

SECTION L DORMITORY

LA	PHILOSOPHY.....	2
LB	DORMITORY STRUCTURE.....	2
LC	RESIDENTIAL HOURS.....	3
LD	CHECKOUT PROCEDURES.....	4
LDA	TEMPORARY CHECKOUT.....	4
LDB	PERMANENT RELEASE.....	4
LE	ELECTRONICS.....	5
LF	PHONE CALLS.....	6
LG	STUDENT MONIES/PACAKAGES/MAIL.....	7
LH	GOLD CARD SYSTEM.....	7
LHA	ALL STAR PROGRAM.....	8
LI	COUNSELING.....	8
LJ	MEDICATIONS.....	9
LK	TOBACCO PRODUCTS.....	9
LKA	ALCOHOL, DRUGS AND DRUG PARAPHERNELIA.....	9
LL	SEXUAL HARASSMENT.....	9
LM	MISBEHAVIORS/BEHAVIOR MANAGEMENT ROOM (BMR).....	9
LN	CONTRABAND MATERIALS.....	11
LO	DORM CONTACT NUMBERS.....	12

**LA                    PHILOSOPHY**

The Pierre Indian Learning Center adheres to the Applied Humanism Philosophy when working with children. Our care-giving model focuses on cultivating a supportive, inclusive environment in which every child feels a sense of belonging. We accomplish this by providing individualized support based upon a child's needs, and through implementing the following care giving qualities:

1. Ensuring Success: We value the child for the socially appropriate behaviors he/she typically demonstrates, and then we provide the support, the structure, and the recognition the child needs to consistently demonstrate these and other positive behaviors.
2. Independent Decision Making: Allowing the child to make a decision independently and then experience the natural consequence of that decision, be it good or bad, is the essence of an equitable relationship.
3. Teaching for Behavior Change: Teaching for behavior change is the proactive process of replacing problematic behaviors with appropriate behaviors. It is based upon having empathy for the child and is best accomplished by identifying the underlying skill deficit, the misguided value system, or the lack of information and breaking it into teachable components and setting up positive learning experiences.
4. Appropriate Interventions: When a child engages in behavior that threatens health, safety, property, or basic rights, staff should ONLY do what is necessary to disrupt the behavior.
5. Logical Consequences: A consequence is the relationship between how a person behaves and what then happens, either naturally (natural consequence) or by necessity (logical consequence). A logical consequence can be positive, such as when responsible behavior leads to an increase in privileges. A logical consequence can also be negative, such as when unacceptable behavior results in the loss of privileges to the extent necessary to protect people's health, safety, property, or basic rights.

**LB                    DORMITORY STRUCTURE**

All of our students are housed under one roof in the new dormitory. Each wing is able to house up to fifty students comfortably.

Middle school girls (6<sup>th</sup> through 8<sup>th</sup> grades) are housed in the South East wing.

Middle School boys (6<sup>th</sup> through 8<sup>th</sup> grades) are housed in the North East wing.

The general schedule for 6<sup>th</sup> through 8<sup>th</sup> grade Monday through Friday is:

6:30am	Start waking up
6:30-7:30	Hygiene, getting dressed, room care
7:30-7:40	Roll call leave the wing for breakfast
7:45-8:07	Breakfast
8:07-3:30	School
3:30 -5:30	Check-in, mail, snack, homework, and free time
5:50-6:30	Supper



## PILC Policy L: Dormitory, August 2019

6:30-7:30	Group (curriculum, kid pick, etc.)
7:30-8:30	Showers, homework snack
8:30-9:30	Quiet time
9:30	Lights out/bedtime

Elementary school girls (1<sup>st</sup> through 5<sup>th</sup> grades) are housed in the South West wing.

Elementary school boys (1<sup>st</sup> through 5<sup>th</sup> grades) are housed in the North West wing.

The general schedule for 1<sup>st</sup> through 5<sup>th</sup> grade Monday through Friday is:

7:00am	Start waking up
7:00-7:50	Hygiene, getting dressed, room care
7:50-8:00	Roll call leave the wing for breakfast
8:10-8:30	Breakfast
8:30-3:30	School
3:30 -5:00	Check-in, mail, snack, homework, and free time
5:00-5:40	Supper
5:40-7:30	Group (curriculum, kid pick, showers, etc.)
7:30-8:00	Homework snack
8:00-8:30	Quiet time
8:30	Lights out/bedtime

The weekends are when the bulk of residential activities are to take place. Scheduling needs to be flexible during this time.

The rules throughout the dorm are:

- Respect each other and property
- Listen to and follow staff directives
- Show consideration for personal belongings by not sharing clothing
- Respect personal space by not going in other people's rooms
- Take pride in the cleanliness of the dorm by not taking food into dorm rooms
- Show accountability for whereabouts by staying off other wings unless coordinated by supervisors

### LC RESIDENTIAL HOURS

The safety, security, and privacy of our students in the home living environment are of the utmost importance. At no time will visitors be permitted to enter individual dormitory rooms or common areas on the wing. The PILC provides a visiting room if one wishes to visit on campus, or if one wishes to check out a child/children procedures are as follows:

## **LD CHECKOUT PROCEDURES**

If one is on the child/children's checkout list, one may check out the child/children any time after 3:30 pm Monday through Friday and any time after 8:30 am Saturday, Sunday or a holiday.

It should be noted that the child must be back in the dormitory by 8:30 pm any time the child is checked out.

A child/children may be checked out overnight by any duly authorized person. (The person must be listed on the file face sheet given by Administration). The child/children may only be checked out AFTER 3:30 pm on Friday, and MUST be back in the dormitory by 8:30 pm Sunday night.

The only exceptions to the times listed are those authorized by the Superintendent in advance.

The doors will be locked and no admittance will be allowed after 8:30 pm. If a child is to be checked out overnight, the PILC would like a 12 hour notice prior to checking the child out.

## **LDA TEMPORARY CHECKOUT**

To check out a child, visitors must walk up the East entrance to the dormitory and go to the appropriate wing and knock on the door. Staff will ascertain the student or students requested to check out and direct the visitor to the conference room.

All necessary paperwork will be brought to the conference room along with the child/children to be checked out. (NOTE: A separate checkout sheet is needed for each child.)

The staff member will ask for a picture ID and will take a copy of said ID. All paperwork will be filled out completely. The school nurse will be contacted regarding any medication issues. The nurse's instructions will be followed.

Note: Under no circumstances will a child be checked out by any person that is inebriated or under the influence.

To return the child/children, visitors are requested to escort them into the dormitory through the East door and insure that there is a staff member available to check the child/children into the appropriate wing.

## **LDB PERMANENT RELEASE**

Permanent Release (PR) is defined as the disenrollment of a child from the PILC. When a child is to be permanently released it will be done from the conference room or from the family room in the event the conference room is being used. A student may ONLY be permanently released by the legal guardian as indicated on the checkout sheet.



The checkout form is to be completely filled out and signed in the appropriate spots.

The nurse is to be notified prior to the departure of the student just in case of medication issues.

The student's name, the person that checked him/her out and time of departure are to be entered into the log.

The Wing Manager is to be notified who will in turn notify the Residential Director. The Wing Manager will then notify school personnel by contacting extension 132 and leaving a message containing all necessary information.

A copy of the PR slip will be faxed to the academic department and to the nurse's office, with a copy placed in the child's file. The original will be sent to administration by the residential secretary.

Under no circumstances will a child be released to a person who is intoxicated, or appears to be under the influence of drugs or alcohol.

If a person is intoxicated, they will be asked to return when they are not under the influence. If they refuse to do so, call the Residential Director (605-280-3473). For the safety of all of our students, if the person refuses to leave, the Pierre Police will be called (605-773-7410). Staff are required to follow up with a narrative to the Residential Director of the happenings.

## **LE            ELECTRONICS**

The possession and/or use of mobile telephones, I-Pads, and other Personal Electronic Devices (PEDS) is a privilege extended to our students. It is one that is not to be abused. There are certain inherent dangers which present themselves when dealing with PEDS. With this in mind, the following rules apply while on campus:

1. PEDS are to be disclosed upon arrival. They will be turned in to the respective wing manager for the first two weeks at the PILC.
2. PEDS are not to be used during academic time, meaning, they are not to be taken to school.
3. PEDS will not be taken along on residential outings.
4. PEDS will not be used during group activities on the wing: Curriculum, kid pick, wing meeting, etc.
5. Students are not allowed to photograph or videotape anyone on campus with their PED, without the permission of the superintendent or the superintendent's designee.
6. Students are not to be on Facebook while at the PILC. Contacting parents/guardians via Facebook Messenger is the only exception to #6.
7. Students are not to be on their PED after lights out.

## **PILC Policy L: Dormitory, August 2019**

8. Students are not to cyberbully other students while on their PED, either at the PILC or any other location.
9. Other rules may apply when a student's behavior on social media or when using a PED is inappropriate.

Any violation of the above rules will result in the confiscation of the PED. For a first offense the PED will be confiscated for a period of not less than one (1) week. A second violation will result in the PED being confiscated for not less than a two (2) week period, and a third violation will result in the PED being sent home.

The PILC accepts no responsibility for the student's PED, whether it gets misplaced, stolen or broken.

It should be noted that the PILC will do everything within its power to prevent communication between students and any individual identified on a "no contact" order stated on the file face sheet from Administration.

### **LF           PHONE CALLS**

Phone calls between our students and their parents/guardians are encouraged. It is important for our children to remain connected to their home communities, and this is best done through the connection with parents/guardians.

1. There will be no phone calls during the first two weeks of school, and the first two weeks after the holiday break in December.
2. Parents are encouraged to keep their conversations child centered, upbeat and child appropriate.
3. Callers are requested to not contact students while intoxicated, high or under the influence.
4. Students and callers are requested to keep conversations brief (5-7 minutes).
5. If the need arises to share "bad" news with a child/children, callers are asked to please talk with staff prior to telling the child/children. We will insure that the proper supports are in place for the child/children.

The times that phone calls are allowed are as follows: Elementary school students—Monday through Friday after 3:30 pm until 8:00 pm, Saturday, Sunday and holidays after 8:30 am until 8:00 pm.

Middle school students—Monday through Friday after 3:30 pm until 9:00 pm, Saturday, Sunday and holidays after 8:30 am until 9:00 pm.

It is important that the PILC is able to contact the parent or guardian. Staff are required to document and communicate with administration any changes in contact information reported by a parent or guardian.



## **LG            STUDENT MONIES/PACKAGES/MAIL**

Every child at the PILC receives a weekly allowance. This is an incentive for doing room care, and helping keep the living environment acceptable. Each child is able to earn up to \$3.50 via this venue.

The 6<sup>th</sup> through 8<sup>th</sup> graders are able to earn up to \$6.00 by doing extra details. There is a sign-up sheet each night for extra details.

Students are able to spend their money on shopping, weekend activities, or on “gold card” outings. Students are also able to spend their money at the concession stand during home sporting events.

Any money sent from home is put into the child’s account and is able to be accessed at the appropriate times and will be used for the purpose the parent sent it.

All packages/letters sent to a student are the property of the student. They should be addressed thusly:

Student’s name  
C/O Pierre Indian Learning Center  
3001 East Sully  
Pierre, SD 57501

The packages will be opened on the student’s specific wing with the student present. Contents will be logged onto a student package sheet, and signed by the student. The student will be able to access items from the package at appropriate times.

All letters will be opened in the residential administrative assistant’s office Monday -Friday. Any monies is recorded and deposited into the child’s personal account. The child signs the mail sheet which indicates content; pictures, money orders etc. The child’s mail is not read unless shared by the child.

## **LH            GOLD CARD SYSTEM**

PILC utilizes a positive behavior incentive system for our students, which extends extra age-appropriate privileges to students who demonstrate solid citizenship and responsibility. This system is known as the Gold Card System for middle school students. Every 6<sup>th</sup>-8<sup>th</sup> grade student will have the opportunity to earn a gold card. Privileges will be earned based on student’s level of cooperation working the program.

Middle school student requirements: 10 days straight with no write ups for disrespect, fighting, causing disruption on the wing, no in-school suspension (ISS), no detention and no Behavior Modification Room (BMR) earns a student a gold card.

The student is responsible to get a self-monitoring sheet and to keep track of it for the 10 day period. The sheet will then be turned into the residential secretary who will make sure it is seen by the behavior management specialists in both the academic and residential departments and the residential director.

Once earned, any one of the following behaviors will remove the student's gold card:

- one significant write up
- any time in ISS
- one day in Detention
- any time in BMR

Once lost, the student must complete their ISS, detention, or BMR time before beginning to earn their gold card back.

For illegal activity, misbehaviors or Absence Without Leave (AWOL), all privileges will immediately be lost.

After completing BMR time, the student must wait for 30 days before counting the 10 days of self-monitoring to regain the gold card.

For illegal activity there is a 45 day wait to begin with the 10 day self-monitoring.

Wing managers will post on their wing the list of privileges that go along with the gold card.

## **LHA ALL STAR PROGRAM**

The first through fifth graders are able to participate in the All Star program. The requirements of this program are abbreviated from the Gold Card program, and the privileges are age-appropriate.

The requirement to getting on the All Star status is five (5) consecutive days of acceptable behaviors. Elementary students with no write ups for disrespect, fighting, causing disruption on the wing, no ISS, and no BMR will earn All Star status.

Once lost, the student must complete their ISS, Detention, or BMR time before beginning to earn their All Star status back.

## **LI COUNSELING**

The PILC strives to provide all students with the social and emotional support they need to be successful at our school. Counseling referrals can be made through student request, parent/guardian request, staff request, through our consulting behavioral pediatrician, or through any concerned individual with a vested interest in the child. Documentation for counseling requests should be directed to the residential director.



The residential director will schedule the counseling sessions and make arrangements for the child to be seen.

We utilize the services of off campus counselors and we must be able to bill Medicaid. Subsequently, all students must have active Medicaid enrollment or private insurance.

**LJ                    MEDICATIONS**

Parents/guardians of PILC students must apprise staff of any medical conditions of their child. This is to be done on the student application. Prescribed medications may be dispensed by med-certified dormitory staff under the license of our school nurse. Medications will be kept on the wing in the med room and filled weekly by the school nurse. Medications will be securely locked and only accessed by med-certified individuals for administration as indicated on a Medication Administration Record Sheet (MARS).

The staff that dispenses the medication to the child will document this on the MARS.

The child is to continue the medication until finished or discontinued by the physician.

No medication is to be in student possession while on the PILC campus.

**LK                    TOBACCO PRODUCTS**

Smoking and chewing tobacco by students is not allowed at any time on the PILC campus. Any violation of this policy is subject to disciplinary action.

**LKA                  ALCOHOL, DRUGS AND DRUG PARAPHERNALIA**

Alcohol, drugs or drug paraphernalia are not permitted on the PILC campus. Students who violate this may be removed from the dormitory by law enforcement and subject to prosecution through the State of South Dakota Judicial system.

**LL                    SEXUAL HARASSMENT**

Sexual harassment of any person is unacceptable behavior, against the law, and will not be tolerated in the dormitory. No employee or student may sexually harass another person. Any person violating this policy will be subject to disciplinary action.

Harassment can range from demeaning remarks and insulting jokes to pressure for dates, threats, and promises based on trading sexual behaviors and sexual assault.

**LM                    MISBEHAVIORS/BEHAVIOR MANAGEMENT ROOM (BMR)**

Various interventions will be utilized to support the social and emotion needs of our students; supports will be developmentally-appropriate and individualized to assist the student in making positive choices and decisions.

Any intervention by staff is designed to do the following: Keep all children in our care safe, healthy, and in a position to receive the best education possible. All PILC staff will strive to teach for positive behavioral change.

Serious behavior infractions will be addressed first with a write up on a behavioral report form. If warranted the student will be taken to BMR. Parents/guardians are to be contacted immediately by phone if their child is the victim of bullying or if he/she is bullying other students. Documentation of parental contact must be made in the phone log.

This would include, but not be limited to: fighting, intimidating other students, gang activity, continued non-compliance with appropriate staff given directives, failure to handle the academic setting appropriately, any illegal activity, and going AWOL.

We are a bully free campus. When bullying is brought to our attention, and is confirmed by staff, the bully is taken to the BMR room where he/she will be addressed by our behavior management specialist.

Bullying is unacceptable and shall not be tolerated and no employee or student of the school may bully another person. Bullying can be, but is not limited to: verbal, physical, gestures, look, intimidation or harassment. Students will treat students and other staff with mutual respect. Any employee or student in violation of JCAC will be subject to disciplinary action.

### **Definition of Bullying**

A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending him or herself.

Another way of saying this:

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending him or herself.

### **Bullying has three parts:**

1. Bullying is *intentional aggressive behavior* that involves unwanted, negative actions. It is deliberate, being hurtful on purpose. This includes hurtful words (written and spoken), actions, gestures, false rumors, exclusion, and other unkind acts.
2. Bullying is *repeated over time*, involving the same or several different persons.
3. Bullying is *between two people with a difference of power* – the person doing the bullying may be physically stronger, have more powerful social connections (such as popularity), or other power such as money, or racial or ethnic heritage.

### **PILC adheres to four anti-bullying rules:**

1. We will not bully, disrespect or be hurtful to others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.



## **Bullying Intervention**

Any staff member observing or suspecting bullying toward another individual is required to report the issue to the Residential Director. Students, family, and concerned community members may also report suspected bullying. All reports will be investigated. If an incident is determined to be an inappropriate reaction to normal conflict (disagreement between parties), conflict resolution may be utilized.

Correction of this behavior may take several days of group activity for the lessons to make an impact.

If a student is being held accountable for negative behaviors it is highly recommended that they not be checked out during this time. Should circumstances dictate that it is necessary to be checked out during BMR time, the BMR time will be made up when the child returns.

## **LN                    CONTRABAND MATERIALS**

The following list is restricted and will be removed from the student's possession. This is by no means a comprehensive list. Every-day items can be used inappropriately and PILC wants to insure student safety.

- |   |  |
|---|--|
| Hair mousse                               | Hair spray                                       |
| Gel containing alcohol                    | Perfume/cologne                                  |
| Body spray                                | Plastic baggies                                  |
| Air fresheners (including plug-ins)       | Medication or pills of any type                  |
| Metal nail files                          | Tweezers   |
| Safety pins                               | Scissors   |
| Needles                                   | Mouthwash  |
| CD's with explicit lyrics                 | Any aerosol products                             |
| Nail polish/remover                       | Markers (including non-toxic)                    |
| Shoe polish                               | Razors of any type                               |
| Knives of any type                        | Any other weapon                                 |
| Cigarettes/ e-cigarettes                  | Cigars   |
| Chewing tobacco                           | Illegal substances (marijuana, cocaine, meth)    |
| Matches                                   | Lighters   |
| Pipes                                     | Bongs  |
| Bandannas                                 | Hairnets   |
| CD's with gang reference                  | Old English writing (on books, clothing etc)     |
| Clothing with Gang references             | Posters with gang references                     |
| Personal pictures with gang signs         | Pacifiers, baby shoes, bottles (any baby things) |
| Any other item that may cause bodily harm | BB guns, toy guns, anything resembling a gun     |

Anything else that is personal and appropriate may be kept in the student's room.

**LO                    DORM CONTACT NUMBERS**

Main Switchboard: 605-224-8661

- |   |                    |
|---|--------------------|
| 1. Residential Director: 605-224-8661 Ext. 127    | Cell: 605-280-3473 |
| 2. Residential Secretary: 605-224-8661 Ext. 128   | Cell: 605-280-4492 |
| 3. Middle School Boys: 605-224-8661 Ext. 161      | Cell: 605-280-8125 |
| 4. Middle School Girls: 605-224-8661 Ext. 163     | Cell: 605-280-2467 |
| 5. Elementary School Boys: 605-224-8661 Ext. 160  | Cell: 605-295-0998 |
| 6. Elementary School Girls: 605-224-8661 Ext. 162 | Cell: 605-295-4890 |