be excused, **verification must be done no later than the end of the day on the first day that the student returns following an absence.** An exception may be made if there are extenuating circumstances preventing parents/guardians from completing verification.

The following are acceptable reasons for absences to be excused:

- Medical/Dental Appointments (verification of appointment is required)
- Short Term Illness/Sickness (verification by parent/guardian is required)
 - Frequent illness or illness lasting longer than 2 days must be verified by a doctor
- Legal Appointments mandated by judge or court (legal verification is required)
- Bereavement (verification by parent/guardian is required)

Assignments and assessments missed when students are excused may or may not be made up – these policies will be left up to individual teachers with the general rule that students will have one day to make up work missed for each day of their absence.

Unexcused Absences: are those absences not meeting the criteria listed above for excused absences. Students arriving late to class, more than 30 minutes, without permission from parent/guardian or authorization from school personnel, are considered truant and may be counted as unexcused.

Tardies: A student is considered tardy when he/she is not in the appropriate classroom when class begins (K-8) or when the tardy bell rings (HS). A student's tardiness is unexcused when he/she is late for any class without prior teacher/principal approval. Teachers may refer students to the office for disciplinary consideration for unexcused tardies to their class, and the principal may assign additional consequences, i.e. lunch detention, ISS, or other alternatives should there be a pattern of continual abuse in student punctuality to class.

Policies: Any student who acquires twelve (12) unexcused absences (full day absences) in a term may be dropped from the school rolls at the end of the twelfth full day and may be asked to leave school until the beginning of the next school year. Students may not receive credit for any classes during that term or may be considered for retention. On the third, sixth, and tenth unexcused absence, a letter informing the parents/guardians of the absence and a reminder of the attendance rule will be mailed out. When the student reaches the tenth unexcused absence, a written contract will be signed by the student. As required by BIE, included with

these letters will be a statement concerning pending notification of truancy to local officials and BIE. In addition, phone calls concerning, and letters of excessive absenteeism will be made/sent to the Northern Arapaho Department of Family Services, the Wind River Policy Department, and the BIE as required by mandatory reporting. After the twelfth unexcused absence, the student may be removed from school until the next school year; a letter will be sent to the parents/guardians informing them of the procedure followed. Any student who acquires ten (10) unexcused absences (full day absences) in a row will be dropped from the school rolls and may not receive credit for that term.

Any student who acquires fifteen (15) full day absences (excused or unexcused) in a term may be dropped from the school rolls at the end of the fifteenth full day and may be asked to leave school until the beginning of the next school year. Students may not receive credit for any classes during that term. Any student who acquires a total of twenty (20) total cumulative absences (high school only) in a term may be dropped from the school rolls and may not receive credit for that term. Cumulative absences are based on total time missed. For example, if a student misses periods 1 and 2 on Monday and periods 1 and 2 on Tuesday, it adds up to 1 full day missed. Once a student reaches 20 total days, based on time missed, they may be dropped and may not receive credit for that term. Letters will be sent home when students reach 5, 10, and 15 total days missed, based on time. After 15 cumulative absences, students will be placed on an attendance contract. As required by BIE, included with these letters will be a statement concerning pending notification of truancy to local official and BIE. In addition, phone calls concerning, and letters of excessive absenteeism will be made/sent to the Northern Arapaho Department of Family Services, the Wind River Policy Department, and the BIE as required by mandatory reporting.

Three (3) tardies will count as one (1) absence (K-8 only).

Absences due to school approved activities or school suspension shall not be counted in the attendance policy. The principal may excuse an absence due to unusual and unanticipated events, however, the student shall be responsible for completing all missed assignments when he/she is absent or complete alternative assignments provided by the teacher(s).

Special Attendance Considerations

Non-Compulsory Student Absences: Any student 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 must be approved by the administration. Homebound instruction is viewed as regular attendance.

Pre-Arranged Absences: Students who anticipate an absence for school activities or other reasons (family trips, college visits, etc.) are encouraged to see teachers in advance for assignments and or alternative assignments. Pre-arranged absences will still count towards total allowable absences as defined above.

Electronics Policy

St. Stephens Indian School will provide all students technical instruction that will aid with the improvement of technological literacy and competence. The school will operate a safe, respectful, and academically sound technology program for all students. Before being allowed to use school sponsored technology, students and parents/guardians are required to agree to and sign a user agreement that is included in their enrollment packet. Failure of a student to abide by the contract will result in disciplinary action being taken.

Students will follow the idea of appropriate use when operating any computers, iPads, tablets, Chromebooks, cell phones, or any other electronic devices. Appropriate use includes academic activities as supervised by an instructor. Students will not share their passwords or permit anyone else to use their user ID to access any school computer or network. Students will not operate any electronic devices for anything deemed inappropriate or offensive by the faculty or administration.

Cell Phone Policy

The Board of Directors of St. Stephens School Educational Associations, Inc. recognizes that cellular phones and/or electronic communication devices 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.

K-8 Policy: Cell phones are strictly prohibited. If students bring cell phones to school, they will be confiscated by the school principal and parents will have to pick them up. If it is necessary for a student to bring a phone on certain days, they have the right to check in their phones with the secretary at the beginning of the day and pick them up when they leave the school.

HS Policy: Student use or possession of electronic communication devices is prohibited during any class time unless it is being used for a legitimate classroom activity. Teachers have the right to institute a more strict policy in their classrooms if they see fit. Further, teachers may establish and maintain a safe and secure place for students' electronic devices during class time.

ISS: If a student is in ISS, they will be required to check in their phone with the secretary prior to reporting to ISS.

No Liability: The school will not be responsible for the loss, damage, or theft of any cellular phone or electronic communication device brought to school or on school property.

Using communication devices for illegal or unethical activity and/or refusing to turn device when in possession of or using on school grounds: The information on any two-way

communication device confiscated on school grounds may be reviewed by school administration and/or designee (SRO) when there is suspicion that the device may have been used for illegal or unethical activity, or threatening (bullying, intimidation) of others. Failure to turn over the cell phone and/or memory card when requested may result in suspension from school.

If a student uses a device to record (video or audio) any act of violence, threatening or intimidating behavior, and/or communication/interaction against another student or staff, and releases it to any other(s) via the internet or through any other telecommunications system; they may be suspended, referred to law enforcement for prosecution and/or recommended for expulsion. This applies to incidents off school grounds as well when if the incident is in any way an extension of events or interaction that took place at school, on school grounds, or at any school activity.

Lockers

All students will be assigned lockers, and students are personally responsible for all contents in their assigned lockers. Students are not to share their lockers with any other students and locker combinations must not be given to other students for security purposes. The principal may impose disciplinary consequences for failure to abide by the locker policy.

Lockers are property of the school. The school is authorized to open lockers and to examine the contents, including personal belongings of students, when there is reasonable cause to do so. The school will NOT be liable for the cost of a lock. Reasonable cause may include the belief that the contents of a locker threaten the safety, health, or welfare of students; include suspected stolen property; or include items which are specifically prohibited by law, school regulation, or board policy.

Academics

Grading: St. Stephens Indian School operates on a 4-point grading scale; 4.0-A, 3.0-B, 2.0-C, 1.0-D. Grade point averages are computed using this scale. 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.

Grades K-2 - Participation

- HPP – Highly Proficient Participation**
- PP – Proficient Participation**
- PPP – Partially Proficient Participation**
- UP – Unsatisfactory Participation**

Grades K-2 - Skills

- HPS – Highly Proficient Skill**
- PS – Proficient Skill**
- PPS – Partially Proficient Skill**
- US – Unsatisfactory Skill**

Grades 3-12

- A = 90%-100%**
- B = 80%-89%**
- C = 70%-79%**
- D = 60%-69%**
- F = 59% and lower**

- S = Satisfactory – 60% or higher**
- U = Unsatisfactory – 59% or lower**
- IC = Incomplete – Student must finish course work**

Every effort will be made to provide the necessary support to ensure student achievement. However, we expect students’ school work to be their BEST EFFORT, NEATLY DONE and TURNED IN ON TIME.

8th Grade Advancement: Students who have passing grades in their core classes (math, science, English, social studies) will GUARANTEE advancement to high school.

High School Credit Requirements: A total of **24** credits are required for graduation – of these 24 credits, students must earn credit in the following areas.

Language Arts	4 Credits
Mathematics (must include Algebra 1 or 2 and Geometry)	4 Credits
Science (must include Physical Science and Biology)	3 Credits
Social Studies (World History/Geography, US History, and American Gov’t)	3 Credits
Native American Studies (cannot include Arapaho Language)	2 Credits
Foreign Language	1 Credit
Career/Technical Education	2 Credits
Physical Education	1 Credit
Fine Arts	0.5 Credits
Health	0.5 Credits
Electives	3 Credits

These high school credit requirements allow our students to qualify for the Hathaway Scholarship (at the minimum level). Students who wish to qualify for greater amounts of the Hathaway Scholarship would need additional Science and Fine Arts, Foreign Language, or Career/Technical Education credits. Students should visit the Career & College Readiness Counselor for more Hathaway information.

Grade Placement, Promotion and Retention

K-8: St. Stephens Elementary School will promote students 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. If necessary, retention will be encouraged before a child leaves the primary grades.

9-12: St. Stephens Indian High School will promote students only at the end of a term. The administration of the school, in consultation with the appropriate personnel, will determine admission, grade level, and/or course placement for any incoming/transfer students. The school may require a school-selected examination in one or more content area to determine proper grade placement.

Freshman (9th Grade) -----	0.0 - 5.5 credits
Sophomore (10th Grade) -----	6.0 - 11.5 credits
Junior (11th Grade) -----	12.0 - 17.5 credits
Senior (12th Grade) -----	18.0 and more credits

Homework Policy

Homework policies will be determined by each individual teacher and stated in class syllabi.

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 Common Core State Standards that were created by teachers, community members, and administrators from across the state.

As a progress monitor, the STAR Reading test is administered to all K-8 students. In addition, student K-12 will be evaluated through the Accelerated Reading program.

On a larger scale, the school administers MAP Testing (Measures of Academic Progress) to all students. This test is a formative assessment that indicates student learning, growth, and progress in the areas of Reading, Language Usage, Math, and Science. This assessment also provides the school with data that can be utilized in school improvement activities. MAP Testing will be administered two to three times per school year.

Further, the school administers the WY-TOPP (The Wyoming Test of Proficiency and Progress) to all K-10th graders. This test is a summative assessment that indicates student proficiency in

Reading, Writing, Math, and Science. Data from this assessment can also be utilized for school improvement, and the WY-TOPP Test will be given once per school year.

The high school also administers the ACT (The American College Test), which is a college readiness assessment, to all students in grades 11 and 12. The ACT assesses students' skills in Reading, English, Math, Science, and Writing and determines students' readiness for college. The State of Wyoming provides this assessment once per year, free of charge. Students are encouraged to take this assessment multiple times, however, they may be required to pay the assessment fee.

High school students may qualify or request to take other optional assessments throughout the year. Some of these tests are: WorkKeys (a workplace readiness assessment), ASVAB (Armed Services Vocational Aptitude Battery), and ALEKS (Assessment and Learning in Knowledge Spaces). For more information on these assessments and to see if your student qualifies, please contact the School Counselor.

Upon completion of these assessments or at the request of parents/guardians, scores will be shared with parents/guardians.

Transcripts

Transcripts of grades earned and standardized test scores are kept in permanent records, all of which are housed in the administrative office. Transcripts are available to students and/or parents/guardians upon request. Further, transcripts may be sent to other schools or employing agencies upon request by the student and educational or employing agencies. After graduation, an official transcript will be sent home with their diploma.

Correspondence Courses, Online Courses, and Off-Campus Credit

St. Stephens High School will accept credits of correspondence, online, and/or other pre-approved off-campus credit to count toward graduation requirements. All online/off-campus courses must be approved by the high school principal prior to enrollment, if the student wishes to count the course for credit toward graduation requirements.

Adding/Dropping Courses

High school students may add or drop a course during the first week of each semester, unless the student is being recommended by a committee of administrators, parents, and the counselor to add or drop a course. An ADD/DROP sheet will be used for changing classes, and these sheets can be found in the school counselor's office.

Withdrawing from School

Any student wishing to withdrawal from school must start the process by visiting with the school administration. He/she must have permission from his/her parent/guardian before he/she may begin the withdrawal process. The “Withdrawal Form” should be signed by each teacher and returned to the office. If the student is involved in activities, the coach or sponsor should also sign the form. All materials belonging to the school must be returned and all fines paid before student withdrawal is considered complete.

Academic Awards

Honor Roll: The Honor Roll is posted at the end of each term. Students must achieve a 3.0 grade point average or better and may not receive a grade lower than a “C” to be on the honor roll. All courses are included when determining the Honor Roll, except those courses with an S/U grade.

Awards: In the spring of each year, an awards assembly may be held and teachers may select individuals who have achieved at high levels to be recognized as Outstanding Students.

High School Graduation

Any and all students who have passed the required courses at the end of their senior year, will be recommended for graduation from St. Stephens. These students will be allowed to participate in any and all graduation ceremonies, as long as they have completed all required course work and have successfully completed the check-out process with the school.

***** NO EXCEPTIONS WILL BE MADE *****

Graduating with Honors: Students achieving a 3.5 GPA or higher after completing seven semesters will graduate with honors.

In the event of a student meeting all of the credit and graduation requirements early (24 credits as laid out above), the student will be allowed to request one of the following options:

- Work Release – Students who are employed have the option to schedule time to leave school to do their job. Students requesting this option must have a valid driver’s license, personal transportation, and proof of employment as requested.
- College Release – Students choosing this option would enroll in college course(s) at CWC, and the course(s) must be semester-long. Students requesting this option must have a valid driver’s license, personal transportation, and proof of enrollment with CWC as requested.
- Early Graduation – Students choosing this option must have legitimate and important reasons for graduation early (i.e. entering the military, hardship, etc.). Further, students requesting this option must meet with the administration, the administration must

make a recommendation to the school board, and the school board must approve the request – otherwise, student will be required to attend all classes until graduation.

Any student not choosing one of the options above would be required to attend school full-time and meet all of the school’s attendance policies.

Extracurricular Activities

The staff and administration at St. Stephens Indian School recognizes the importance of extracurricular activities. A list of activities, clubs, and sports that may be offered include:

National Honor Society	Wrestling	Basketball
Student Council	Cross-Country	Football
Culture Club	Volleyball	Track

If students are interested in other extracurricular activities, they may make recommendations to the administration or to a staff member at the school.

Title IX: The Board of Education at St. Stephens Indian School complies with the regulations of 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 filed in relation to this policy shall follow the appeals process as outlined in this handbook.

Extracurricular Expectations

Participation in athletics and club activities is a privilege. Students who participate in such activities are expected to conduct themselves in a manner that reflects favorably on themselves, the school, and the community.

Students who fail to demonstrate exemplary citizenship, meet academic/attendance requirements, and/or have violations of the student code of conduct that result in suspension may be suspended or excluded from participation in extracurricular activities. Behavior outside of the activity or outside of school can still affect participation in the activity.

In addition, St. Stephens has worked hard to build an environment of positive behavior and sportsmanship during extracurricular activities. The following are expectations of the school, specifically during sporting events.

Students: Student habits and reactions, as spectators, determine the quality of sportsmanship that reflects upon the reputation of the school. Profane/abusive language and obnoxious behavior have no place at an athletic contest. Students shall:

1. Know and demonstrate good sportsmanship.

2. Respect and cooperate with the cheerleaders.
3. Respect the property of the school and the authority of the school officials.
4. Respect the decisions of the officials.
5. Show respect for injured/disqualified players.
6. Cheer for your team, not against the other team.

Fan Behavior: Whether at home or away, fan behavior reflects upon the school and the entire community. Hometown fans should treat visitors with respect. Similarly, visiting fans should treat their hosts (both individuals and property) with appreciation and respect.

Fans/spectators shall:

1. Know and demonstrate good sportsmanship.
2. Respect the decisions of the coach(s).
3. Respect the point of view of the official(s).
4. Cheer for your team, not against the other team.

Student Eligibility

Requirements: All eligibility requirements for St. Stephens Indian School must be in compliance with the eligibility requirements of the Wind River Conference Athletic Association (WRCAA) or the Wyoming High School Activities Association (WHSAA). No requirements will be less restrictive than those set forth by the WRCAA or WHSAA.

Extracurricular Activities: as defined by the WRCAA and WHSAA are activities that take place outside the time of any regular school class period and are not required academic functions.

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. It is required that the classroom teacher inform the student of their academic progress and enter the student's academic progress into the student grading system so weekly eligibility can be established. Sponsors and coaches are expected to inform the participants of the consequences of being ineligible.

A warning list will be run every Monday morning. The warning list will include D's and F's. Any student not on the warning list will be eligible for the week's activities. Students on the warning list will have until 9:00 a.m. on Thursday to get their grades up. At that time a new eligibility report will be ran.

5-8: Any student with 1 F at 9:00 a.m. on Thursday will be eligible to play with coach and principal permission. Any student with 2 or more F's at 9:00 a.m. on Thursday will be ineligible to participate in activities until the following Thursday.

9-12: Any student with 1 or more F's at 9:00 a.m. on Thursday will be ineligible to participate in activities until the following Thursday.

Activity Attendance

5-8: Students must be in attendance at school no later than 9:00 a.m. and in attendance the remainder of the day in order to participate/attend a practice or an after-school activity that day. Exceptions are allowed for doctor/dental appointments, bereavement, cultural events, documented family emergencies, and court appointments. Exceptions must be approved by the building principal or athletic director. Students in ISS are not allowed to participate/attend a practice or an after-school activity.

If an activity occurs on a Friday or Saturday, students must be in attendance the previous Thursday, arriving no later than 9:00 a.m. and in attendance the remainder of the day. Further, if a student is in ISS on Thursday, they are not allowed to participate/attend a practice or an activity on Friday or Saturday.

HS: Students missing more than one period will not be eligible to participate/attend and after school-activity that day. Exceptions are allowed for doctor/dental appointments, bereavement, cultural events, documented family emergencies, and court appointments. Exceptions must be approved by the building principal or athletic director. Students in ISS are not allowed to participate/attend a practice or an after-school activity.

If an activity occurs on a Friday or Saturday, students must be in attendance the previous Thursday, missing no more than one period. Further, if a student is in ISS on Thursday, they are not allowed to participate/attend a practice or an activity on Friday or Saturday.

Conduct Away from School

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

Transportation Requirements

Students participating in activities must ride the school provided transportation to and from the event/competition. Sponsors/coaches will have a sign-out sheet for students who choose to ride home with their parents/guardians, however, only parents/guardians may sign students out. Exceptions may only be made by written request by parents/guardians and must be authorized by the administration 24 hours prior to the trip taking place.

Rules Governing Overnight Activities

Sponsors/coaches will decide which students will room with one another. Sponsors/coaches will establish evening "curfew" times with students. At curfew, students should report to and

stay in their assigned rooms for the remainder of the night. Students will travel and eat together as a group and no individual excursions will be allowed. All school rules will be in effect during all school activities. Violation of guidelines for overnight activities (or sponsor/coach's rules) may result in the student's parents/guardians being notified and the student being sent home. Students failing to follow guidelines and expectations may be barred from attending overnight activities in the future.

Sports

Competitive Teams: At the beginning of each sport season, the coach will issue a call for all students to sign up for that sport. All those signing up will have the opportunity to try out for the team. Eligibility requirements for each sport (stated above) will be reviewed with students at or prior to the first practice of the sport season.

Practice Requirements: Coaches will establish and communicate practice schedules and expectations of attendance, effort, and attitude. Student athletes are expected to attend all practices on time unless prior arrangements have been made with the coach. Students must abide by all athletic handbook policies. Prior to competing, students must attend and participate in the required number of practices set forth by the WRCAA or WHSAA.

Physicals Must be on File: Student athletes are required to have physical examinations on file with the school 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. Physical exam forms are available either through the coach or in the office.

WHSAA Sports Semester Eligibility (High School Only): The WHSAA eligibility policy states that in order to be eligible starting in August and January, all students must have a passing grade in at least 5 classes during the previous semester. Students failing to pass the minimum number of courses the previous semester are not eligible to compete; the only exception or consideration will be completion of courses/classes (i.e. summer school, dual enrollment) that are approved for credit by the school principal and school counselor.

Please review the St. Stephens Indian School Sports Handbook or speak to the athletic director for further descriptions of the policies and procedures set forth by the athletics department.

Right of Search

The administrator and/or designee charged by the St. Stephens Indian School Board of Trustees with the responsibility of supervising students during regular school hours and/or school-related activities is authorized in their duty to maintain school discipline. This duty includes the right to conduct a search of a student's person, property, locker or any other area on school premises if the administration has a reasonable belief that a student has stolen property, is in possession of an illegal substance or weapon, or has violated any board policy or building regulation.

Surveillance/Recording

The school administration and/or designee may use electronic surveillance/recording systems to prevent and/or record disciplinary infractions. Further, the administration may use these systems as a means to accurately document communications between school officials and students believed to have committed disciplinary infractions.

Student Behavioral Expectations

Student Rights and Responsibilities: The word “rights” refers mainly to that which a person may take for himself as an individual. The word “responsibility” refers mainly to the individual’s obligation to others within his society. The Constitution of the United States through the Bill of Rights and subsequent Amendments gives all citizens certain rights, and students do not shed those constitutional rights by walking through school doors. However, within the school setting, and in society, there are responsibilities and expectations that students must adhere to and understand. Each student has the responsibility to the following:

1. Respect the inherent human dignity and worth of every individual.
2. Be informed of and adhere to the rules and regulations established by the Board of Education and implemented by school administration and teachers for the educational welfare and safety of students.
3. Study diligently and maintain the best possible level of academic achievement.
4. Be punctual and present in the regular school program.
5. Refrain from libelous and slanderous remarks and obscenities in verbal and written form.
6. Help maintain and improve the school environment, preserve the school property, and exercise the utmost care while using school facilities.
7. Conduct oneself in an appropriate manner while in attendance at all school functions.
8. Be actively involved in one’s education, understanding, and prepare oneself for adult life.

Restorative Justice

Restorative Justice is a value-based philosophy that guides decisions on policy, programs, and practice. The goal is to obtain a balanced focus on victims, offenders, and community members concerning a specific incident of wrongdoing. In addition, the goal is to collectively identify and address harms, needs, and obligations in order to “make the wrong right.” Key principles essential to Restorative Justice are respect, responsibility, repair, relationships, and reintegration. Restorative Justice will be implemented when all parties involved are willing participants and it is determined that restorative practice will potentially lead to reasonable outcomes.

Restorative Justice Conferences will be used to address conflicts or wrongdoings. In the case of wrongdoings, the conferences will assist students in gaining a better understanding of accepted behaviors.

Preventative Measures: The following are examples of measures taken by our school to prevent the occurrence of discipline problems.

- Professional development focused on improving student achievement.
- Training and support for staff in diversity and cultural awareness.
- Teacher access to parent/guardian contact information.
- Parent/Guardian access to teacher contact information.
- Parent Involvement opportunities such as: Back-to-School Carnival, Family Nights Parent-Teacher Conferences, Parent Advisory Group, and Johnson-O'Malley Group.
- Online access to Student & Parent Handbook.
- District website has information about activities, upcoming events, etc.
- District calendar is distributed at the beginning of the year.
- Teachers distribute and explain class expectations, requirements, and grading systems.
- Rules and expectations are posted within the building and are periodically reviewed.
- Campus is monitored by surveillance cameras and school security.
- Visitors are required to sign in at the main office.

Disciplinary Action Levels: Disciplinary actions apply to the behavior and conduct of students while on district property, in district vehicles, at school sponsored events or activities (on or off campus), and under circumstances where off-campus behavior is detrimental to the safety and welfare of other people and of school personnel. Within each level, from minor offenses to the most serious offenses, there are probable interventions and available consequences that may be applied. There will be considerations as to the specific event, seriousness, prior offenses, whether the student stops the misbehavior when told to do so, the number of students involved, the number of adults necessary to deal with the immediate incident, whether the incident presented a significant danger of physical or emotional harm to any person, etc. Due to the seriousness of some behaviors, consequences are very specific and may require law enforcement to be involved. In addition, at the high school, students are given points depending upon the severity of the offense. These points are used to track student behavior in coordination with student incentives and re-enrollment each year.

Student Behavior/Misconduct Definitions

Level 1 - Minor Offenses (1 Point):

- Inappropriate Language - Profanity is socially offensive language, which may also be called bad language, strong language, offensive language, coarse language, foul language, bad words, vulgar language, lewd language, choice words or expletives. The use of such language is called swearing, cursing or cussing. The use of the F word is prohibited.
- Minor Insubordination - Defiance of authority; refusal to obey orders/requests.
- Minor Classroom Disruption - Disruption requiring teacher to stop class/address student.
- Dress Code Violation - Students must come to school clean and neatly dressed, apparel must meet health and safety codes, be in good repair, and not interfere with the educational process. Shoes must be worn at all times. Clothing may not display or suggest derogatory, obscene, or hurtful behavior or language, threatening or intimidating

caricatures, gang symbols, or messages that promote alcohol, tobacco, or drug use. Further clothing may not be unnecessarily distracting (laser lights, reflectors, etc.) or allow undergarments or excessive skin to show (clothing must not show midriff, torso, or cleavage; shorts should be mid-thigh, and no mesh outer garments and/or strapless or spaghetti strapped tops). It is unacceptable to wear jeans with the waist below the bottom of the tailbone, undergarments as outer garments, sunglasses in classrooms, heavy chained and/or spiked jewelry or clothing. At the elementary school, hats and bandanas are not permitted. Failure to meet the code will result in the student being asked to change to appropriate clothes (provided by student or school), failure by the student to change will result in student being sent home and his/her absence recorded as unexcused.

- Electronics Abuse - See Electronics Policy (p. 24)
- Tardies/Absences - See Attendance Policy (p. 21)
- Minor Bus Misconduct - See Transportation of Students Policy (p. 18)
- No Hall Pass - Being in the hallway/outside of class without a hall pass.
- Minor Inappropriate Cafeteria Behavior - Spilling food and not cleaning it up, not listening to the cafeteria staff, taking food outside, etc.
- Refusal to Complete Work - Not completing work assigned by an instructor.
- Sleeping in Class - Falling asleep during instruction or during a designated work time. Laying head on desk or laying on the floor falls under sleeping in class.
- Inappropriate Hallway Behavior - Horseplay, going into areas without permission, etc.
- Minor Disrespect/Non-Compliance - Lacking respect or courtesy. Refusal to follow staff instructions, directions, or requests.
- Food or Drink in Classroom - Food or drink (other than water) is not allowed in the classroom, except for special occasions determined by the teacher. Food/drink may cause unnecessary distractions or messes during class.

Level 2 - Serious Offenses (2 Points):

- Major Bus Misconduct - See Transportation of Students Policy (p. 18)
- Lighters/Matches - Possession or use of lighters or matches on school grounds.
- Abusive Language Toward Students - Students cursing at other students.
- PDA - Public Displays of Affection.
- Major Disrespect/Non-Compliance - Lacking respect or courtesy. Refusal to follow staff instructions, directions, or requests.
- Threats/Intimidation - Showing an intention to cause bodily or emotional harm.
- Skipping Class/Truancy - Missing class without staff permission.
- Failure to Report to Detention - Missing an assigned detention without permission.
- Horseplay - Rough behavior that could endanger fellow student during school hours.
- Minor Inappropriate Physical Contact - Making physical contact with students or staff that is inappropriate in nature (slapping someone on the butt).
- Major Inappropriate Cafeteria Behavior - Food fights, disrespect toward cafeteria staff, etc.
- Encouraging a Fight - Instigating and/or persuading others to fight.
- Driving Violation - See Student Vehicle Use and Parking Policy (p. 19)
- Minor Theft (< \$20.00) - Stealing something that is less than \$20 in value.
- Minor Vandalism (< \$20.00) - Vandalism that results in damage that costs less than \$20 to repair.

Level 3 - More Serious Offenses (5 Points):

- Bullying - Using superior strength or influence to intimidate someone or force them to do what one wants.
- General Harassment/Discrimination - Aggressive pressure or intimidation, the unjust or prejudicial treatment of different types of people, especially on the grounds of race, age, or sex.
- Hazing - The imposition of strenuous, often humiliating tasks as part of an initiation.
- Leaving School Grounds - Leaving school grounds without permission.
- Indecent Exposure - The crime of intentionally showing one's sexual organs in public. Depending on what is shown, the individual punishment may be much more severe.
- Cheating - The act of using or copying other students' work, and/or using resources that are not allowed.
- False Fire Alarm - Pulling the fire alarm when there is no emergency.
- Obscene Drawings/Messages - Drawing inappropriate pictures or messages that can be seen by other students or staff member.
- Major Classroom Disruption - Disruption that results in the teacher having to stop class and address the interruption multiple times and/or requiring the teacher to send the student out of the classroom.
- Major Electronic Abuse - See Electronics Policy (p. 24)

Level 4 - Very Serious Offenses (15 Points):

- Abusive Language Toward Staff Member - Inappropriate, intimidating, or abusive language directed toward a staff member.
- Major Theft (> \$20.00) - Stealing something that is more than \$20 in value.
- Major Vandalism (> \$20.00) - Vandalism that results in damage that costs more than \$20 to repair.
- Fighting (No Major Injury) - Physical altercation between students resulting in no major injuries.
- Plagiarism - The practice of taking someone else's work/ideas and passing them off as one's own.
- Trespassing - Entering the school/school grounds without permission.

Level 5 - Most Serious Offenses (25 Points):

- Arson/Fire - Starting or playing with fire on school grounds.
- Physical Assault (Student to Student) - The act of physically contacting/attacking another student in an aggressive or threatening manner.
- Physical Assault (Student to Staff) - The act of physically contacting/attacking a staff member in an aggressive or threatening manner.
- Fighting (Major Injury) - Physical altercation between students resulting in major injuries.
- Breaking and Entering - The act of forcibly entering the school/school grounds without permission.
- Sexual Harassment - Harassment of a sexual nature.
- Possession/Threat of Weapons - Possessing or threatening to use a weapon.
- Use/Possession of Tobacco, Alcohol, Illegal Drugs - Possessing or using tobacco, alcohol, vape pens, e-cigarettes, or illegal drugs or paraphernalia.

BEHAVIOR CATEGORIES

Examples of offenses/interventions include, but are not limited to:

Level 1 - Minor Offenses (1 Point)	Minor Offenses - Possible Actions/Interventions
Inappropriate Language	<ul style="list-style-type: none"> • Verbal Warning • Conference with Student and Principal/Counselor • Conference with Student and Teacher/Staff Member • Conference with Student/Parent and/or Teacher/Staff Member/Administrator • Written Statement/Apology from Student • Behavior Contract • Attendance Contract • Conflict Management Counseling • Small Group Counseling • School or Community Service • Parent Attends Class with Student • Parent Notification • Confiscation of Unauthorized Item • Loss of Privileges (Hall Passes/Electronic Use/School Transportation) • Detention • Restitution
Minor Insubordination	
Minor Classroom Disruption	
Dress Code Violation	
Electronic Abuse	
Tardies/Absences	
Minor Bus Misconduct	
No Hall Pass	
Minor Inappropriate Cafeteria Behavior	
Refusal to do Work	
Sleeping in Class	
Inappropriate Hallway Behavior	
Minor Disrespect/Non-Compliance	
Food/Drink Violation	
Level 2 - Serious Offenses (2 Points)	Serious Offenses - Possible Actions/Interventions
Repeated Level 1 Offenses	<ul style="list-style-type: none"> • All Previous Actions/Interventions are Possible • School or Community Service Detail • Friday School • Suspension • Activity Suspension • Schedule Modification • Referral to Outside Counseling/Agency
Major Bus Misconduct	
Lighters/Matches	
Abusive Language Toward Students	
PDA (Public Display of Affection)	
Major Disrespect/Non-Compliance	
Threatening/Intimidation	
Skipping Class/Truancy	
Failure to Report to Detention	
Horseplay	
Minor Inappropriate Physical Contact	
Major Inappropriate Cafeteria Behavior	
Encouraging a Fight	
Driving Violation	
Minor Theft (< \$20.00)	
Minor Vandalism (< \$20.00)	

Level 3 - More Serious Offenses (5 Points)	More Serious Offenses - Possible Actions/Interventions
Repeated Level 1 or 2 Offenses	<ul style="list-style-type: none"> •All Previous Actions/Interventions are Possible •Emergency Removal due to Immediate Danger or Serious Disruption • Out of School Suspension (Up to 10 days) •Recommendation for Expulsion
Bullying	
General Harassment/Discrimination	
Hazing	
Leaving School Grounds	
Indecent Exposure	
Cheating	
False Fire Alarm	
Obscene Drawings/Messages	
Major Classroom Disruption	
Major Electronic Abuse	
Level 4 - Very Serious Offenses (15 Points)	
Repeated Level 1, 2, or 3 Offenses	<ul style="list-style-type: none"> •All Previous Actions/Interventions are Possible •Extended Out of School Suspension •Recommendation for Expulsion •Contact Law Enforcement
Abusive Language Toward Staff Member	
Major Theft > \$20.00	
Major Vandalism > \$20.00	
Fighting - No Major Injury	
Plagiarism	
Trespassing	
Level 5 - Most Serious Offenses (25 Points)	Most Serious Offenses - Possible Actions/Interventions
Repeated Level 1, 2, 3, or 4 Offenses	<ul style="list-style-type: none"> •All Previous Actions/Interventions are Possible •Extended Out of School Suspension, Pending Expulsion •Mandatory Expulsion •Contact Law Enforcement
Arson/Fire	
Physical Assault (Student to Student)	
Physical Assault (Student to Staff)	
Fighting - Major Injury	
Breaking and Entering	
Sexual Harassment	
Possession/Threat of Weapons	
Use/Possession of Tobacco, Alcohol, Illegal Drugs	

Student Due Process Rights/Appeal Procedure

Any student whose behavior is alleged to be in violation of the School Code of Conduct may be referred to the office for possible disciplinary action. Student consequences will always follow a due process procedure.

The building 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 view of what took place. If the student admits to a violation of a school rule, the principal/designee may make a decision in the case. 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 decision in the case.

Students may appeal any decision made by the principal/designee to the Superintendent. All appeals must be in writing and delivered to the Superintendent within 24 hours after receipt of the initial decision. Students may appeal any decision made by the Superintendent to the St. Stephens Indian School Board of Trustees.

Expulsion from School - Hearing and Procedures: A student at St. Stephens Indian School may be recommended for expulsion from school for conduct that disrupts the educational process or endangers the health and/or safety of the student, his/her classmates, or school personnel. Examples of conduct that may result in recommendation for expulsion are outlined in the school's behavior intervention system, above.

When a student is alleged to have violated school rules which could result in expulsion or suspension of 10 days or more, a fair and impartial hearing will be held. The principal will recommend to The Board of Education that the student be expelled and request that a hearing be held. The Superintendent will preside at the hearing and the Board of Education will determine whether or not the student has committed an act or acts warranting expulsion from the school.

The disciplinary hearing will ensure that the student receives due process, which includes;

1. Written notice of the charges within a reasonable time frame prior to the hearing.
 - Notice of the charges shall include reference to the regulations allegedly violated, notice of access to all statements of persons relating to the charge, and notice of access to those parts of the student's school record
2. A fair and impartial hearing.
3. The right to produce witnesses on the student's behalf and to confront and examine all witnesses.
4. The right to have parent/guardian present and to be represented by law or legal counsel at the student's expense.
5. The right to receive a record of the hearing including written findings and facts.
6. The right to administrative reviews and appeals.
7. The right to not be compelled to testify against himself.
8. The right to have allegations of misconduct expunged from the school record in the event that the student is found not in violation of the charges.

The hearing officer (Superintendent) shall conduct the hearing and the Board shall make findings of fact and conclusions as to whether a student is in violation of school policy based upon the evidence presented at the hearing. Then, the Board of Trustees may:

- a. Expel the student at the principal's recommendation and/or recommend other consequences that may include probation, extended suspension, and/or other initiative i.e. participation/completion of programs and counseling services to remediate the behavior,
- b. Discuss terms, conditions and length of expulsion; also conditions for re-admission when extended suspension or expulsion has been completed,
- c. Determine that the student should not be expelled.

Parent Concerns Regarding Discipline

Parents are encouraged to take part in the Parent Open House that occurs in the fall and to sit down and review the expectations and information in this handbook with the administration at St. Stephens Indian School.

A parent who has concerns about any disciplinary matter involving a student should initially speak to the building principal/designee and the staff member involved. If no resolution can be reached, the parent may request the principal to involve the Superintendent in the matter.

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, during a school-sponsored activity, or to maintain the educational environment. The school administration acts as the law enforcement unit who can share certain files with the authorities. Anytime the school suspects a crime has been committed, the school will first contact the school's resource officer (SRO), who is an active member of the BIA, and then the school will contact parents/guardians. For example, if a staff member suspects a student is under the influence of drugs and/or alcohol they will present it to the administration. If the administration agrees there is enough suspicion, the SRO will be contacted, then the parents/guardians.

Reporting Procedures

Any person who believes he/she has been the victim of harassment, intimidation, and/or bullying by a student or an employee of the school district, or any third person with knowledge or belief of conduct which may constitute discipline should report the allegations immediately to an appropriate school district official as designated by this policy.

The high school principal and/or designee will be the person responsible for receiving verbal or written reports involving high school students who report they have been victims or witnesses of misconduct and for investigating the reports. The principal/designee will present a written report regarding the incident to the Superintendent within 24 hours. If the complaint involves the building principal, the complaint shall be filed directly with the Superintendent. The complainant shall be free from retaliation of any kind.

The administration will respect the confidentiality of the complainant and individual against whom the complaint is filed. Both the complainant and the alleged rule violator are encouraged to keep the matter confidential. All complaints, both formal and informal, must be taken seriously and investigated. If the complaint is determined to be valid the principal or designee will take action as appropriate based on the results of the investigation.

The results of the investigation will be reported, in writing to the complainant by the administration and the report will document whether or not disciplinary action was taken. A copy of the report will be placed in either the student files of both the complainant and accused or the personnel files of both the complainant and accused. In inconclusive cases the report will remain in files in light of a possible pattern of behavior. If there are no similar incidents within five years, the administration may purge the report from the files.

False Complaints

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

Board Statement: Corporal Punishment

The St. Stephens Board of Education believes that the use of corporal punishment in school is not a desirable means of modifying student behavior nor an appropriate means of discipline. The Board recognizes that differences may exist about how corporal punishment is defined and how exceptions are determined. Corporal punishment will be defined as the intentional infliction of physical pain as a means of discipline including paddling, slapping, or prolonged maintenance of physically painful positions when used as discipline, but excluding reasonable physical activities associated with athletic training.

The Board, however, also recognizes the complexity of school discipline policies and does not recommend that an employee be prevented from nor sanctioned for using reasonable force when:

1. Quelling a disturbance or prohibiting an act threatening physical injury to any person;
2. Obtaining possession of a weapon or other dangerous objects within the control of any child;
3. Acting in self-defense or defending another person;
4. Protecting property;
5. Removing a disruptive student from school premises, from motor vehicles used for school purposes or from activities or events sponsored by the school district;
6. Preventing a child from inflicting harm upon himself;
7. Protecting the safety of any other person or;
8. Maintaining control and order.

The safety of the child must be the primary concern when investigating allegations of corporal punishment.

Catch-All Clause

The policy of the Ad Hoc Board of Trustees, gives sole permission to the administration to make a decision, on any situation that arises that is or is not covered in this student and parent handbook, to the best interests of the students, staff, and school.

Saint Stephens Indian School Educational Association, INC.
PO Box 345 - 128 Mission Rd.
Saint Stephens, WY 82524
307-856-4147/307-857-9400
Fax: 307-856-6770/307-856-3742



NOTIFICATION OF THE AVAILABILITY OF THE AHERA ASBESTOS MANAGEMENT PLAN


Date: May 1, 2019

Attn: St. Stephens Indian School Parents, Teachers and Employee Organizations

Under the Asbestos Hazard Emergency Response Act (AHERA) of 1986, EPA published on October 30, 1987, the Asbestos-Containing Materials in Schools rule (hereinafter referred to as the AHERA rule), 40 CFR Part 763, Subpart E. The AHERA rule became effective on December 14, 1987 and applies to all non-profit elementary and secondary schools nationwide, both public and private. Local Education Agencies (LEA's) are responsible for ensuring compliance with the AHERA rule and are required, among other things, to develop and maintain an up-to-date Asbestos Management Plan (AMP).

Under 40 CFR 763.93(g)(4) of the AHERA rule, at least once each school year, the LEA must notify in writing parent, teacher, and employee organizations of the availability of the AMP.

The St. Stephens Indian School AMP, which contains records documenting that the school is asbestos-free, and is maintained in the Elementary School and is available for review during normal business hours.


Mr. Keenan Groesbeck
AHERA Designated Person

St. Stephens Indian School Acknowledgment and Receipt of Student & Parent Handbook

***** Return this sheet to the office by August 12th *****

Our signatures below reflect that my child and I have read and discussed the information included in this student-parent handbook. I have been given the opportunity to ask for clarification and ask questions regarding the discipline and conduct procedures of the school. I understand I can call the school for more information.

Parent/Guardian Signature

Date

Student Signature

Date