

ST. STEPHENS INDIAN HIGH SCHOOL

Student & Parent Handbook

2016-2017



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

St. Stephens Indian High School

HOME of the Eagles & Lady Eagles

128 Mission Road/Box 345
St. Stephens, Wyoming 82524
Office-307.857.9400
Fax-307.856.6770

Board of Trustees:

Chairman- Marilyn Groesbeck **Vice-Chair-** William C’Hair
Secretary/Treasurer- Jude Haas **Member-** John Goggles
Member- Ronald Oldman

Administration

Frank No Runner.....**Superintendent**
Ext. 216 email: fnorunner@st-stephens.net

Matt Mortimore.....**Athletic Director/Dean of Students**
Cell. 307.921.1472 email: mmortimore@st-stephens.net

Keenan Groesbeck.....**Plant Manager**
Ext. 218 email: kgroesbeck@st-stephens.net

Blaine Bray.....**Transportation Director**
Ext. 236 email: bbray@st-stephens.net

Aleta Gould.....**Business Manager**
Ext. 211 email: agould@st-stephens.net

Tafuna Tusi.....**Financial Consultant**

SCHOOL HOURS- 8:00 a.m.-4:00 p.m.

High School Staff

Shelly Groesbeck sgroesbeck@st-stephens.net	Front Office Secretary
Ruth Frericks rfrericks@st-stephens.net	Home School Coordinator HS/Elem
Travis Draper tdraper@st-stephens.net	Counselor
Barbara Harvey bharvey@st-stephens.net	Science
Melena Sweeny msweeney@st-stephens.net	Math
John Madrid jmadrid@st-stephens.net	Language Arts
Katie McCall kmccall@st-stephens.net	Social Studies
Billy Brost bbrost@st-stephens.net	Business/Computers
Mike Redman mredman@st-stephens.net	Native American Studies
Skyler Littleshield slittleshield@st-stephens.net	Security
Pattee Bement pmement@st-stephen.net	Culture Paraprofessional
Eugene RidgeBear Jr. eridgebear@st-stephens.net	Culture Paraprofessional
Matt Mortimore mmortimore@st-stephens.net	PE/Health/Athletic Director/Dean
Marquel Brown mbrown@st-stephens.net	Librarian Aide
TBA @st-stephens.net	SPED Teacher
TBA @st-stephens.net	ISS

MISSION STATEMENT

TO WALK WITH DIGNITY, KNOWLEDGE, AND WISDOM

VISION STATEMENT

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

PHILOSOPHY

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

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

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

SCHOOL IMPROVEMENT GOALS

1. All children will read independently by the 3rd grade.
2. Seventy percent of students will be proficient or advanced proficient in reading and math.
3. Each student will attain an attendance rate of 90% or better.
4. Students will demonstrate knowledge of their language and culture.
5. Increase enrollment, retention placement, and graduation rates for post-secondary schooling.

SCHOOL ADMISSION / ENROLLMENT / CHANGE OF ADDRESS

Admission

1. Application for admission will be considered before the start of the new school year and before the beginning of second semester only.
2. Students with the following areas of concern may be denied admission to St. Stephens High School.
 - a. Student with more than 10 unexcused absences during their last semester of enrollment in school.
 - b. Students with a history of discipline incidents including but not limited to suspension expulsion.
 - c. Students retained in more than one grade level.
3. Students accepted by St. Stephens who have behavior/attendance concerns may be put on a behavior/attendance contract.
4. All student records must be received by St. Stephens Indian School before any application will be processed.
5. Students transferring to St. Stephens will be assigned to classes and grade levels based on evaluation of records and/or a required school-selected examination in one or more of the following areas to determine proper grade placement in reading, writing, mathematics, government, history, literature, and science.

The administration of the school, in consultation with the appropriate personnel, will determine eligibility for admission, grade level, and/or course placement. This policy will not apply to entering freshman and students who successfully passed all their classes their previous semester of enrollment at St. Stephens Schools.

Change of Address Phone Number

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

INTRODUCTION

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

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

Emergency Procedures

(School closings, severe weather, civil disasters)

If it becomes necessary to dismiss school because of severe weather or a civil disaster, parents and the community will be notified through local radio stations KDLY 97.5 FM, 1330 AM KOVE, 93.1 KTRZ, the School Website, and the Schools Facebook Page.

The school asks parents to limit calls to the school in emergency situations so that telephone lines are open allowing the school to conduct school business.

General School Regulations and Information

Safe Schools

St. Stephens High School has plans and procedures for emergency situations including fire, tornado and intruder alert. Administration, teachers, and students will review these procedures each year. If a threatening situation arises in which students and staff may be in danger, protective action will be put in place and the building placed in lockdown status.

Student responsibilities are to:

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

In the event that students are to be released to parents as the result of an emergency, the following procedure will be followed as closely as possible at the campus or if applicable an off-campus site(s). Students are to be released **only** to parents, guardians or pre-designated emergency persons.

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

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

2016-2017 School Schedule (8:15 - 3:45)

A/B Block Schedule (M/W & T/TH)

8:15-9:05 – Homeroom (50 minutes)

9:05-9:10 – Passing Period (5 minutes)

9:10-10:35 – 1st Period (85 minutes)

10:35-10:40 – Passing Period (5 minutes)

10:40-12:05 – 2nd Period (85 minutes)

12:05-12:40 – Lunch (35 minutes)

12:40-2:05 – 3rd Period (85 minutes)

2:05-2:10 – Passing Period (5 minutes)

2:10-3:35 – 4th Period (85 minutes)

3:35-3:45 – Student Prep Time (10 minutes)

St. Stephens has moved to a 4 day school week. There will be no school on Fridays.

Educational Rights and Privacy Act (FERPA)

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

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

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

Directory information may include a student’s name, address, date of birth, major field of study, participation in activities, height, weight, and athletic participation, dates of attendance, date of graduation, awards received, and directory picture and/or pictures of the student participating in school events. If for some reason a parent or a student who has reached the age of majority does not want their son/daughter’s name included on directory information lists, we ask that they notify the high school office in writing.

Title VI/Section 504/ADA

The Board of Education of St. Stephens Schools complies with the regulations of Title VI, Section 504, and the Americans with Disabilities Act. In accordance with these provisions, no student or other person will be discriminated against on the basis of age, race, sex, or non-disqualifying disability, religion, national origin or other protected characteristics in any school sponsored curricular program offering. Reasonable accommodation for those disabilities, including adaptive aids and devices, can be provided upon request to allow students, parents, and others to attend and/or participate in school programs and school sponsored events.

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

Title IX

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

Sexual Harassment

All students and employees must be able to learn and work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment is deemed unacceptable conduct in the employment and educational environment and will not be tolerated. It shall be a violation of the SSIS Sexual Harassment policy for any student or employee of St. Stephens Indian School to harass a student or an employee through conduct or communication of a sexual nature as defined by the policy.

The policy is equally applicable to sexual harassment between supervisors and workers, between co-workers, between students, and between students and employees. This policy shall be in force on and off school district property, i.e., at school activities and/or school sponsored events that may occur away from school, and whenever school employees have jurisdiction over students. St. Stephens Indian School will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harass a student or employee of this school. It is no defense to a claim of sexual harassment that the alleged harasser did not intend to harass.

Any person who believes h/she has been the victim of sexual harassment by a student or an employee of the school, or any other person with knowledge or belief of conduct which may constitute sexual harassment should report the allegations immediately to an appropriate school official; the building reports should be made to the building principal. The school encourages the reporting party to use the report from each school building or available from the school office.

Transportation for Students (bus and auto policy)

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

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

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

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

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

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

- 1st incident: Warning - Incident documented and parent contacted. **This is the only warning given.**
- 2nd incident: Principal files report, parents contacted, and riding privilege revoked for 5 school days.
- 3rd incident: Principal files report, parent contacted, and riding privilege revoked for 30 school days.

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

Important Parent Request regarding change in drop-off destination: If there is a change in destination of drop-off after school, we ask that parents/guardians **call the school before 2:45 p.m.** This allows time to notify drivers, teachers, coaches etc. Your timely cooperation is essential for your child's safety and for buses to depart on time.

Any student who rides the bus to school and is not involved in after school activities is expected to ride the same bus home. If other transportation or a different destination is to be used by the student, parents/guardians should notify the school **before 1:00.**

Student Motor Vehicle Use and Parking Privilege

Permits are required for students who drive automobiles to school and park on school grounds, **vehicles have to be registered** by the high school principal or his/her designee; a permit will be issued for no fee. The permit will be displayed in or on the vehicle as evidence that the vehicle is permitted to be driven and parked on school grounds. Proof of a driver's license and proper insurance will be shown and required with parents/guardians permission for use of vehicles before the permit will be issued. Students must always park in their designated parking area.

Students may pick up these permission forms in the office. All vehicles must be registered the first week of school.

Vehicle searches may take place by school officials on school grounds if reasonable suspicion arises that there are controlled substances, weapons, or other items not allowed in the vehicle.

During school hours students may not drive or enter their vehicles without authorization from the building principal or designee.

Safe driving – consequences for violation of driving parking regulations

Careless, reckless, and exhibition driving will not be tolerated. Students who drive carelessly or park improperly may be assigned consequences that include in school suspension, suspension of driving privilege, and if related to violations of the student code of conduct - suspension from school.

Students who drive recklessly or have repeated safety/parking violations may have their driving privilege suspended or revoked and also be referred to law enforcement and prosecuted accordingly. Repeated failure to park in designated areas or to park on school grounds without approval and authorization may result in the vehicle being towed at the owner expense.

IF A STUDENT USES A PRIVATE VEHICLE DURING SCHOOL HOURS TO LEAVE CAMPUS AND TAKES ANOTHER STUDENT(S) WITH HIM WITHOUT AUTHORIZATION (PREFERABLY WRITTEN) FROM BOTH PARENTS, HIS/HER DRIVING PRIVILEGE MAY BE SUSPENDED. If the student(s) taken off school grounds are minor, their parents will be notified as soon as possible; law enforcement may be notified also.

Closed Campus

St. Stephens High School is a closed campus and offers all the services necessary for the entire school day. Once students arrive at school they must stay in the school building except when authorized or accompanied by a staff member. Lunch is provided on campus and students are not allowed to leave the campus for lunch. Should parents or anyone else bring lunch or food to school for a student, we ask that this be done during the lunch hour so there is no disruption to the academic day. Any student who has a legitimate reason to leave campus must first gain authorization from parent and building principal or designee, authorization (preferably in writing) from parent/guardian, and sign out in the office. If any student fails to gain permission before leaving campus, they will be considered skipping; after the fact, authorization by parent may not change the absence to be excused or exempt the student from disciplinary consequences. If a student uses a private vehicle during school hours to leave campus and/or takes another student(s) with him/her without authorization, his/her driving privilege may be suspended. **If any of the students taken off school grounds without authorization are minors, calls will be made to parents of the students and law enforcement will be notified.**

Electronic Communication Devices (Cell phone policy)

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

Policy: Student use or possession of electronic communication devices is prohibited during any class time unless it is being used for a legitimate classroom activity. Teacher may establish and maintain a safe and secure place for students' electronic devices during class time. However, the best place to keep the phone is locked in the locker. Each classroom will have mounted electronic storage devices where students will be required to put their device at the start of each class period.

Definitions: Cellular phones and other electronic communication devices such as iPods, iPads, Tablets, Kindles, cameras, beepers, walkie-talkies, or any other hand held computing devices used as communication devices, any as well as any new technology developed for similar purposes.

Penalty: Penalties for violation of this policy shall be:

- 1st Offense: Student use of any electronic device during class time without prior teacher permission will result in the student voluntarily relinquishing the device to the staff, and device being relinquished to the student at the end of the class period. (Refusal to relinquish electronic device will result in ISS)
- 2nd Offense: A second offense will result in the student voluntarily relinquishing the device to staff, notifications of parent, and device being relinquished only to parent when parent can arrive to retrieve it. (The offender will receive 2 days of ISS)
- Further offences- Student will relinquish device to the office upon arrival and may retrieve device at the end of the school day. Any further issues will result in student suspension.

NO LIABILITY: The school will not be responsible for lost, damaged or theft of any cellular phone or electronic communication device brought to school or on school property.

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

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

Lockers

All high school students are assigned lockers. Students are not to share their lockers with any other students. Students are personally responsible for all contents in their assigned lockers. Locker combinations must not be given to another student for security purposes. The building Principal may impose disciplinary consequences for failure to abide by the locker policy.

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

Lost and Found

Articles found at school should be turned into the building office. Students losing articles can check in the office to see if the article has been turned in.

Student Health Services

The purpose of the health service at St. Stephens Schools is to help each child attend school in optimum health and to benefit from the school experience. The school employs a nurse who is a member of the school staff.

Prescribed Drugs/Student Illness

Any student who is required to take medication during the school day must:

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

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

Internet/Computer Acceptable Use Agreement

St. Stephens Indian School will provide all student technical instruction to improve literacy and technology competence. The school will operate a safe, respectful and academically sound technology program for our students. Before being allowed to use school sponsored technology students and parent/guardian are required to agree to sign a use agreement that is included in their enrollment packet.

Failure of a student to abide by the contract will result in disciplinary action being taken.

1st offense – One month suspension of all Internet privileges. Parents and a faculty representative will meet with the student to plan for future compliance.

2nd offense – Suspension of all Internet privileges for entire school year. Parents and faculty representative will meet with student regarding successful completion of academic work without school Internet access.

3rd offense – Revocation of all Internet privileges for entire enrollment at SSIS. Student will be recommended for suspension or expulsion as determined by administration.

Any violation of Federal or State Law will be treated as a 3rd offense. In addition, all criminal or civil penalties may be applied.

STUDENTS WITH SPECIAL CONSIDERATIONS

Age of Majority – eighteen year olds – The high school recognizes the rights of a person who reaches the age of majority. However, the building administration maintains the authority to establish rules and regulations for control of all pupils, no matter what their ages. Furthermore it is our administrative procedure to notify parents whenever a student invokes his/her right to be treated as an adult. Married and pregnant students- are encouraged to continue their education. Students will notify the principal when they become married. A pregnant girl or young mother is encouraged to pursue her education through regular school attendance if her health permits. However, if in the judgement of the school officials and her physician, she should not be in regular school classes or activities, homebound instruction may be provided. She may return to classes at the earliest time consistent with the physician's recommendation.

ACADEMICS AND COUNSELING SERVICES

Grading

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

ALL SCHOOL GRADING SYSTEM:

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 59 and lower

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

Credit Requirements

Credit Requirements:

Language Arts	4 Credits
Science	3 Credits
Social Studies	3 Credits
Mathematics	3 Credits
(Must include 2 of the following: Algebra 1, Algebra 2, Geometry, or equivalent)	
Careers	1 Credit
Computers/Applied Technology	1 Credit
Foreign Language	1 Credit
Physical Education	1 Credit
Tribal Government/Native American Hist.	½ Credit
Fine Arts	½ Credit
Health	½ Credit
Electives	5 ½ Credits

A total of 24 credits are required for graduation

This curriculum would allow our students to qualify for the minimum Career Hathaway Scholarship. Students who wish to qualify for greater amounts of the Hathaway Scholarship would need to take additional credits in Mathematics, Science, and 2 sequential years of Foreign Language. Students with Special Education IEP's would be allowed to deviate from the minimum requirements (i.e. Algebra 1, Algebra 2, or Geometry) but would need to maintain the minimum credits to be eligible for graduation.

3 Years of Mathematics, two of the courses must be Algebra 1, Algebra 2, Geometry or equivalent.

4 Years of Language Arts, must address the following areas: Reading, Writing, Listening, and Speaking.

3 Years of Science must be from the following areas: Physical Science, Biology, Biology 2, Physics, Physics 2, Chemistry, or Chemistry 2.

3 Years of Social Studies which must be a combination of the following areas: World History, American History, Geography, American Government, and/or Economics, Native American History, Tribal Government.

1 Credit of Foreign Language may be Arapahoe Language

Correspondence courses, off campus credit, and on line credit

St. Stephens High School will accept up to four credits of correspondence, On-line curriculum, and/or other pre-approved off campus credit to count toward graduation requirements. All off campus/on line courses etc. must be approved by the high school principal and/or high school counselor prior to enrollment if the student wishes to count the course for credit toward graduation requirements. Dual credit courses with Central Wyoming College are exempt from the four credit maximum.

Summer School

Students who fail courses are encouraged to enroll in a summer school program so they may stay on track for graduation. Generally, a course completed off campus may be substituted for a course in the subject area failed.

The principal and/or counselor will review the course description and determine how the credit may be used. If the summer school course credit is to be used for meeting graduation requirements it must be approved in advance. For purposes of athletic and activity eligibility all summer school courses approved for credit may be used to meet eligibility requirements.

Graduation Ceremony Participation

To participate in graduation ceremonies seniors must have completed all required course work, the grades posted to the students transcript and have successfully complete check-out. **NO EXCEPTIONS WILL BE MADE.**

Transcripts

Transcripts of grades earned and standardized test scores are kept in permanent records. All other school related information is housed in the principal or counselor's office. Transcripts will be sent to other schools or employing agencies upon request by the student or requesting educational agencies. Transcripts and information concerning school are available to individual students and/or guardians upon request. Upon graduation an original transcript will be sent home with report cards.

Homebound Instruction

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

Class Rankings, Promotion, and Retention

The school will promote pupils only at the end of the school year. Students who enter from systems where semiannual admission and promotion are used, those who have finished half a grade when admitted will be placed in the same grade. The administration of the school, in consultation with the appropriate personnel, will determine admission, grade level, and/or course placement. The school may require a school-selected examination in one or more content areas to determine proper grade placement.

Freshman – 0.0 - 5.5 credits.

Sophomore –6.0 – 11.5 credits.

Junior – 12.0 –17.0 credits

Senior - 17.5 and more credits

For nonacademic purposes, if a student can achieve enough credits in the classes in which he/she is enrolled in, he/she will be considered a member of that class for all nonacademic purposes.

Dropping and Adding Classes

Students may add or drop a course during the first week of each semester, unless the decision is being recommended by a committee of administrators, parents, and the counselor. Students will receive no credit for any course dropped.

Credit Recovery

We believe each student deserves a second chance. We encourage students to take the opportunity to replace a D or an F with a higher grade by enrollment in credit recover opportunities.

Withdrawing From School

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

Parent Reports and Parent-Teacher Conferences

Progress reports are sent home mid-term each term. Parent-teacher conferences are scheduled every fall and spring, usually soon after the end of the 1st and 3rd quarters; dates and times will be communicated through school and district announcements.

Report Cards are sent home at the end of each mid-term. Credit is earned only at the end of each semester.

Testing and Assessment

Students are evaluated in a variety of ways throughout the school year. The most common method for evaluating student progress is through classroom assignments and assessments. These evaluation tools are aligned to the State Standards developed by teachers, community members, and administration teams from across the State of Wyoming.

All students are required to take part in testing programs endorsed and authorized by the school and administration. At the local level, MAP testing is conducted in the areas of Math, Reading, Language Arts and Science. This test is administered three times per year (Fall, Winter, and Spring). On a larger scale, the school administers the PAWS (Proficiency Assessment of Wyoming Standards) in the Spring to all K-8 students. These tests are an excellent indicator of student learning in the areas of Language Arts (reading and writing), Math, and Science. It provides the school with data for school improvement activities and provides information that is used to make course recommendations for students. At the high school level, freshman now take the PLAN test, sophomores take the EXPLORE test, juniors take the ACT, and seniors take the COMPASS. The ACT is used as one/half of the measure for Hathaway Scholarships and may be taken more than once. All high school students also take the ASVAB test, which helps determine career aptitude.

Recommendations for College Bound Students

Students who wish to continue their education past the high school level are encouraged to meet with the high school counselor early in the school year and on a regular basis to ensure they have met the requirements for the school they wish to attend. Scholarships are available to students who academically qualify and complete the required application.

Academic Awards

Honor Roll

The Honor Roll is posted at the end of each Term. Students must achieve a 3.0 grade point average or better and may not receive grades lower than "C". All courses are included when determining the Honor Roll, except those earning an S / U grade.

Early Graduation

Even if students have earned the required 24 credits by the end of their junior year, they will still be required to attend high school their senior year. Students may only graduate early at the end of Term 1 and then only if the principal and guidance counselor make the recommendation to the board based on legitimate and important reasons (i.e. entering the military, hardship, marriage, etc.). Unless there is board approval seniors will be required to attend all classes until graduation.

Honor Graduates

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

Senior Student Speakers

Senior speakers will be chosen by the high school staff based on a variety of criteria including but not limited to class rank, GPA, attendance, character, and leadership.

Department Awards

In the spring an awards assembly may be held and subject area teachers may select individuals who have achieved at higher levels in their courses to be recognized as Outstanding Students in the different content areas.

ATTENDANCE REGULATIONS

Board Statement

The St. Stephens Indian School Board believes that for a student to receive a quality education, the student must develop the habit of regular attendance. The Board further believes that regular attendance is the responsibility of the student and his/her parents/guardians. As a means of installing values of responsibility and personal accountability, a student who is habitually absent shall experience the natural consequences of his/her absences.

Responsibility

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

Students who find themselves in trouble with excessive absences may choose one of the following options: (1) withdraw from school until the end of the Term earning no credits, with the intention of returning at the beginning of the next Term, or (2) continue the course with the knowledge he will earn an "incomplete" and with the intention of repeating the course at a later date or to earn the credit in a credit recovery course.

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

Definitions

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

The following are acceptable reasons for absences to be excused:

- Medical/dental appointments (verification of appointment is required)
- Illness and sickness verification by medical personnel
- Legal appointments mandated by judge or court
- Bereavement verified by parent/guardian
- Short term illness of an infrequent nature (must be verified in writing or verbally by parent/guardian)

Making up school assignments is allowed for all excused absences; students have one calendar day for each day of absence to make-up assignments. If the student misses a test and is excused on that day, they should take the test on the first day they return unless approved otherwise by the instructor.

Unexcused absences are those absences not meeting the criteria listed above for excused absences. Students arriving late to class more than 30 minutes without permission from parent/guardian or authorization from school personnel are considered truant and may be counted as unexcused for that class period. Any truancy or unexcused absence may constitute referral to building administration for disciplinary action. Assignments and assessments missed when students are unexcused may not be made up and recorded as a failing grade by teachers.

Unexcused absences are those absences not meeting the criteria listed above for excused absences. Students arriving late to homeroom by more than 30 minutes without an excuse will be counted absent to that period. Any student arriving 15 minutes or more late to any other class period will be counted absent for that class period. Any truancy or unexcused absence may constitute referral to building administration for disciplinary action. It is the discretion of the teachers as to whether students are able to make up the work they missed during an unexcused absence.

Student Check-Out

Students may only be checked out of school by their parent/guardian or person designated by their parent/guardian on the school check-out form. Students will not be released to anyone not authorized by parent/guardian on the school form.

Attendance Policy

Unexcused Absences:

Any student who acquires fourteen (14) unexcused absences in a term will be dropped from the school rolls at the end of the fourteenth full day and will be asked to leave school until the beginning of the next term. On the fifth and seventh unexcused absence a letter informing the parents/guardians of the absence and a reminder of the attendance rule will be mailed out. When the student reaches the tenth unexcused absence, a written contract will be signed by the student stating they will have no further unexcused absences. A letter will also be sent notifying the parents/guardians of the action taken. After the fourteenth unexcused absence the student will be removed from school until the next term; a letter will be sent to the parents/guardians informing them of the procedure followed.

Absences due to school approved activities or school suspension shall not be counted in the attendance policy. Absences due to medical reasons will be excused when the student submits to the office a signed notice from the medical authority stating the nature of the problem. Absences due to bereavement will be excused when the student submits to the office a note, signed by the parent/guardian of the student, stating the need for the student to miss school. Any other absence from school will be considered unexcused. The principal may excuse an

absence due to unusual and unanticipated events. The student shall be responsible to complete all missed assignments when he/she is absent or alternative assignments provided by the teacher.

Loss of Credit Due to Absences

1. A student will be dropped and denied credit in all classes when he/she has accumulated a total of 20 or more absences in all classes (excused or unexcused) during the Term
2. All absences (excused and unexcused) will count toward the class period limit. Absences are not cancelled because they are excused (parent approved leave). Students on school-sponsored activities and suspensions are marked as present for attendance purposes.
3. The student will be given the choice of the following two options when they reach 11 class periods of absence.
 - a) The student will withdraw from school and will not return until the beginning of the next grading period based on the following conditions:
 1. the student must re-apply for admission and be accepted; and
 2. the report card will show a failing grade (% not higher than 59) for all classes.
 - b) The student will be given the option of staying in school and earning back the lost credit based upon the following conditions:
 1. a contract must be signed by the student, parent, and principal before the student may attend any classes; and
 2. the student will remain in school and successfully complete the coursework for his/her scheduled classes for the current grading period.
 3. the student will successfully complete his/her scheduled coursework for the following grading period; and
 4. the student will have no unapproved absences for the rest of the current grading period and the entire next grading period; (Bereavement is acceptable with proper written notice. Medical reasons will be accepted as valid absences based upon immediate, proper written notification from a qualified medical person: and
 5. the student will have no discipline referrals of a serious nature filed against them during the probation period; and
 6. the student will be failing no more than one (1) class in any given week or will be participating in the after-school tutoring program.

If the student successfully fulfills these conditions he/she will be awarded credit in those classes in which he/she received a failing grade on their report card. If the student fails to successfully complete any one of the conditions of this contract, he/she will immediately be dropped from the attendance rolls of St. Stephens High School and will lose credit for all scheduled classes.

Special Attendance Considerations

Non-compulsory Student Attendance Regulation

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

Pre-arranged Absences

Students who anticipate an absence for school activities or other reasons (family trips, college visits, etc) are encouraged to see teachers in advance for assignments and or alternative assignments.

Tardy to Class

A student's tardiness is unexcused when he/she is late for any class without prior teacher/principal approval. A student is tardy when they are not in the room when the tardy bell rings. Teachers may refer students to the office for disciplinary consideration for unexcused tardiness to their class. The principal may assign additional consequences i.e. lunch detention, ISS, or other alternatives should there be a pattern of continual abuse in student punctuality to class.

STUDENT BEHAVIORAL EXPECTATIONS

Student Rights and Responsibilities

The work "rights" refers mainly to that which a person may take for himself as an individual. The word "responsibility" refers mainly to the individual's obligation to others within his society. The constitution of the United States through the Bill of Rights and subsequent Amendments give all citizens certain rights, and students do not shed those constitutional rights by walking through the school door. However, within the school setting and in society,

there are responsibilities and expectations that students must adhere to and understand. Each student has the responsibility to the following:

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

Student Due Process Rights/Appeal Procedure

Any student whose behavior is alleged to be in violation of the school Code of Conduct may be referred to the office for possible disciplinary action.

The building principal or designee in his absence will inform the student of the charges and explain that disciplinary action may result. The student will then have an opportunity to state his/her view of what took place. If the student admits to a violation of a school rule, the principal or designee may make a disposition in the case. If the violation warrants suspension, parent/guardian will be called and notified; if the school is unable to contact the parent/guardian then the students emergency contact notified of the suspension. A written communication will be sent home.

If the student does not admit violating a school rule or does not feel that a rule has been violated, the administrator will conduct an investigation of the incident and then make disposition in the case. All the disposition is suspension, parents/guardians will be notified as soon as possible, and a letter mailed to the parent.

Students may appeal any decision made by the principal to the superintendent. All appeals must be in writing and delivered to the Superintendent within 24 hours after receipt of the initial decisions. Students may appeal any decision made by the Superintendent to the Board of Education.

Parent Concerns Regarding Discipline

Parents are encouraged to take part in the fall parent open house and orientations and to sit down and review the expectations and information in the student handbook.

A parent who has concerns about any disciplinary matter involving a student should initially speak to the building principal/designee and the staff member involved. If no resolution is reached the parent may contact the principal and set-up a meeting with the staff member involved.

If no resolution can be reached, the parent may request the principal to involve the Superintendent.

Law Enforcement Officials and School Administration

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

Disciplinary Interventions and Consequences

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

Possible interventions and consequences: apology, behavior contract, improvement plan, conflict management counseling, detention during or after school, expulsion, group counseling, homebound instruction, informal talk, school or community service, parent attend classes with student, peer counseling, referral to law enforcement, referral to intervention team, rearrange schedule, reprimand, restitution, seizure of illegal contraband, suspension of bus riding privilege, suspension from school, suspension in school, suspension of privileges, warning, written statements from students.

Principal's discretion – more severe discipline may be implemented for any offense depending on the severity of the infraction and the surrounding circumstances, including previous disciplinary record. As well, less severe penalties may also be implemented.

Examples of Prohibited Conduct and Minimum/maximum Consequences

Misconduct	Offenses	Minimum	Maximum
Arson/Fire	First Offense Repeated Offense	Suspension Suspension	Expulsion Expulsion
Assault	First Offense Repeated Offense	Suspension Suspension	Expulsion Expulsion
Bus Misconduct	First Offense Repeated Offense	See Bus Policy	
Bullying	First Offense Repeated Offense	Suspension Suspension	Suspension Expulsion
Defiance/Insubordination	First Offense Repeated Offense	Student Conference w/Parent Involv./Suspension	Suspension Expulsion
Disrespect	First Offense Repeated Offense	Student Conference w/Parent Detention	Suspension Suspension
Disruption	First Offense Repeated Offense	Student Conference Detention	Suspension Expulsion
Distribution of Unauthorized Material	First Offense Repeated Offense	Student Conference Parent Involvement	Suspension Expulsion
Dress Code Violation	First Offense Repeated Offense	Warning/Change Parent Involvement	Sent Home Suspension
Drug Possession or Use	First Offense Repeated Offense	Suspension Suspension	Expulsion Expulsion
Electronic Equipment	First Offense Repeated Offense	Student Conference Parent Involvement	Suspension Suspension
Extortion	First Offense Repeated Offense	Student Conference Parent Involvement	Suspension Expulsion
False Reports	First Offense Repeated Offense	Student Conference Suspension	Expulsion Expulsion

Fighting	First Offense Repeated Offense	Student Conference/Parent Involvement and suspension Student Conference Parent Involvement and Suspension	Suspension Expulsion
Forgery	First Offense Repeated Offense	Student Conference Suspension	Suspension Suspension
Gambling	First Offense Repeated Offense	Student Conference Suspension	Detention Suspension
Gang Activity	First Offense Repeated Offense	Student Conference Parent Involvement	Suspension Expulsion
Harassment/Discrimination	First Offense Repeated Offense	Student Conference Parent Involvement	Suspension Expulsion
Hate Activity	First Offense Repeated Offense	Student Conference Parent Involvement	Suspension Expulsion
Hazing	First Offense Repeated Offense	Student Conference Parent Involvement	Suspension Expulsion
Inciting Violence	First Offense Repeated Offense	Student Conference Parent Involvement	Suspension Expulsion
Indecent Exposure	First Offense Repeated Offense	Student Conference Parent Involvement	Suspension Expulsion
Lighters/Matches	First Offense Repeated Offense	Student Conference Parent Involvement	Expulsion Expulsion
Littering	First Offense Repeated Offense	Student Conference Restitution	Detention Suspension
Out of Area	First Offense Repeated Offense	Student Conference Parent Involvement	Suspension Expulsion
Profanity/Obscenity	First Offense Repeated Offense	Student Conference Parent Involvement	Suspension Expulsion
Sexual Harassment	First Offense Repeated Offense	Student Conference Parent Involvement	Suspension Expulsion
Tardiness	First 3X Repeated	Warning Unexcused Absent	Detention Suspension in school
Theft	First Offense Repeated Offense	Warning/Loss of Privileges Suspension	Suspension Expulsion

Threatening/Intimidation	First Offense Repeated Offense	Student Conference Parent Involvement	Suspension Expulsion
Tobacco Products	First Offense Repeated Offense	Suspension Suspension	Suspension Expulsion
Truancy/Skipping	First Offense Repeated Offense	Parent Involvement/Detention Parent Involvement/Suspension	Suspension Expulsion
Vandalism	First Offense Repeated Offense	Student Conference Parent Involvement	Suspension/ Restitution Expulsion/ Restitution
Weapons	First Offense Repeated Offense	See Weapons Policy	

Out of School Suspension

When students are suspended out-of-school they may not visit school, “drop by”, or otherwise be at school, at school activities, on school property, or associate with students while they attend school or activities. Students on suspension are allowed to make-up their work. Any exceptions must be approved by the building principal or designee.

In-school Suspension

Students who are suspended-in-school may attend and participate in after school activities unless otherwise stipulated by the principal or designee. ISS students must also abide by the Athletic Handbook.

Expulsion from School – Hearing and Procedures

A student at St. Stephens High School may be recommended for expulsion from school for conduct that disrupts the educational process, endangers the health or safety of the student or his/her classmates, or school personnel. Examples of conduct that may result in a recommendation for expulsion are: assault, repeated offenses of the school drug and alcohol policy, arson, extortion, false reports (bomb threats etc), gang activity, harassment (intimidation, bullying including electronic – especially if warned prior), hazing, inciting violence, lack of academic progress, theft, vandalism, weapons violations, persistent violations of student code of conduct, and persistent willful disobedience.

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

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

1. Written notice of the charges within reasonable time prior to the hearing. Notice of the charges shall include reference to the regulations allegedly violated and notice of access to all statements of persons relating to the charge and to those parts of the student's school record, which will be considered in the final disciplinary decision.
2. A fair and impartial hearing.
3. The right to produce and to have produced witnesses on the student's behalf and to confront and examine all witnesses.
4. The right to have parent/guardian present and to be represented by lay or legal counsel at the student's expenses.
5. The right to receive a record of the hearing including written findings and facts
6. The right to administrative reviews and appeals.
7. The student shall not be compelled to testify against himself.
8. The right to have allegations of misconduct expunged from the school record in the event that the student is found not in violation of the charges.
9. The hearing officer (Superintendent) shall conduct the hearing and the Board shall make findings of fact and conclusions as to whether a student is in violation of school policy based upon the evidence presented at the hearing.
10. **The Board may:**
 - a. Expel the student at the principal's recommendation and/or recommend other consequences that may include probation, extended suspension, and/or other initiative i.e. participation/completion of programs and counseling services to remediate the behavior.
 - b. Discuss terms, conditions and length of expulsion; also conditions for re-admission when extended suspension or expulsion has been completed.
 - c. Determine that the student should not be expelled.

Corporal Punishment

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

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

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

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

IMPORTANT BOARD APROVED POLICIES

Alcohol and Other Drugs

The possession or use of alcohol or any illegal or illicit drug, controlled substance, as defined by Wyoming State Law, by any student while attending school, while on campus, or at any school activity is prohibited.

A. First Offense

1. Notify **Parent/guardian/legal guardian, Family Services & BIE**
2. Ten day suspension (normal due process).
3. Notify police (prosecution at police option).
4. Recommendation to parent for referral to appropriate counseling agency.

B. Second Offense

1. Notify **Parent/guardian/legal guardian, Family Services & BIE**
2. Notify police (prosecution at police option)
3. Ten day suspension (normal due process). Principal may decide in or out of school.
4. If parent/guardian/legal guardian complied with request in #4A above, possible recommendation for parent to enroll student in rehabilitation program.
5. Completion of approved program may be contingency option rather than recommendation for expulsion.

C. Offenses Beyond Second

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

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

BULLYING/HARRASSMENT/INTIMIDATION

The St. Stephens Board of Education recognizes that harassment, intimidation, and bullying is a violation of the rights of students and staff and interferes with their educational opportunities. This is especially true when a person has made it known that they don't like it.

Definition: Harassment/ intimidation/bullying mean any intentional written, verbal, or physical act that:

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

Harassment/Intimidation/Bullying includes: emotional harm, reasonable fear of personal harm, or property damage; insulting or demeaning to a student/staff member causing substantial disruption of school.

CYBER BULLYING/USE OF ELECTRONIC MEDIA TO HARASS, INTIMIDATE, OR BULLY OTHERS.

Bullying/harassment/intimidation of others through the use of cell phones, computers, and the internet will not be tolerated. Spreading rumors, violent or pornographic pictures spread via Facebook, Be-Bo, E-mail and other means is a violation of this policy and recognized to be just as damaging as bullying/intimidation/harassment communicated face-to-face.

Strategies to stop bullying: Students are encouraged to use the following strategies to deter bullying;

- Tell the bully to stop, look at them directly and tell them to stop in a firm tone of voice.
- Do not respond to negative or cruel behavior. The bully may stop if he/she does not get a response.
- Do not read or respond to negative or cruel emails, the bully may stop if he/she does not get a response.
- Shut the bully out. Block their email address, screen names, and/or phone numbers.
- If you receive mean emails save them and print for a record to provide to school officials or police.
- Talk to a trusted adult.
- If the situation gets out of hand and you are harassed, threatened or blackmailed ask an adult to contact the police or school resource officer.

Reporting Procedures

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

The high school principal will be the person responsible for receiving verbal or written reports involving high school students who report they have been victims and investigating the reports.

The principal will present a written report regarding the incident to the Superintendent within 24 hours. If the complaint involves the building principal, the complaint shall be filed directly with the Superintendent. The complainant shall be free from retaliation if any kind.

The administration will respect the confidentiality of the complainant and individual against whom the complaint is filed. Both the complainant and the alleged harasser/intimidator/bully are encouraged to keep the matter confidential.

All complaints, both formal and informal, must be taken seriously and investigated. If the complaint is determined to be valid the principal or designee will take action as appropriate based on the results of the investigation.

The results of the investigation will be reported, in writing to the complainant by the Principal (or Superintendent). The report will document whether or not disciplinary action was taken. A copy of the report will be placed in either the student files of both the complainant and accuser or the personnel files of both the complainant and accused.

In inconclusive cases the report will remain in files in light of a possible pattern of behavior. If there are no similar incidents within five years the Superintendent may purge the report from the file.

Consequences/Disciplinary/Corrective Actions

Any student who is proven to have engaged in harassment, intimidation or bullying of a fellow student or staff member shall be subject to disciplinary actions that may include verbal warning, reprimand, counseling, suspension or expulsion, and/or notification to law enforcement for consideration for prosecution; consistent with the student code of conduct.

Corrective actions may include but is not limited to: appropriate interventions(s), restoration of a positive climate, student based programs, anti-bullying programs, mentor based initiatives, code-of-conduct initiatives, and support for victims and others impacted by the violation.

False complaints

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

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

DRESS CODE

It is each student's responsibility to come to school clean and neatly dressed. Apparel must meet with health and safety codes, be in good repair, and not interfere with the educational process. Any questions concerning appropriateness of dress will be handled on an individual basis. Failure to meet the code will result in the student being asked to change to appropriate clothes (provided by student or school), failure by the student to change will result in student being sent home and his/her absence recorded as unexcused. The following list is not all inclusive but provides examples of inappropriate dress:

1. Clothing, apparel, and/or jewelry that displays or suggests derogatory, obscene, hurtful behavior (verbally or physically to others), threatening or intimidating caricatures, or off-colored messages or advertises/promotes alcohol, tobacco, or drug use.
2. Anything that can be construed as gang symbols, even if student is unaware of the gang connection: juggalo symbols, etc.
3. Clothing, apparel (laser lights/reflectors, etc), and/or jewelry that is unnecessarily distracting.

4. Garments that permit undergarments or skin to show. It is unacceptable to wear jeans with the waist below the bottom of the tailbone; no undergarments worn as outer garments.
5. Clothing that is cut up, shredded, or full of holes.
6. Hoodies and sunglasses are not allowed to be worn in the classroom (unless prescription).
7. Heavy chained and/or spiked jewelry and clothing having straight pins, safety pins, spikes or other sharp or abrasive objects that could be injuries to self or others.
8. Bandanas are not allowed.
9. Immodest clothing that exposes midriff, torso, or cleavage; shorts should be mid-thigh; no mesh that exposes undergarments, and/or strapless or spaghetti strapped tops.

FIGHTING

Students are expected to solve their problems in ways other than physical aggression. Immediate disciplinary action will be taken against individuals who participate in a fight. Consequences may include a combination of Out-Of-School and In-School Suspension or Expulsion depending on the circumstances surrounding the incident. Disciplinary action will also be taken with any person who encourages a fight in any way. Any student who video tapes or sends electronic messages promoting or encouraging a fight may face suspension and expulsion. Students who observe a conflict about to take place between others are encouraged to report it to school officials and not participate as a spectator unless they are actively involved in preventing the individuals from physical confrontation.

A student who has made an effort to avoid a fight by bringing the situation to the attention of school personnel or choosing not to retaliate physically will be given more consideration regarding any punishment that might be received. Failure to cease fighting when directed to do so by school staff will result in automatic suspension. Students who obstruct or interfere with school personnel trying to stop a fight will be subject to consequences stated in the student code of conduct.

Students involved in fights off school grounds may be subject to school consequences if the incident is an extension of or directly related to an incident or activity that took place on school grounds or a school related activity.

GANGS - CRIMINAL OR ILLEGAL

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

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

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

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

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

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

district policy and State law, and may include notification to law enforcement, suspension, and/or expulsion.

SEARCH (Right of)

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

SURVEILLANCE ELECTRONICS/RECORDING

The school principal or designee may use electronic security and communication systems (video and audio) as a means to prevent and record disciplinary infractions and as a means to accurately document communications between school officials and any student believed to have committed a disciplinary fraction infraction.

TOBACCO POLICY

Use of any tobacco product by any student is prohibited in the school building and within the general vicinity of school property, at school sponsored activities, or in school vehicles. St. Stephens Indian School (K-12) will be a tobacco free school for students, staff, and visitors.

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

Student Violations Consequences

First Offense

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

Second Offense

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

Third and Future Offenses

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

WEAPONS POLICY

(Possession or Use of Weapons)

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

Definitions (Sections 1) – Items in the following categories are defined as weapons:

- **Type 1:** Firearms (as such term is defines in Section 921 of Title 18, United States Code.
- **Type 2:** Articles other than firearms used to or designed to inflict bodily harm and/or to intimidate other persons. Examples are knuckles, switch blade/butterfly knives, chains, clubs, stars, live rounds, etc.

- **Type 3:** Articles designed for other purposes but which are being used or threatened to be used to inflict bodily harm and/or intimidate. Examples are belts, combs, pencils, pocketknives, files, compasses, scissors, laser lights, straight pins, screw drivers etc.
- **“Possession”** means having a weapon actually in a student’s personal possession, or in their desk, or locker.
- **“Use”** means threatening to or actually inflicting injury on another person with a weapon.
- **“Campus”** means within the boundaries of, or within five hundred (500) feet of, real property used by the school district primarily for the education of any student in any grade from kindergarten through twelfth grade.
- **Possession or use of weapons (Section 2)** – Possession of a Type 1 or a Type 2 weapon on campus or within any school bus when school when school activities are in session is prohibited. “Use” of any type of weapon on campus or within any school bus is prohibited at all times.
- **Penalty (Section 3)** – A student who brings a Type 1 weapon onto the school campus or onto any school bus or to any school activity shall be expelled from school for not less than (1) year except that the Superintendent of Schools may modify the expulsion requirement on a case-by-case basis.
- A student in possession of a Type 2 weapon shall be subject to administrative disciplinary action, which may include suspension or expulsion of up to one (1) year.
- A student using any type o weapon shall be suspended immediately from school and referred to the Superintendent and the Board of Education for further disciplinary action up to and including expulsion from school. In addition, any student who brings a Type 1 weapon to school will be referred to the criminal justice system or juvenile delinquency system.

EXTRA CURRICULAR ACTIVITIES

Competitive Teams

At the beginning of each season, the coach will issue a call for all students to sign up for the sport. All those signing up will have the opportunity to try out for the team. Minimum eligibility standards will be determined by the **Wyoming High School Association (WHSAA)** requirements and regulations. School officials may include additional eligibility standards. Eligibility requirements for each sport will be reviewed with students at or prior to the first practice of the sport season.

Practice Requirements

Coaches will establish and communicate practice schedules and expectations of attendance, effort, and attitude. Student athletes are expected to attend all practices on time unless prior arrangements have been made with the coach. Students must abide by all athletic handbook policies.

Transportation Requirements

Team members must ride the school sponsored transportation to and from the event/competition. Coaches will have a sign-out sheet. Only parents/guardians may sign an athlete out. Exceptions may only be made by written request from parent/guardian.

Physicals Must Be On File

Student athletes are required to have physical examinations on file with the school before they can participate in interscholastic competition. It is the responsibility of the student to present the coach with a signed physical examination form before the first practice. Physical exam forms are available either through the coach or in the high school office.

Student Eligibility

Requirements

All eligibility requirements for St. Stephens Indian School must be in compliance with the eligibility requirements of the Wyoming High School Activities Association. No requirements will be less restrictive than those of the Wyoming High School Activity Association.

Extracurricular activities are activities that take place outside the time of any regular school class period and is not a required academic function.

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

Student progress will be monitored every week and it is required that the classroom teacher inform the student of their academic progress and also enter the students academic progress into the student grading system so weekly eligibility can be established. Sponsors and coaches are expected to inform the participants of the consequences of being ineligible.

Teachers are required to enter all grades for all previous work by 10:30 every Monday morning. The first eligibility run provides students and coaches with information regarding which students might be ineligible for the competitions that week.

Change to-Students with Ds and Fs in a course will be required to attend study hall during homeroom on Monday and Tuesday. Study Hall will be available to students and athletes after school Monday and Wednesday from 3:45-5:30.

Coaches will not prevent students from attending after school tutoring. Students will report to the principal any incidents of coaches refusing to allow students to attend after-school tutoring.

Change to- A new eligibility run will take place every Thursday morning at 9:00 a.m. Any student with 1 F will be ineligible for play until the following week. Even if a student completes all make-up work or improves the grade, the ineligibility still stands until the following week.

The WHSAA eligibility policy states that in order to be eligible starting in August and January, all students must have a passing grade in at least 5 classes during the previous semester (in our case, during the previous 2 terms)

List of Activities, Athletics, and Clubs that may be offered

Football	Track	FBLA	Volleyball
Cross Country	Basketball	Student Council	Senior Class
Junior Class	Sophomore Class	Freshman Class	Student Council
Close-Up	Culture Club	Yearbook	

While staff at St. Stephens Indian School recognizes the importance of extra-curricular activities, our primary goal remains improving academic performance of all of our students. Therefore, we have devised an eligibility policy that, while respecting the **WHSAA** requirements, will provide consequences for students not meeting minimal GPA requirements. We have also created a support system for students who are having difficulties. After-school tutoring and homework help will provide all students with a quiet, supervise time for students to complete assignments or get extra help

WHSAA Semester Eligibility

Semester eligibility is established by the WHSAA. Currently, that means passing 5 courses. Students failing to pass the minimum number of courses the previous semester (in our case 2-9 week terms) are not eligible to compete; the only exception or consideration will be completion of courses/classes (i.e. summer school, dual enrollment) that are approved for credit by the school principal and counselor.

WHSAA upholds all school’s individual weekly eligibility policies (ours is described above and in the athletic handbook)

Student Athlete – Extracurricular Expectations

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

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

Game and Activity Day Attendance

Students must be in attendance at school no later than the beginning of second hour and in attendance all day in order to participate in an after school activity that day. Exceptions allowed for doctor/dental appointments, bereavement, and court ordered required attendance. Any special circumstances should be approved in advance by the building principal or athletic director.

Conduct Away From School

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

Rules Governing Overnight Activities

Sponsors and coaches will establish evening “curfew” times with students reporting to/staying in their assigned rooms for the remainder of the night. Sponsors will decide which students will room with one another. Student will travel and eat together as a group and no individual excursions will be allowed unless directed by the coach/sponsor. All school rules will be in effect during all school activities. Violation of guidelines for overnight activities (or coach’s rules) may result in student being sent home after parent/guardian has been notified. Students failing to follow guidelines and expectations may be barred from attending overnight activities.

Chaperoning Student Travel

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

Return this sheet to the office by September 1st

St. Stephens Indian School

Acknowledgment and Receipt of Parent/Student Handbook

I hereby give my child permission to stay after school for homework help and/or tutoring on Mondays and Wednesdays and go home on the activity bus. My child will call and let me know prior to his/her staying after school.

Parent's Signature Date Student's Signature Date

My child and I have read and discussed the information included in the student handbook. I have been given the opportunity to ask for clarification and ask questions regarding the discipline and conduct programs and procedures. I understand I can call the school for more information. Our signatures below reflect that my child and I have received a written copy of the Student-Parent Handbook.

Parent's Signature Date Student's Signature Date