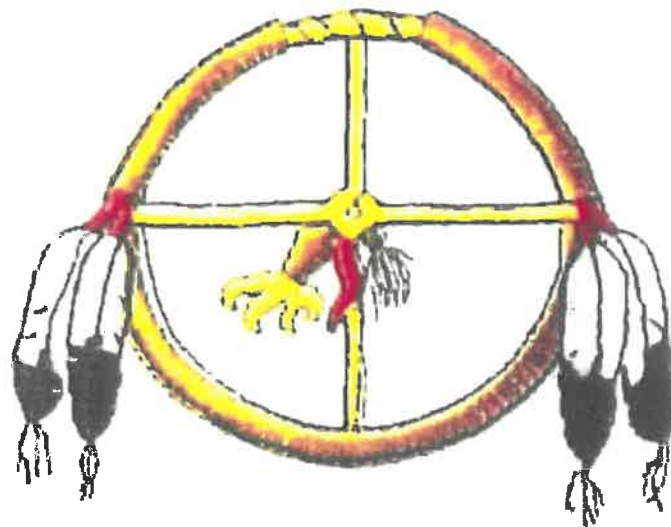


**PIERRE INDIAN LEARNING CENTER**

**Academic and Residential  
Parent Handbook  
2023-2024 School Year**



3001 East Sully Avenue \* Pierre, South Dakota \* 57501 \* (605) 224-8661

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Welcome to the Pierre Indian Learning Center (PILC) Parent Handbook. This handbook was developed to answer many of the commonly asked questions that parents, guardians, and families may have. This handbook will also provide guidance on PILC practices, as well as many policies and procedures. This handbook is not intended to encompass every situation which may arise, and parents/guardians are encouraged to read through the Academic and Residential Student Handbook for more detailed information.

This handbook, along with the PILC Academic and Residential Student Handbook, monthly calendars, our school webpage should keep you well informed.

We ask that you review this handbook and reference it throughout the school year.

The PILC Parent Handbook is available online and can be accessed on our website, [pilc.k12.sd.us](http://pilc.k12.sd.us). If you have any questions, please do not hesitate to contact the Superintendent at 605-224-8661, extension 137. We look forward to working with parents, guardians, and families to provide an excellent educational opportunity for your child.

#### **DEPARTMENT PHONE NUMBERS**

Main PILC line:	605-224-8661
Registrar:	x110
Superintendent:	x137
Principal:	x120
Academic Administrative Assistant:	x132
Residential Director:	x127
Residential Administrative Assistant:	x128
Health Services Director:	x134
Food Services Director:	x123

## **DORM CONTACT NUMBERS**

Main PILC Line: 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 |

## **MISSION STATEMENT**

Learning is a lifelong sharing process which is vital to all people. It should draw from the past to help ensure the future.

The Pierre Indian Learning Center provides a cooperative program that encourages Native American students to grow to be responsible, caring individuals, with realistic goals for success in a multi-cultural world. It actively involves tribal, community, and family members to create this positive learning environment, and prepares students to be citizens, proud and knowledgeable of their culture, and ready to face the future.

We are a P.L. 100-297 off-reservation boarding school, located on the eastern edge of the capital city of Pierre, South Dakota. The PILC covers approximately 190 acres and serves fifteen (15) tribes from North Dakota, South Dakota, and Nebraska. In North Dakota these tribes include the Standing Rock Sioux, Spirit Lake Nation, Three Affiliated Tribes, and the Turtle Mountain Band of Chippewa; in South Dakota they include the Cheyenne River Sioux, Crow Creek Sioux, Flandreau-Santee Sioux, Lower Brule Sioux, Oglala Lakota Nation, Rosebud Sioux, Sisseton-Wahpeton Oyate, and Yankton Sioux; in Nebraska they include the Santee Sioux, Winnebago, and Omaha Tribes.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- ▶ School officials with legitimate educational interest;
- ▶ Other schools to which a student is transferring;
- ▶ Specified officials for audit or evaluation purposes;
- ▶ Appropriate parties in connection with financial aid to a student;
- ▶ Organizations conducting certain studies for or on behalf of the school;
- ▶ Accrediting organizations;
- ▶ To comply with a judicial order or lawfully issued subpoena;
- ▶ Appropriate officials in cases of health and safety emergencies; and
- ▶ State and local authorities, within a juvenile justice system, pursuant to specific State law.

Pierre Indian Learning Center may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow the Pierre Indian Learning Center to include information from your child's education records in certain school publications. Examples include:

- The annual yearbook;
- Student of the Week lists; and
- Graduation programs;

Parents and guardians who do not want Pierre Indian Learning Center to disclose any or all information as directory information from your child's education records without your prior

written consent, may notify Pierre Indian Learning Center in writing and specifying what **information may not be disclosed as directory information.**

## **SEXUAL HARASSMENT**

Sexual harassment is illegal, unacceptable and is prohibited. No employee or student of the school may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for employees; and suspension or expulsion for students for violation of this policy.

Definition- Any unwelcome sexual advance, solicitation of sexual activity by promise of rewards, coercion or threat of punishment, verbal sexist remarks, or physical sexual assaults constitutes sexual harassment. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or education environment regardless of intent.

## **ANTI-BULLYING POLICY**

The PILC community is committed to making our school a safe and caring environment for all students. We will treat each other with respect and refuse to tolerate bullying of any kind.

Definition: Bullying is unfair and one-sided. Bullying behavior happens when someone keeps hurting, harassing, intimidating, threatening, or causing substantial emotional distress to a person. Cyberbullying is the use of electronic communication media (cell phones, text messages, instant messaging, social networks, etc.) to bully another student in the ways described above.

Bullying and cyberbullying interfere with a student's educational opportunities and can substantially disrupt the orderly operations of the school.

- Hurting someone physically by hitting, kicking, tripping, or pushing
- -Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs (i.e., insulting or making fun of someone)
- Name calling
- Spreading rumors or untruths about someone
- Leaving someone out on purpose, or trying to get other kids not to play with someone
- Using any electronic communication device (texting, cell phones, social networks, etc.) to insult, threaten, or post untrue information or embarrassing photos about another student

Students at the PILC will do the following things to prevent bullying:

- Treat everyone with respect and kindness
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report bullying behavior to an adult

Teachers and staff at the PILC will implement the following means to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground
- Watch for signs of bullying behavior and stop it when it happens
- Respond quickly and sensitively to bullying reports
- Look into all reported bullying incidents
- Assign consequences for bullying based on the school discipline procedures
- Assign immediate consequences for retaliation against students who report bullying

#### **Consequences for Violation of the Anti-Bullying Policy:**

Bullying behavior, including cyberbullying, will not be tolerated. If cyberbullying occurs outside of school hours, but the repercussions are brought to school and disrupt the school and/or interfere with a student's emotional/social well-being, consequences will be given. Depending on the severity and nature of the incident, the principal or designee will take one or more of the following steps when bullying occurs:

**Intervention, Warning, and Redirection:** A teacher, principal, or staff member will ensure that the immediate behavior stops and reinforce to the student who is doing the bullying that bullying will not be tolerated. During this meeting with the student, the staff member will redirect the student and come up with a plan for success should they find themselves in a similar situation in the future.

**Notification of Parents:** School staff will notify the parents of involved students. The parents might be asked to meet with the principal or other members of the school staff, including the student's teacher and/or the school guidance counselor.

**Resolution with the Target of the Bullying:** The student who is bullying may be required to write a letter of apology to the student who was bullied. Depending upon the nature of the incident, the students involved may meet to help resolve the problem and ensure it does not happen again.



Referral to School Support Staff: The student who is bullying may meet with the Behavior Management Specialists, Residential Director, or Principal to help prevent future violations.

Consequences: The student who is bullying may be assigned detention and/or lose school privileges. In cases of serious or repeated bullying, the student may be subject to suspension and/or expulsion. If serious circumstances warrant, law enforcement may also be contacted.

## **DISCIPLINE**

### **Student Behavior:**

The PILC reserves the right to discipline any student when, in the judgment of the Superintendent, Principal, Behavior Management Specialist, or Residential Director, the student knowingly and deliberately exhibits behavior that violates the rules of the school or the classroom. Students are to respect the rights and feelings of other students and staff members. Students will also respect the school building and property as well as the property of others.

Positive behavior interventions and consequences will be used to discipline or encourage students to modify their behaviors.

### **Discipline Guidelines:**

Students are expected to adhere to reasonable standards of behavior and conduct themselves in an acceptable manner.

The Pierre Indian Learning Center subscribes to an Applied Humanism Philosophy when dealing with people; this philosophy requires that staff adhere to care-giving beliefs that promote the development of positive behavior. Specific care-giving beliefs include the following:

#### **Ensuring Success**

We value students and acknowledge their successes.

#### **Independent Decisions**

We respect student's rights to make their own decisions, and we allow them the dignity to experience the natural consequence of those decisions.

#### **Teaching for Behavior Change**

If a student displays inappropriate behavior, we look for their skill deficit or misguided value system, and equip the student to make a better choice in the future.

There are certain care-giving beliefs that guide staff response to inappropriate behavior.

### **Gentle Interventions**

When a student displays unacceptable behavior, staff do ONLY what is necessary to disrupt the behavior.

### **Logical Consequences**

When a student displays unacceptable behavior, he or she loses privileges to the extent necessary to protect and restore others' rights.

### **No Punishment**

Punishment is doing or saying things intended to make a child feel so bad, so guilty, or so humiliated, that he or she never again displays that behavior.

## **RED CARD PROGRAM**

The Red Card Program is an option available to students during the academic day who display oppositional or defiant behavior, or who need counseling and assistance from the Behavior Management Specialist in order to control their behavior. Students needing to use the Red Card Program will be given a red card, with no verbal cue, at the onset of disruptive behavior that impedes learning for the student or his/her classmates. The red card signals the student to leave the classroom, and to report to the Red Card Room. Students who utilize this program are carefully logged, monitored, and tracked. The goal of the program is for the student, the teacher, and the Behavior Management Specialist to work cooperatively to establish a foundation of coping skills and strategies that lead to positive behavior. The Behavior Management Specialist has the discretion to establish behavior plans/reward systems for students utilizing the Red Card Program.

Teachers may establish class-wide behavior plans/reward systems. Teachers may not establish behavior plans/reward systems for individual students without the approval of the SAT, the IEP team, the Behavior Management Specialist, or their supervisor.

After a student who had behavior problems returns from the Red Card Room, it is the teacher's responsibility to touch base with the student at some point during the day. This should be at a time agreed upon by both the teacher and student. The purpose of the meeting is for the student and teacher to spend additional time developing a stronger relationship. The teacher then documents the meeting on the Red Card Follow-Up sheet and shares the log sheet with the

Behavior Management Specialist at the end of the week. Copies of the Red Card Follow-Up sheet are available in the academic office.

### **UNACCEPTABLE STUDENT BEHAVIOR**

Unacceptable student behavior is defined as any behavior that endangers the health, safety, property, or basic rights of another person.

A. Deviation from acceptable behavior will result in logical consequences and intervention. The classroom teacher or residential staff will document classroom infractions which are a violation of any behavior boundary or limit of a student. The Residential Administrative Assistant, under the supervision of the Residential Director, shall be responsible for accurately recording and distributing reports upon request to parents of incidents that have resulted in the application of disciplinary procedures with their child.

B. Disciplinary action will be implemented according to the Student code of conduct and may include the following actions:

1. Agreement, Positive Behavior plan, Behavior contract
2. Conference, Warning or Reprimand
3. Mentoring
4. Remediation, Re-teaching expectations
5. Referral for Services or Behavioral group
6. Property confiscation
7. Academic Penalty
8. Schedule change
9. Denial of school privileges
10. Restitution or Service Penalty
11. Short term Detention: Noon/Before school/After School
12. In-school Suspension

13. Short term out-of-school suspension
14. Recommendation to the Admissions Committee for the PILC for long term suspension/expulsion

## **CORPORAL PUNISHMENT**

The use of corporal punishment is prohibited: corporal punishment being defined as inflicting physical pain or injury upon a child in order to punish him or her for misconduct.

## **RESTRAINT AND SECLUSION**

PILC Staff are trained to work with students using safe, proactive strategies of intervention.

School personnel may use reasonable force if necessary to exercise supervisory control over a student: 1) If the force is rendered necessary by the misconduct of the student or by his or her refusal to obey the lawful command of the authorized agent; and 2) If the force used is reasonable in manner and moderate in degree.

Use of physical restraint by school personnel is permitted when a student's behavior poses an immediate danger of physical harm to self or others in clearly unavoidable emergency circumstances. School personnel who have not received physical restraint training may restrain students, but must summon trained school personnel as soon as possible.

### **I. Polic Rationale and Philosoph :**

The PILC believes that the school environment should be one in which the care, safety, and welfare of all students and staff members are priorities. In the event that an individual's behavior presents a threat of imminent harm to self or others the use of restraint or seclusion to maintain a safe environment may be used as a last resort.

### **II. Definitions**

- A. Restraint: personal restriction that immobilizes or reduces the ability of a student to move the torso, arms, legs, or head of the student freely.

B. Seclusion: Involuntary confinement of a student alone in a room or area from which the student is prevented from leaving but not including classroom timeouts, quiet rooms, in-school detentions/suspensions, or out-of-school suspensions.

C. Time Out/Quiet Rooms: a behavioral intervention in which a student, for a limited or specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her own behavior.

### **III. Exclusions**

Although "restraint" can be broadly defined, for the purposes of this policy the following actions by school district personnel are classified as exclusions to the action of restraint by district personnel including:

- A. Physical escort, mechanical restraint, or chemical restraint
- B. Temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of encouraging a student to move voluntarily to a safe location;
- C. A behavioral intervention used as a response to calm and comfort an upset student;
- D. Less restrictive physical contact or redirection to promote student safety;
- E. Physical guidance or prompting when teaching a skill or redirecting the attention of the student;
- F. Knocking a weapon away from a student's possession or break up a fight;
- G. Physical contact to prevent an impulsive behavior that threatens the student's immediate safety (i.e. running in front of a car).

### **IV. Notification**

The PILC will notify the parent or guardian of the student, unless the student is emancipated, of an incident requiring the use of restraint or seclusion. This will be done within the school day if school is still in session that day.

### **V. Prone Restraint**

No employee of the PILC will use the method of prone restraint, defined as physical pressure applied to any part of the student's body to keep the student in a facedown position on the floor or other surface, except when that use is necessary and reasonable in manner and moderate in degree.

### **VI. Involuntary Confinement**

No student will be placed in involuntary confinement in a locked room alone unless there is a clear and present danger.

## MAJOR INFRACTIONS- CONSEQUENCES

All major infractions committed during school hours will be handled in the following manner:

1. Student's inappropriate behavior will be documented by witnessing staff via an FYI/Incident Report
2. FYI/Incident Report will be channeled to the Behavior Management Specialist, who will review and investigate the incident.
3. Options and consequences for major infractions include, but are not limited to, counseling, after-school time, in-school suspension, or for repeat offenders, expulsion.

During time in in-school suspension, students will be expected to work on assignments they are missing. Teachers will be responsible for sending work to the in-school suspension room, which is monitored by the Behavior Management Specialist.

## MAJOR INFRACTIONS-DEFINITIONS

**Simple Assault:** Attempting to cause bodily injury to another and has the ability to cause the injury; recklessly causing bodily injury to another; negligently causing bodily injury to another with a dangerous weapon; attempts by physical menace to put another in fear of imminent serious bodily harm, with or without actual ability to seriously harm the other person; intentionally causing bodily injury to another which does not result in serious bodily injury.

**Aggravated Assault:** attempting to cause serious bodily injury to another, or causing such injury under circumstances manifesting extreme indifference to the value of human life; attempting to cause, or knowingly cause, bodily injury to another with a dangerous weapon, assaulting another with intent to commit bodily injury which results in serious bodily injury; attempting by physical menace with a deadly weapon to put another in fear of imminent bodily harm.

**AWOL:** Leaving the boundaries of the PILC campus without permission or any student whose whereabouts are unknown to staff for 30 minutes or longer. Boundaries are defined in the student handbook.

**Bullying:** Repeated and intentional harmful behavior initiated by one or more students and directed toward another student. Bullying is unjustified and typically repeated. Bullying exists when a student deliberately dominates or harasses another student.

**Dangerous Conduct:** Any action which endangers the well-being of any member of the PILC campus.

**Fighting:** Physical contact where both parties share equal responsibility. Fighting must be understood by more than one person in a fight.

**Gang Activity:** Any activity understood by more than one person as gang-related, is subject to discipline under this policy.

**Possession of Weapons:** Holding or keeping of any instrument which is capable of inflicting death or serious bodily harm.

**Inappropriate Sexual Conduct:** Any conduct of a sexual nature that is understood by more than one person as inappropriate.

**Self-Destructive Behaviors:** Any behavior that is harmful to the individual's well-being. This includes mental, physical and emotional well-being.

**Sexual Harassment:** Any unwelcome sexual advances, both verbal and physical.

**Stealing:** Any activity in which property belonging to a 2<sup>nd</sup> party is taken without permission. Possession of stolen items completes the offense.

**Breaking and Entering:** Entering property of others without permission.

**Substance Abuse/Addictive Practices:** Consumption or possession of alcohol, alcohol products, controlled substances, or any mind-altering substances. Odor on the person is sufficient to complete the offense.

**Vandalism:** Willfully destroying or defacing property in any way.

## **MINOR INFRACTIONS- CONSEQUENCES**

All minor infractions committed during school hours will be handled as follows:

1. Student's inappropriate behavior will be documented by witnessing staff via an FYI/Incident Report
2. FYI/Incident Report will be channeled to the Behavior Management Specialist, who will review and investigate the incident.
3. Options and consequences for minor infractions include, but are not limited to, counseling, after-school time, and scheduled check-in with the Behavior Management Specialist.

## **MINOR INFRACTIONS- DEFINITIONS**

**Disrespect:** Any verbal usage of physical action which displays inappropriate respect for another individual.

**Littering:** Deliberate inappropriate disposal of any material of the PILC campus.

**Defiance/Refusing To Follow Directions:** Self-explanatory

**Profanity:** Any use of inappropriate language.

**LWOP:** Leaving an assigned location without permission.

Each classroom teacher will establish their rules, consequences, and rewards.

**On-going infractions will result in the matter being referred to the student assistance team for further action.**

**Consequences which carry over from school to dorms will be determined by consultation by residential manager, wing managers and residential staff. All disciplinary procedures will be reviewed by the residential manager.**

Students who are AWOL from school or who commit ASSAULT while in school will receive appropriate consequences for their offense BOTH in the school and in the dorms.

## **SUSPENSION**

The school superintendent reserves the right to immediately suspend in-school or out of school or a combination of both any student when, in his/her judgment, the student knowingly and deliberately exhibits behavior that endangers the health and safety of self, other students or staff, or behavior that causes damage to school property. Students with a current Individual Education Plan (IEP) will be afforded a manifestation determination hearing prior to suspensions more than IO days in a school year.



## **EXPULSION**

Expulsion, or permanent exclusion, refers to the removal or banning of a student from enrollment due to persistent violation of rules, or in extreme cases, for a single offense of marked severity. The school superintendent reserves the right to expel a student when behavioral interventions and support have been unsuccessful, or when a student's behavior seriously threatens the safety of self or others. Pierre Indian Learning Center may reject a student for enrollment at PILC if the student is under suspension or expulsion from another school. Upon receiving a request for a student's permanent school records from the receiving district, the sending school shall provide the receiving district with written notice of any suspension or expulsion.

## **ADMISSIONS**

Student applications may be submitted at any time, and are reviewed by the Admissions Committee for Fall Semester and Spring Semester enrollment. The Admissions Committee will not review applications which are not completed in their entirety. The Admissions Committee reserves the right to establish cutoff dates for student acceptance for each semester. Applications must include copies of the following items as attachments:

- Last /current report card showing grade placement
- Most recent Individualized Education Plan (IEP) if student receives special education services
- Social summary (if your child has received specialized counseling services)
- Degree of Indian Blood
- Birth certificate
- Social Security card
- Custody order (if you are not the legal parent of the student, we require an order showing legal guardianship)
- Medical physical (within the last year)
- Medicaid card or proof of personal health insurance

It is essential that the Admissions Committee has all relevant information pertaining to your child and his/her behavior so that it may make an informed decision regarding the PILC's ability to successfully serve your student. We ask that parent/guardians are honest in completing the questions on the application. Any student with a history of psychiatric hospitalization, drug/alcohol treatment, or who is on medication, must submit full reports from a physician or discharge summary from a hospitalization. Our goal is to provide a safe, productive, and quality educational and residential experience for our students. Previous hospitalizations or medication do not necessarily exclude your child from enrollment, but will allow the committee to determine if the programming at the PILC will successfully benefit your child.

Children should have dental and vision needs addressed by parents/guardians before their transportation to the PILC. Countless instructional hours can be lost meeting student health needs that could have been remedied before a child arrives on campus. The PILC strives to work in partnership with families to ensure that students come to school ready and able to learn.

If an application contains misinformation or insufficient information based on which a child was accepted for enrollment, the PILC reserves the right to transport the child home if it is determined we are unable to meet the child's needs.

## **TRANSPORTATION**

The PILC transports students to the school in August, and then back to their home communities in December. In January, the PILC travels to the home communities again to pick up students and return them to campus. In May, students are transported home for the summer. The PILC regrets that it does not have the resources to transport students home for family emergencies, memorial ceremonies, funerals, etc. Transportation for those situations is the responsibility of the parent/guardian.

## **CHANGE OF ADDRESS**

It is essential that PILC staff are able to reach parents/guardians while children are enrolled at the school, particularly in the case of accident or emergency. If you have a change of address or phone number, please let the administration office know so that they can maintain accurate, up-to-date information. You may communicate this information to our Registrar, Renee Bear Stops, by calling 605-224-8661, extension 110, or by sending an email to [Renee.Bearstopsr@k12.sd.us](mailto:Renee.Bearstopsr@k12.sd.us).

## **ATTENDANCE**

Regular attendance is important for students to be successful learners. When a student is absent during the school day, he/she misses out on the sequence of instruction and must spend extra time catching up with their classmates upon returning to school. An excused absence is an absence because of approved student activities: 1) prior approved cultural activities, 2) personal illness, 3) death in the family, 4) prior approved educational activities.

Approved absences for cultural or educational activities may be counted as school days with prior approval from the superintendent or principal. Educational activities may be counted as school days with acceptable documentation.

## **CLOSED CAMPUS**

The PILC is a "closed campus" in the interest of student safety and supervision. Once students arrive on the school grounds, they must remain on campus until the end of the school day. Students who need to leave school before the end of the day need to be checked out in the school office by an authorized representative indicated on the student's checkout list.

## **RESIDENTIAL SECURITY**

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.

## **VISITORS**

All persons visiting our campus must follow these rules:

During the school day, please sign in at the administration office first and get a visitor's badge which must be visibly worn.

Visitors may observe classroom instruction, but will need to schedule an appointment with the office. In order to not disrupt the learning process and to ensure minimum interruption of the instructional program, visitors will be escorted through classrooms. If a conference is desired, please make an appointment with the teacher during non-instructional time.

Visitors are asked to check back in with the office before leaving campus to sign out and return their badge.

## **TEMPORARY CHECKOUT**

If an individual is on the child/children's checkout list, he/she 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. Students may not be checked out during the school day.

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.

## **CHECKOUT PROCEDURES**

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.

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.

## **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.

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.

## **ABSENCES**

If a student is going to be absent from school after being checked out, a phone call is required to be made to Administration. Administration will contact parents when no phone call is provided by parent. All absences will be marked as unexcused if no contact is received from parent/guardian within 24 hours of absence.

Parents will be notified in writing by the Superintendent when a student reaches 3, 5, and 10 days of absence during the school year.

If a student misses 10 consecutive days, the school will drop the student from school enrollment. The student will have to petition the Admissions Committee for re-enrollment.

Students absent for a total of 5 days excused/unexcused (or same class period) will be referred to the Student Assistance Team to determine an appropriate plan of action. Parent/Guardian and student will meet with the team. The team may consist of the following: the appropriate grade level team, principal, parents and counselor.

If a student has 10 days of unexcused absences during the school year, the parent will meet with the principal to develop an attendance contract. The students may be dropped from enrollment if the parent/student does not meet with the principal. The principal will provide the school Indian Board of Education for the PILC with an updated student attendance report at the next regular school Indian Board of Education for the PILC meeting. If the attendance contract is violated, the parent will be scheduled to meet with the school Indian Board of Education for the PILC for possible disenrollment. Any student that has been on an attendance contract the prior two years will begin the new school year with an attendance contract. Students with attendance contracts for 2 consecutive years or who are in violation of current attendance contract will not have priority status for enrollment. The Admissions Committee will review the application for approval of enrollment prior to starting school.

If a student is absent for 3 or more consecutive days due to illness, they will be required to provide a doctor's slip or it is recorded by the school as an unexcused absence. Students who miss school due to illness while on campus and are under the care of the School Nurse in the Health Office are exempt from this requirement.

A student with a total of 15 absences throughout the school year will be referred to a Student Assistance Team to consider retention in their present grade level.

If it is necessary for a student to leave school during the day, the Academic Office needs to be informed in writing or by phone, and the student needs to be signed out at the office by the parent/guardian.

First through eighth grade students who have been absent or plan to be absent will meet individually with their teachers to get their assignments as part of the classroom procedures. It is recommended that if a student misses school for several days and feels up to doing some work, a parent or other family member should contact the school to have make-up work prepared. Please allow 24 hours for the teachers to gather work together.

A student is counted absent in the morning if he/she leaves before 10:00 am or half-day absent if he/she comes in after 10:00 am. If he/she leaves before 2:00 pm, he/she is counted absent in the

afternoon. They will be counted tardy if they come in between the hours of 8:10 am (6<sup>th</sup>-8<sup>th</sup> grade) and 8:35 am (1<sup>st</sup>-5<sup>th</sup> Grade).

Students are not permitted to leave the school grounds during recesses or after school unless accompanied by a staff member for a supervised group activity.

## **INCOMPLETE WORK**

When students are absent from school, they will have two days to complete their work for the first day of absence and one day for each additional consecutive day of absence after that.

All course work must be completed to the satisfaction of the teacher/principal to include all requirements, prior to the issuance of a grade/credit for the course. Attendance in the class must be to the satisfaction of the teacher/principal.

Failure to satisfactorily complete the total requirements of the course will result in the student receiving an incomplete that will become a permanent part of the student's record until removed through completion of the course requirements. The time provided for removal of the incomplete will normally be two weeks maximum; further extension may be determined by the teacher/student with approval of the principal.

Courses not completed will not be used to determine the final grade point average until the incomplete has been resolved.

If an incomplete remains on the report card at the end of the school year, it will be transferred to the transcript. Incompletes may be removed by an agreement between the student, the teacher, and the principal or his designee. All incompletes must be removed before final credit is given.

## **ASSESSMENT**

Student assessment is a vital part of the educational process. Teachers and specialists use a variety of methods to regularly assess student progress on an ongoing basis. In addition, the following testing procedures are used school-wide:

**Smarter Balanced:** South Dakota administers the Smarter Balanced Assessment for all students in grades 3-8. The Smarter Balanced assessments measure student achievement in relation to our state standards in the areas of English, language arts, and mathematics. Individual student achievement results are mailed home to parents.

**MAP:** The MAP test (Measures of Academic Progress) is a computerized assessment that measures and reports student growth in Reading and Math over months and years. A MAP assessment is administered three times each year and informs the instructional decisions of teachers.

**AimsWeb Plus:** The AimsWeb Plus assessments are computerized assessments given three times a year for all students at PILC in grades 1-8. AimsWeb Plus provides data that help PILC adjust the level and intensity of instruction to the needs of each student.

**Exact Path:** Exact Path is a program where students take reading, language arts, and math assessments. After taking the assessments, Exact Path generates a unique learning path unique to each student. Each skill will include a variety of activities ranging from instruction, practice, and a quiz.

## **CLASSROOM ASSIGNMENTS**

When we assign students to classes for the next school year, we endeavor to meet the needs of the individual child and develop classes whose balance and dynamics contribute to a positive learning environment. To achieve well-balanced classes, we consider academic ability; to help maintain positive class dynamics, we consider which students should and should not be placed together. "Sending" and "Receiving" teachers will consider the benefits of possible assignments to each student, as well as the contributions each student and various groupings of students can bring to the dynamics and balance of each class.

## **REPORT CARDS**

Students are issued report cards four times a year, and mailed to parents/guardians. Student progress is reviewed with parents during the fall and winter parent-teacher conferences. A final report card is sent home with the students on the last day of school.

## **CELLPHONES**

Personal cell phones and other electronic devices may not be brought to school, and may only be used in the residential department during scheduled electronics use times.

## **ELECTRONICS**

The possession and/or use of mobile telephones, iPads, 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.
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.

## **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 of drugs or alcohol.
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.

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

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 as follows:

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 are 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.

## **BANK PROCEDURES**

Each student's money is accounted for as follows:

- Each student has an account that is tracked in the residential department. This is done through a ledger system kept in the residential secretary's office. When a student arrives on campus all monies above \$5.00 are deposited in the child's "account."
- If a student receives a letter from home, the letter is opened with the student in the residential secretary's office with the student present. If the student receives money in correspondence from a relative, guardian or agency, the student witnesses the money being accounted for by initializing the line item on the student's ledger sheet. That is the student's money to do with as the student wishes, or, in some cases, the wishes of the sender if special instructions accompany the money order.
- The student is able to use the money through a variety of venues. Gold card students are able to get money for a gold card activity. Students may also request to go shopping. In that case, the money requested is withdrawn and signed for by the student, and the PILC employee takes the child shopping. All student money dispersed is signed for by the individual student.

Account money is not sent home over the holidays, however it is sent home over the summer.

## **ALLOWANCE**

Every student 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 duties. There is a sign-up sheet each night for extra details. They are able to spend their money on weekend activities, or on "gold card" outings. They are also able to spend their money at the concession stand during home sporting events.

## **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 consecutive days with no write ups for disrespect, fighting, causing disruption on the wing, no in-school suspension (ISS), no detention, and no days in the 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.

## **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 acquiring 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.

## **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.

## **ACCEPTABLE USE OF TECHNOLOGY**

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5) require schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. Pierre Indian Learning Center's Acceptable Network and Internet Use Policy (hereinafter "AUP") is intended to set forth the specific obligations and responsibilities of all users, including students and staff, who access the PILC's Network, and to ensure such use complies with the CIPA requirements.

"Network" is defined as any and all Pierre Indian Learning Center owned computers, servers, hardware or software, the PILC's local area network, wireless access points, the Internet, Internet 2, the PILC server, email, Google Docs, other forms of direct electronic communications or other communications equipment provided by PILC regardless of the physical location of the user. This AUP applies even when PILC provided equipment (laptops, tablets, etc.) is used on or off premises of School property.

The Network may be used only as a tool to support and advance the functions of the Pierre Indian Learning Center as well as its curriculum and educational programs. Access to the School's Network is a privilege and not a right. Users of the Network are responsible for their

behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the PILC's Internet Safety Policy and this AUP.

Students may use the Network only in support of educational activities consistent with the educational objectives of the Pierre Indian Learning Center. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of PILC. Faculty and staff may access the Network for limited personal use but not for any commercial or business use; however, such personal use may not violate any applicable rules and regulations or applicable administrative procedures or interfere with job performance. Use of the Network must be in compliance with applicable laws, including all copyright laws and all materials on the Network should be presumed to be copyrighted.

### **STUDENT DRESS CODE**

Pierre Indian Learning Center school uniforms will be provided to every student enrolled at the school. Uniforms consist of jeans, and t-shirts with the school logo embroidered on them, school hoodies, and shorts in the summer. Students' personal clothing may be worn on weekends and days when school is not in session; however, sagging pants, gang colors, or other gang-related accessories, such as bandanas, will not be permitted.

### **CONTRABAND MATERIALS**

The following list is restricted and will be removed from the student's possession. This is by no means a comprehensive list. Everyday 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/needles	Scissors
Alcohol	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 (drugs)
Matches	Lighters
Pipes	Bongs

Bandannas	Hairnets
CD's with gang reference	Old English writing (books, clothing etc.)
Clothing with Gang references	Posters with gang references
Personal pictures with gang signs	Pacifiers, baby shoes, bottles (baby items)
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.

**MEDICATIONS**

Parents/guardians of PILC students must inform 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 staff under the license of our school nurse, or by the 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.

**EMERGENCY PROCEDURES**

Emergency procedures are in place to insure the safety of the students during various emergency situations: tornado, evacuation, or intruder on campus.

If evacuation of the school is necessary, students will be transported to a predetermined location. Parents will be advised of the evacuation site by information posted at the school website. Evacuation of the school will not be attempted unless there is no alternative.

In the event of an emergency, school personnel need to be involved in caring for the students, and telephone lines need to be kept open for communications with proper authorities. As a result, we ask that you please visit the school website, [pilc.k12.sd.us](http://pilc.k12.sd.us), which will be updated with specific information for parents.

To help prepare for emergency situations, once a month all students and staff perform an Emergency Drill which will consist of one or more of the following:

Fire/Evacuation Drill: The fire alarm sounds. The teacher walks the students to their designated area a safe distance from the building. The teacher then takes attendance and waits for further instructions from the principal.

Tomado Drill: The teacher has students "Drop and Cover" which is getting to their knees away from dangerous windows or other areas covering their heads. Students get to a designated hallway area away from doors and windows. Students remain in this position until the office indicates it is time to evacuate or for the drill to end. If an evacuation is called, all classes walk outside the building to a designated area.

Lockdown Drill: This drill is in case of an intruder or any other threat on campus which requires students to stay in a fixed location. The calling tree is initiated. Teachers lock the doors and close windows. The students move together to a safe spot in the classroom. Teachers take attendance and remain with students. The class waits for further instructions.

## **BREAKFAST/LUNCH INFORMATION**

The PILC participates in the South Dakota Department of Education Nutrition Program. Students are served breakfast, lunch, and dinner daily while in attendance at the PILC. Meals are provided at no cost to the student. Meal tickets are not utilized however student meal counts are kept by cafeteria personnel for required data collection purposes.

## **SCHOOL PHOTOS**

School photos are taken in the early fall and the finished photos are mailed to parents with the First Quarter Report Cards. Parents/guardians are not required to purchase photographs.