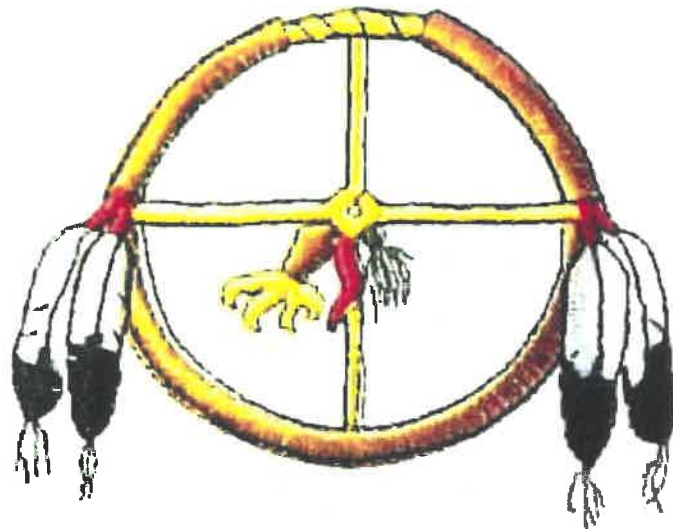


PIERRE INDIAN LEARNING CENTER

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



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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.

EXPECTATIONS

Pierre Indian Learning Center expects its students to:

- believe that they can learn;
- show respect for themselves, their school, and other people;
- always try to do their best in their work and their behavior;
- work cooperatively with students and staff;
- obey the student expectations in the classroom and throughout the school; and
- come to school prepared with their homework and supplies.

EQUAL EDUCATIONAL OPPORTUNITIES

Every student shall have equal education opportunities and access to all extra-curricular activities and supportive services regardless of race, color, creed, disability, sex, sexual orientation, national origin or place of residence.

COMPULSORY ATTENDANCE

It will be the responsibility of the Superintendent and Indian Board of Education for the PILC to enforce the Compulsory Attendance Law as prescribed by the SD DOE.

SCHOOL COMPACT

It is the mission of the Pierre Indian Learning Center, in partnership with parents and communities, to empower each child to reach his or her fullest potential. We support students in their journey to become lifelong learners and responsible citizens. The PILC is committed to fostering high expectations and promoting positive attitudes to achieve equity and excellence in a safe and nurturing environment.

Teachers will strive to:

- believe that each child can learn
- respect and value the uniqueness of each child and his or her family
- provide an environment that promotes active learning

- enforce student expectations in the classroom and throughout the school in a fair and consistent manner
- assist each child in achieving the essential academic learning requirements
- document ongoing assessment of each child's academic progress
- maintain open lines of communication with students and parents
- seek ways to involve parents in the school program
- communicate and work with families to enhance students' learning
- respect the cultural differences of students and their families
- continue efforts to develop professionally

Dormitory staff will strive to:

- communicate and work with families to enhance students' learning
- respect the cultural differences of students and their families
- continue efforts to develop professionally
- provide a safe, pleasant, and caring atmosphere
- provide resources to help all students be successful in their school experience
- maintain high expectations for myself, students, and other staff
- assist students in the development of a sense of personal and civic responsibility
- help students learn to resolve conflicts in an appropriate and positive manner

Students will strive to:

- believe that I can learn
- show respect for myself, my school, and other people
- always try my best in my work and behavior
- work cooperatively with students and staff
- obey the expectations in the school and dorm
- come to school prepared with my homework and supplies

ABSENCES AND EXCUSES

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.

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 Admissions Committee 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.

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 (6th-8th grade) and 8:35 am (1st-5th 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, they will have two days to make up 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. If an agreement is that the student will take another course to replace the incomplete, then the incomplete becomes an F. When the next grading period is reached it will be figured into the grade point as an F. All incompletes must be removed before final credit is given.

TARDIES TO CLASS

Students are expected to report to class on time. A student is tardy if he/she arrives to class within 3 minutes after the scheduled time to begin class. If excused, a pass will be given by the staff member responsible for the student when late to class.

PASSES

Students are required to have a pass any time they are out of class. Teachers will issue passes for valid reasons only. Those without a valid pass will result in unexcused tardy or skipping.

TARDINESS

Unexcused tardies will result in classroom intervention/consequences according to classroom expectations and procedures. Sixth through eighth grade students who receive more than 2 tardies in a week will be required to serve afterschool tardy detention.

RETENTION POLICY

We believe that all students should achieve success in their classes. We additionally believe student achievement is important in all classes. However, students who are not successful in two or more basic subjects, including Reading, Writing, Math, Science, or Social Studies may be retained for the following year.

Teachers at the Pierre Indian Learning Center are responsible for initiating the Student Assistance Team process when a student displays difficulty in achieving academic success after reasonable interventions and remediation attempts have been demonstrated. The Student Assistance Team will work cooperatively with the student, direct care counselors, and parents to devise a plan to help the student achieve acceptable levels of academic proficiency.

At the end of the third quarter, teachers must notify a counselor and an administrator regarding their concerns about a student's academic standing and attendance. The student and the student's legal guardian(s) will be notified regarding these concerns and will be given an opportunity to participate in the retention/promotion process. The retention/promotion process will only be initiated after all recommendations of the Student Assistance Team have been exhausted. Students who come to the PILC after the first semester may be retained because of prior academic standing and attendance. Information from previous schools attended during that academic year will be included in the decision regarding retention.

STUDENT RIGHTS AND RESPONSIBILITIES

RIGHTS:

1. The right to a free and appropriate education; incorporating all applicable federal, tribal and statutory constitutions.
2. The right to freedom of religion and culture.
3. The right to be free from unreasonable search and seizure of their person and property, to a reasonable degree of privacy, and to a safe and secure environment.
4. The right to freedom of the press, except where the material is libelous, slanderous, obscene, or prejudicial.
5. The right to freedom of speech and expression so long as the expression does not disrupt the educational process or endanger the health and safety of others.
6. The right to freedom from discrimination, based on sex, race, etc.
7. The right to be free from cruel and unusual punishment.
8. The right to peaceable assembly and to petition for the redress of complaint.
9. The right to due process.

RESPONSIBILITIES:

1. To obtain an education. The student must regard the opportunity of obtaining an education as one of their duties to the community. It is the responsibility of students to attend school/classes regularly, be prepared for class and complete their assignments.
2. To follow school rules. The student must obey recognized rules and procedures developed by the school.
3. To practice self-control. The students must refrain from inflicting bodily harm on self and others and respect the privacy or others' person and property.
4. To know the grievance procedure. The student must know and use the proper methods and channels of complaint resolution.

DUE PROCESS

1. RIGHT TO A FAIR AND IMPARTIAL HEARING
 - A. The hearing must be fair and impartial. It is the responsibility of the school Principal to see that the hearing is fair.
 - B. Participants in the hearing may be limited to interested parties.
2. RIGHT TO COUNSEL
 - A. The student may use any person, including a student or other school personnel, as his/her counsel.
 - B. The student is entitled to the services of an attorney, at his/her own expense, if he/she desires legal representation.
3. RIGHT TO CROSS-EXAMINE
 - A. The student shall have the right to confront the witness against him/her.
 - B. The student has the right to examine evidence to be used against him/her far enough in advance to enable him/her to prepare his/her defense. The student must not be surprised with new evidence at the hearing.
4. RIGHT TO RECORD OF HEARING
 - A. The student will be provided a copy of the hearing upon request.
 - B. The school must provide an accurate resume of the hearing. There need not be a verbatim account of the proceedings.
 - C. Hearing records should be maintained for at least one school year.
 - D. In case of appeals, accurate accounts must be furnished to the office receiving the appeal.
5. RIGHT TO ADMINISTRATIVE REVIEW AND APPEAL
 - A. Students may appeal adverse decisions of the school Principal within five- working days of the decision to the Superintendent.

HEARING PROCESS

It will be the responsibility of the Principal to insure a fair and impartial hearing for any student facing allegations which could result in long-term suspension, expulsion, or transfer.

1. A phone call will be made to parents/guardians within 24 hours of the incident. The reporting staff member must specify each occasion of violation, the date, and the allegation. After the phone conversation, this information must be communicated to parents in writing no more than 48 hours after the incident.
2. If the parent or student requests a Due Process meeting, it will be scheduled by the Superintendent to hear the case no more than five (5) working days after the student, his/her parent(s)/guardian(s) have been informed of the allegations in writing.
3. The student must be given enough time to examine the evidence to be used against him/her to prepare a defense. If the student feels they have had not had enough time to prepare a defense, the chairperson may grant a reasonable postponement.
4. The student has the right to be represented by law or legal counsel of his/her choice. Attorney's fees are to be borne by the student.

5. The student has the right to confront and cross-examine all witnesses against him/her and to procure witnesses on his/her behalf.
6. No student shall be compelled to testify against himself/herself.
7. At all times during the hearing, the student has the right to have his/her parent(s)/guardian(s) or their designee present.
8. The school must keep accurate written account of the hearing. Upon request, the student will be given a copy of the hearing proceedings; including written findings of fact and conclusion in the case. The Due Process Committee will have a decision within five (5) days.

COMPLAINTS

Students are encouraged to talk to their Teacher, Principal or other staff member if they are having difficulties with students, staff, and other concerns at the school. Conflict is normal because people have different ways of looking at situations; different attitudes; different ways of resolving conflict; perhaps, different feelings about things that others have.

Students will conduct themselves in a manner that is consistent with the traditional values of generosity, fortitude, respect, courage, cherish, wisdom, and honesty.

Any student or parent/guardian who feels he/she has been discriminated against, believes his/her rights have been violated, or has any other complaint concerning affairs of the school, or administrative decisions, may report said concern in the following manner.

- A. Complaints and concerns of students and parent(s)/guardians(s) should be submitted to the Teacher in writing by the person (or by other persons acting in behalf of the person, in the case of a young child, or a person in physical or emotional pain or other reason they would be unable to write their own statement) within five working days of the incident.
- B. If the Teacher does not resolve the complaint/concern, the Students and Parents(s)/guardian(s) should provide all the information to the Principal in writing within five working days of the incident.
- C. Principal must complete all efforts to resolve the complaint within five (5) workings days.
 1. The Principal shall meet with the parties involved to discuss the issues of the complaint.
 2. The Principal shall seek a solution to the matter on an informal basis.
 3. The Principal shall keep a written record of all activities and findings in the complaint.
 4. The Principal shall make a written reply to the parent/guardian.
- D. If the Principal is unable to resolve the complaint to the satisfaction of the parties concerned, the complaint may be brought to the attention of the school Indian Board of Education for the PILC, in writing, within five working days.

DEMONSTRATIONS AND STRIKES

Any disruption or interference of the operations of the school through violence, vandalism, seizure of any area of school property, sit-ins, walk outs, or other methods of disruption is prohibited.

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.

Responsibility- School administration, Indian Board of Education for the PILC members, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of this policy will be available at all administrative offices.

Complaints- Any student who believes that he or she has been a subject of sexual harassment by another student, a school employee, administrative person, or Indian Board of Education for the PILC member should report this incident immediately to the principal. If the principal is the accused, the violation should be reported to the Superintendent. If the Superintendent is accused, the violation should be reported to the Board Chairman. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

If a student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

BULLYING

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 this policy 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 a department supervisor. Students, family, and concerned community members may also report suspected bullying. All reports will be investigated. Follow-up may include (but is not limited to) staff intervention, parent contact, and consequences. If an incident is determined to be an inappropriate reaction to normal conflict (disagreement between parties), conflict resolution may be utilized.

CYBER BULLYING

Cyber bullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff are prohibited from using communication devices or School property to harass or stalk another. The School's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are viewed as a violation of this policy and the School's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the materials they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, social media, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been victims of such misuses of technology, as described in this policy, should not erase the offending material from the systems. A copy of the material should be brought to the attention of a principal or teacher.

In situations in which cyber bullying originated from a non-school device, but brought to the attention of the school staff, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day to day operations of the school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making threats off school grounds, to harm a member of the school staff or a student.

Malicious use of School's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or change the components of an entity on the network is prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, suspension, or termination for verified perpetrators of cyber bullying. In addition, any kind of threat or hate crime will be reported to law enforcement.

CELL PHONES AND OTHER ELECTRONIC DEVICES

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.

ACCEPTABLE USE OF TECHNOLOGY

I. Introduction

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.

II. Acceptable Use

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.

All members of the staff who wish to use the Network must sign this AUP whenever requested by PILC, to confirm that the staff person has read and understands this policy and agrees to abide by it. Each student must sign this AUP annually to confirm that the student has read and understands this policy and agrees to abide by it. Students who are under 18 must have their parents or guardians sign this AUP and submit it to the PILC.

III. Network Etiquette

Users are expected to abide by generally accepted rules of network etiquette (netiquette). These include but are not limited to:

- A. Be polite. Do not send or encourage others to send messages that are abusive or otherwise fall in the definition of Prohibited Use in Section IV.
- B. Use appropriate language. Remember you are a representative of PILC on a non-private network. You may be alone on a computer but what you write can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language.
- C. All communications and information accessible via the Network should be considered private property that you cannot appropriate for your own use without appropriate attribution and consent.

IV. Prohibited Use

PILC reserves the absolute right to define prohibited use of the Network, adopt rules and regulations applicable to Network use, determine whether an activity constitutes a prohibited use of the Network, and determine the consequence of such inappropriate use. Prohibited use includes but is not limited to the following:

- 1) Violating any state or federal law or tribal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- 2) Criminal activities that can be punished under law;
- 3) Selling or purchasing illegal items or substances;
- 4) The unauthorized collection of email addresses (“harvesting”) of e-mail addresses from the Global Address List and other PILC directories;
- 5) Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- 6) Circumvention of the PILC’s firewall to access blocked sites;
- 7) Disclosure of minors’ personal information without proper authorization;
- 8) Students’ disclosure of personal information such as the student’s name, address, phone number, password or social security number, to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites
- 9) Causing harm to others or damage to their property, such as:
 1. Using profane, abusive, or impolite language; threatening, harassing, bullying or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 4. Using any PILC computer to pursue “hacking,” internal or external to PILC, or attempting to access information protected by privacy laws; or
 5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- 10) Engaging in uses that jeopardize access or lead to unauthorized access into others’ accounts or other computer networks, such as:
 1. Using another’s account password(s) or identifier(s);
 2. Interfering with other users' ability to access their account(s); or
 3. Disclosing your own or anyone’s password to others or allowing them to use your or another’s account(s).
- 11) Using the network or Internet for Commercial purposes:
 1. Using the Internet for personal financial gain;
 2. Using the Internet for personal advertising, promotion, or financial gain; or

3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

V. Disclaimer

PILC makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the Network or accounts. Any additional charges a user accrues due to the use of the PILC's network are to be borne by the user. PILC also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of PILC, its affiliates, or employees.

INTERVIEW POLICY

When students are at school or involved in a school activity off school grounds, the school has an obligation to the students, the parents, as well as to the authorities, such as law enforcement and the Department of Social Services. This policy attempts to balance the rights of students and parents with the rights and responsibilities of law enforcement and the Child Protection Program as those entities investigate juvenile delinquency/criminal matters and matters of child abuse and neglect. It is therefore the policy of the School that:

- (1) Should a law enforcement officer wish to talk with a student under the age of 18 while the student is at school and interview the student for a reason other than investigating school related incidents or suspected child abuse or neglect, the School will not allow the law enforcement officer to question the student unless the school has first notified the student's parents and received permission from a parent for the student to talk with the law enforcement officer. The parents shall also have the right to be present should the parents grant permission to law enforcement officer to talk with the student.
- (2) Should the Child Protection Program or a law enforcement officer be investigating suspected child abuse or neglect and wish to talk with a student under the age of 18 while the student is at school, the request to talk with a student shall be made to the Superintendent or the Principal at the school for approval of the interview. SCAN protocols require investigation of suspected child abuse to be kept confidential and indicate it can be done without notification to parents. Therefore, the school will not notify parents of a request by the Child Protection Program or law enforcement to talk with a student in such instances.

TOBACCO

Tobacco-Free Areas and Activities:

With the exception of limited occasions for traditional cultural use of tobacco, or during the summer months or Winter Break when students are not on campus, Pierre Indian Learning

Center is a tobacco-free environment. Use of tobacco products of any kind, including electronic vapor devices, are prohibited in all areas of school property including building and grounds, parking lots, school-owned vehicles and at school sponsored events. Tobacco companies and organizations and users of tobacco products of any kind, including electronic vapor devices, will not advertise, promote, feature, sell or give away tobacco products on school property.

Compliance

Enforcement of this policy is the shared responsibility of all Pierre Indian Learning Center personnel. All employees are authorized and encouraged to communicate this policy with courtesy, respect, and diplomacy, especially with regard to visitors.

VIOLATIONS OF TOBACCO USE AND POSSESSION:

Tobacco violations include, but are not limited to; those students who have in their possession, consumed/used, or are attempting to use or distribute tobacco products of any kind, including electronic vapor devices. The only exclusion is for cultural school approved ceremonies and activities.

DRUG/ ALCOHOL/ CHEMICAL USE/ POSSESSION

Use and/or possession of alcohol, controlled substances, or mind-altering substances is prohibited on the PILC school grounds. Such use and/or possession is prohibited at all school activities and may result in suspension. If any state or local laws are broken, the appropriate law enforcement personnel will be notified. Any intoxicated student or any student under the influence of a controlled substance may be suspended from school. All academic work must be completed in each class for the days missed while suspended.

GANG ACTIVITY

Any activity understood by more than one person as a gang-related activity is subject to disciplinary measures.

Gang activity in the school will be handled by the Behavior Management Specialist.

GAMES, ACTIVITIES, AND FIELD TRIPS

All school rules apply to athletic contests and all off-campus activities including field trips. Any school employee or school designated supervisor has the authority over students during any of the above activities. Students in violation of the rules and expectations are subject to consequences; this includes possible suspension or expulsion from school.

All students involved in a school sponsored activity trip will be under the direct control of school assigned chaperones and will obey their directions completely. All school rules apply plus specific rules for overnight activity trips. Rules for overnight trips are as follows:

1. No student will leave the group unless directed by a chaperone. Group attendance will be taken periodically to determine compliance.
2. All students will stay at the designated place of lodging and adhere to curfews as set by chaperones.
3. No overnight guests will be allowed.
4. All luggage may be inspected by the chaperones if deemed necessary. Any article found in the luggage deemed inappropriate will be immediately confiscated by the chaperone until the trip is completed.

Inappropriate behavior, in either the school or the dorm, prior to a trip, or inappropriate behavior during a trip, may result in the following actions:

1. Trip cancellation
2. All or some students may be returned early depending on the severity of the offense
3. Suspension or expulsion from activity or school may result, depending at the severity of the inappropriate behavior.

Students need to be in good standing academically by completing all assignments for day/s absent prior to departure of trip. Incompletes in two (2) or more academic subjects render that student ineligible. The Principal/Superintendent has the authority to approve or deny any student's trip request if circumstances dictate.

FIGHTING OR ABUSIVE LANGUAGE AND BEHAVIOR

Fighting will NOT be tolerated between/among students on the school grounds or while attending any off-campus function.

Fighting in the school will be handled by the Behavior Management Specialist. First time offenders may receive in-school suspension. Repeat offenders will be dealt with more seriously.

The definition of abusive language is: A student's use of profanity, obscenity or abusive language whether the communication is in writing, spoken verbally, or gestured. Any action that communicates profanity, obscenity, or abusiveness is considered abusive language. Knowingly possessing lewd or objectionable items on school property will not be tolerated.

Fighting, Abusive language and Abusive behavior will be handled by the Behavior Management Specialist in the school.

WEAPONS (Dangerous)

The PILC prohibits the use or possession of a dangerous and/or deadly weapon on or in any school premises, vehicle or building that is owned, leased, or used for school functions or any activity. A dangerous weapon is defined as any knife or other device, instrument, material or substance, whether animate or inanimate which is calculated or designed to inflict death, serious bodily harm and/or threatening or intending to cause harm. Exceptions would be weapons under control of law enforcement personnel, starting guns while in use at athletic events, and other

supervised school training/activity. The student/persons in violation of this policy will be suspended and afforded due process. Law enforcement will be notified. The Superintendent will determine disciplinary measures up to and including suspension and expulsion out of school up to one year.

WEAPONS (Firearms)

The use or possession of a firearm is prohibited, on or in any school premises, vehicle or building that is owned, leased, or used for school functions or any activity. Exceptions would be weapons under control of law enforcement personnel, starting guns while in use at athletic events, and other supervised school training/activity. Law enforcement will be notified and an emergency Indian Board of Education for the PILC meeting will be set up within five working days. Student will be given an out of school suspension until the Indian Board of Education meeting. If, after due process has been accorded, the student/person is found to have violated this policy and the Gun Free Schools Act of 1994, an expulsion for a period of not less than one year will be mandated.

PROHIBITION AGAINST RETALIATION

The Pierre Indian Learning Center strictly prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment, or against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal or adverse pressure, including the accused discussing the allegations directly with the accuser except where such discussion has been arranged and facilitated by the Department Supervisor. Retaliation is itself a violation of federal and state laws prohibiting discrimination and may lead to separate disciplinary action against the offender.

EMERGENCY EXITS

Detailed instructions for emergency exits from the school/dorm are posted in each individual room. Students should be certain they know these rules. In case it becomes necessary to EXIT from the building because of the sounding of the warning system, please remember the following:

- Never assume it is merely a drill.
- Always leave the building when an alarm has sounded or is sounding.
- Walk single file, do not run.
- Move at least 100 feet away from the building/report to designated areas.
- Stay with your group/class.
- Wait for a signal before you re-enter the building.
- In case of an emergency which requires confinement within the building, each room will report to an assigned location. These instructions will also be posted in each classroom.

ILLNESS

The school nurse and nursing office staff is available throughout the week for consultation or conferences. If a student becomes ill in school, he/she needs to have a teacher/staff person contact the school secretary or the principal's office. Students are not to leave the building for any reason without checking with the above parties.

PREGNANT STUDENTS

The Pierre Indian Learning Center encourages pregnant students to continue their education. A pregnant student will be allowed to stay in school if she desires (behavior permitting) until her doctor indicates she should not.

In case of suspected pregnancy diagnosis, it is the responsibility of a qualified physician to determine the pregnancy. PILC will make every effort to provide appropriate information to the student as to the resources for planning and care. A pregnant student may be referred to an appropriate social service agency.

A pregnant student may be excused from school when her physical condition warrants it and her physician so states in writing. A pregnant student at PILC should, as soon as possible, advise the health office of her pregnancy. The health office will then advised the principal, residential director, and other key people of the student's condition. Participation in class or extra-curricular activities which could be detrimental to a pregnant student's health or safety will be contingent upon the written statement of the student's physician.

STUDENTS WITH HIV/AIDS

The policy for students with HIV/AIDS will be in accordance with state and/or federal policy.

TELEPHONES

There are telephones available for student use in the dormitories, after school hours. Phone calls for students during class are discouraged. Students will be called from the classroom only in emergency or other extenuating situations. Please do not request to use the phones during school hours.

POP, CANDY, GUM, AND OTHER SNACKS

Students may not bring pop, candy, gum, or other snacks to school. Candy, gum, pop, and other snacks distributed at parties or as incentives need to be kept in the classroom or until the end of the school day and then distributed.

TEMPORARY CHECKOUT

There will be no student checkouts during the academic day, which is Monday through Friday, 8:00 am until 3:30 pm. Exceptions to this policy are for health appointments. In an effort to protect our students' safety, all visitors needing to check out a student for health appointments must be prepared to show photo ID and be on the student's authorized checkout list.

SCHOOL BOUNDARIES DEFINITION

The PILC school boundaries are: As far **EAST** as the Golf Course; as far **NORTH** as the fence line (along RR tracks); as far **WEST** as the end of the soccer fields; and as far **SOUTH** as the fence line at the end of the horse pasture.

GRADING SCALE

GRADE	PERCENTAGE	12-POINT SCALE
A+	100-98	12
A	97-93	11
A-	92-90	10
B+	89-88	9
B	87-83	8
B-	82-80	7
C+	79-78	6
C	77-73	5
C-	72-70	4
D+	69-68	3
D	67-63	2
D-	62-60	1
F	59--	0

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.

DISPLAYS OF AFFECTION

Students will not engage in acts of affection to include but not limited to: hand-holding, kissing, inappropriate body contact.

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. Students with a current Individual Education Plan (IEP) will be afforded a manifestation hearing prior to suspensions more than 10 days in a school year. Positive behavior interventions and consequences will be used to discipline or encourage students to modify their behaviors, according to the Student code of Conduct.

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 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 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 privilege
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. Policy Rationale and Philosophy:

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 or 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 on page 24 of 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 2nd 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 major 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.

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.

COUNSELING PROGRAM

Counseling services shall be available for every student. The counseling curriculum is approved by the Principal and Residential Director, and implemented and directed by the Residential Director. Counseling personnel will use varied delivery systems consisting of small group, individual counseling, structured training sessions, and other processes. Counseling personnel will assist in developing, gathering and disseminating effective learning activities to instructional personnel as resource material for incorporating learning activities designed to enhance the total development of students.

SPORTS AND EXTRACURRICULAR ACTIVITIES

It is the feeling of those concerned with the development of the youth of PILC that membership and participation in extracurricular activities can have a very positive effect in the development of constructive attitudes for future citizenship.

It is very important that participants, before starting in the program, should be made clearly aware of its opportunities and the set of policies and procedures under which they will be participating.

The PILC academic department will be enforcing the following policies and procedures for extracurricular activities throughout the school year for the following activities: Football, Basketball, Cross Country, Volleyball, Track, Wrestling, Work programs, Cheerleading, D.I., Drama, Chess, Student Council and any other school sponsored activities.

ELIGIBILITY REQUIREMENTS

Any student who is receiving a D or F in 2 out of 5 core classes will be declared ineligible for one week. (from Monday thru Sunday) At the end of that week the students' grades will again be checked. The student must then be passing 4 out of the 5 core classes at this time in order to become eligible again.

Students that become ineligible must attend all practice sessions.

Students absent from school or in I.S.S. at the close of the academic day of an extracurricular competition or event will not be permitted to participate in that competition or event.

ATTENDANCE REQUIREMENTS

A student participant is expected to attend all scheduled practices and competitions.

Excused Absences—Illness and medical appointments with a note from the nurse, school activities, family emergencies, and any scheduled practice or competition.

Unexcused Absences—If the student is absent from practice or competition and the absence is

not excused, then the following will occur:

- 1st Violation—The student must attend practice but will not be allowed to play in the next game/event.
- 2nd Violation—The athletic director and coach will meet to determine if the student should be dismissed from the activity for that season. If the student is dismissed she/he will not be eligible for any awards for that activity.

RULES OF CONDUCT

The Pierre Indian Learning Center wants each student to show appropriate behavior when representing the school in an extracurricular activity.

If the student shows poor sportsmanship behavior or does anything to jeopardize the school's reputation, the following will occur:

- 1st Violation—The student will be suspended from one game.
- 2nd Violation—The student will be dismissed from the activity for the rest of the season and she/he will not be eligible for any awards for that activity.

DRUGS

Drugs are not allowed on campus, and are also illegal. Anyone caught using drugs or having them in their possession will be dismissed from that activity for the rest of the season. No further activities will be allowed until the student has completed curriculum focused upon decision-making and drug and alcohol awareness.

BREAKING THE LAW

Any student that commits a crime or breaks the law in any way will be dismissed from that activity for the rest of the season.

TOBACCO USE/ALCOHOL USE

- 1st Violation—One game suspension
- 2nd Violation—Student is done for the season.

AWOL/LWOP

- 1st Violation—The student will be suspended from one game/event.
- 2nd Violation—The student will be dismissed from the activity for the rest of the season

and she/he will not be eligible for any awards for that activity/event.

STUDENTS IN BEHAVIOR MODIFICATION ROOM (BMR-RESIDENTIAL)

- Students in the Behavior Modification Room must go to practice before reporting to BMR and they can participate in competitions and events.
- If residential director/dorm managers are having a problem with a student and they feel the student should not participate, then the residential director/dorm manager needs to set up a meeting with the athletic director and the coach before the competition or event.
- Only coaches and the athletic director may suspend students from a competition or event for behavior.
- Once a student has been suspended, under no circumstances will that student participate in competitions or events until her/his time in BMR is complete.

Recognizing that special circumstances may affect eligibility, the Superintendent and/or Athletic Director may modify these stipulations.

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 (6th through 8th grades) are housed in the South East wing.

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

The general schedule for 6th through 8th 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
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 (1st through 5th grades) are housed in the South West wing.

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

The general schedule for 1st through 5th 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

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:

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.

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.

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.

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.
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.
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

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 6th through 8th 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 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 carders 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 6th through 8th graders are able to earn up to \$6.00 by doing extra details. 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 6th-8th 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.

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.

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.

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.

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.

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.

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.

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 this policy 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 he/she 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.

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/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.

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