

# SHOSHONE-BANNOCK JR/SR HIGH SCHOOL

2011-2012 (Subject to revision by SBSB)

## Student Handbook

### *School Mission*

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*To educate  
Native  
American  
students in their  
heritage, their  
rights, and  
responsibilities,  
and to prepare  
them for a  
lifetime of  
learning and  
achievement.*

**Approved 12/08/10  
but retro-active from  
11/4/10 by SB School  
Board (DL,DM,DA,  
RE,SR)**



**Phillip Shortman, Interim School Administrator**

P. O. Box 790, Fort Hall, Idaho 83203  
Phone No. : 208-238-4200 Fax No. : 208-238-2628  
[www.sbd537.org](http://www.sbd537.org)



# SHOSHONE-BANNOCK JR/SR HIGH SCHOOL DISTRICT # 537

P.O. Box 790; Fort Hall, Idaho 83203  
“Home of the Chiefs & Lady Chiefs”

Telephone: (208) 238-4200  
School Fax: (208)238-2628

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## MISSION

The mission of Shoshone-Bannock Jr./Sr. High School is to educate Native American students in their rights and responsibilities, and to prepare them for a lifetime of learning and achievement, while developing the skills to live in two cultures.

## VISION

The vision of Shoshone-Bannock Jr./Sr. High School is to inspire the learner to travel through the circle of life productively and proudly, with respect and humility, in light of the blessings that the Creator has given to all Native people.

## School Board Membership

Dustina Abrahamson-Chairperson      Donna McArthur-Vice Chairperson

David Lee-Secretary/Treasurer   Rick Edmo Sr.- Sargent at Arms   Susie Racehorse-member

### Administrator

Dr. Phillip Shortman

### Dean of Students

Gaynell RealBird, MSW

### Teachers and Staff

Robert Aubrey- <b>Teacher</b>	Blaine Dixey-Facilities
Cheryl Bagley-Kitchen Staff	Lcathie Dixey-Para Professional
Andrea Barlow- <b>Teacher</b>	Neville Dunn-Transportation
Kendra Benally-Attendance	Gwen Dupris-Temp MAP Coordinator
Rafeal Cde Baca- <b>SPED</b>	Maurice Edmo-Facilities
Ben Christiansen- <b>H.E.Y PROJECT Teacher</b>	Hank Edmo-McArthur-Facilities Mgr.
Parvaneh Christiansen-Home School Coordinator	Angela Eldredge-Temp
Sandra Clough-Librarian-Media	Delphina Gould-NAS
Pete Conway-Athletic/Activities Director	Michelle Guzman- <b>Teacher</b>
Wayne Cortez-Facilities	Kris Hansen-Math Coach
Kristin Dahlquist- <b>SPED Teacher</b>	Robin Hart- <b>Teacher</b>
Pam Davis- <b>Teacher</b>	Angie Horn-Guidance Counselor
Carla De La Vega-Para-Professional	Kathleen Hefner-SPED
Story Holston-Reading Coach	Carlita Rodriquez-Para Professional
Shelly Honena-Registrar	Amanda Rowsell- <b>HEY PROJECT</b>
Lavon Jackson- <b>IT/Teacher</b>	Scott Shramek- <b>Teacher</b>
Cindy Jay-Para Professional	Marlene Skunkcap-21 <sup>st</sup> Century
Linda Jay-Transportation Mgr.	Lyndon Smith- <b>Teacher</b>
Allen Mayo- <b>Teacher</b>	Charles Smith- <b>Teacher</b>
Virginia Mendez-Kitchen	Todd Thorne- <b>Teacher</b>
Lynette Proffitt- <b>Teacher</b>	Joan Tracy-Para Professional
Cecile Racehorse-Administrative Assistance	Lenore Trahant-School Reform Specialist
Rebecca Racehorse-Kitchen	Ernest Wahtomy- <b>Teacher</b>
Leanna Ridley- <b>Teacher</b>	Shawn Appenay-Facilities

## **SBHS ADMISSIONS AND REGISTRATION/ENROLLMENT POLICY**

Shoshone-Bannock Jr./Sr. High School (SBHS) follows Federal and Tribal guidelines in allowing any Native American child, who is enrolled in a U.S. Federally recognized tribe, a tuition free educational opportunity. Any student who is not an enrolled member of a U.S. federally recognized tribe or who cannot produce a Certificate of Indian Blood must request admission from the Shoshone-Bannock School Board for approval for enrollment at SBHS. All new students applying for admission into Shoshone-Bannock Jr./Sr. High School will be reviewed by the Admissions Board. The following are requirements and/or guidelines for admission:

1. Newly enrolled students will be assessed to determine achievement level for placement in classes and scheduling purposes.
2. SBHS may require a waiting period for new and transfer students in order to establish schedules and secure records.
3. The school board has the right to limit enrollment of an individual student for the following reasons: overcrowding, student history, and impact on the school. The administration may bring any student's application to the school board if there is a reasonable cause for concern.
4. A parent/guardian must accompany the prospective student (under 18 yrs. of age) to the school office for admission and registration. A minimum of three working days processing period is necessary for admission purposes. A longer waiting period may be necessary until all previous school records have been received in the school office.
5. During the admission process, the student and parent/guardian must review the student handbook. The parent/guardian is responsible for informing the school of any changes in guardianship, phone numbers, student residence and other student information.
6. Any new students turning 19 years of age after December of any school year is required to request consideration for enrollment from the school board.
7. No convicted felons will be admitted. SBHS also complies with the Adam Walsh Act, and the Safe and Stable Families Act.
8. Students who have been expelled from the Shoshone-Bannock Jr./Sr. High School must attend elsewhere for at least one full academic school year and have no major violations. He/She may then apply for readmission.
9. Students expelled from another school may be denied admission based on administrative discretion.
10. Students who have been expelled from a previous school, for behavior (not attendance issues), must attend elsewhere for at least one full semester, receive C average grades, and have no major violations. Then, the student may apply for admission to Shoshone-Bannock Jr./Sr. High School.
11. If the Admission panel has determined by the behavior/attendance history of the student that he or she may have a continuation of problems at this school, they may in writing request by the Discipline Panel a Contract to either address Discipline issues or Attendance Issues or offer rehabilitative behavior services.
12. The School Board adopted the SCAN protocol for all Suspected Child Abuse and Neglect policy. To direct and guide staff to protect the students at SBS.

The Admissions Board shall have the discretion to recommend conditions e.g., attendance, behavior, performance, etc. prior to enrollment. **We reserve the right to deny student admissions pending an interview with the admissions board which consists of the School Administrator, Registrar, Attendance Clerk and Guidance Counselor and all members must sign off for the student to be admitted.**

The **Discipline Panel** shall have the discretion to create Behavioral and Attendance Contracts upon written notice from the Admissions Board. The "Contracts" will have an alternative plan in case the contract has a violation, it will be the discretion of the Discipline Panel to determine the remedies for the contract violation. And sufficient time from the student/parent to consult with the Discipline Panel when a violation occurs. Written recommendations will be made to improve student behavior. A plan for improvement will be incorporated into his behavior

modification goals in the plan. If the student cannot meet behavior modifications in the plan a recommendation to the Expulsion Panel will be presented, and they will be afforded all “Due Process” rights.

**The Discipline Panel shall consist of the Administrator, the Dean of Students, The ISS Monitor and either a SPED representative or a teacher will be in attendance.**

## ACADEMIC PROCEDURES

### High School Class Registration

Guidance Counselor will assist students in their class selection.

### Junior High School Curriculum

Junior High School curriculum will include English/Writing, Reading, Math, Science, History, Shoshone and Bannock language, and Traditional Arts. Students must pass core subjects and be proficient in ISAT testing or NWEA test each school year in order to be promoted to the next grade level.

## SBHS Bell Schedule

SENIOR HIGH SCHOOL Class Bell Schedules			
1 <sup>st</sup> HOUR	8:30 am	TO	9:42 am
2 <sup>ND</sup> HOUR	9:45 am	TO	11:57 am
3 <sup>rd</sup> HOUR	11:00 am	TO	12:12 am
LUNCH	12:12 am	TO	12:42 pm
4 <sup>th</sup> HOUR	12:45pm	TO	2:15 pm
5 <sup>th</sup> HOUR	2:18 pm	TO	3:30 pm

JUNIOR HIGH SCHOOL Class Bell Schedules			
1 <sup>st</sup> HOUR	8:30 am	TO	9:20 am
2 <sup>ND</sup> HOUR	9:22 am	TO	10:12 am
3 <sup>rd</sup> HOUR	10:14 am	TO	10:54 am
4 <sup>th</sup> HOUR	10:56 am	TO	11:45am
LUNCH	11:45am	TO	12:10pm
5 <sup>th</sup> HOUR	12:13 pm	TO	12:45 pm
6 <sup>th</sup> HOUR	12:45 pm	TO	2:15 pm
7 <sup>th</sup> HOUR	2:17pm	TO	2:40pm
8 <sup>th</sup> HOUR	2:42pm	TO	3:30pm

### Class Schedule Changes

Changes will be made only with approval from the Guidance Counselor and the teacher during the first week of each term. A Class Drop/Add form must be completed and a Parent/Guardian signature is not required. Once the Drop/Add form is complete it goes to the Registrar to update class attendance rosters on NASIS. Changes after the first week must include a Parent/Legal Guardians signature. A student may NOT attend the new class until all paperwork is complete and the student receives a copy of his/her new schedule (NASIS printed schedule). No classes will be changed after the fourth week of the trimester.

Withdrawal from School

All academic withdrawals must be requested by a Parent or Legal Guardian through the School Administrator, Attendance Clerk or Registrar. An exit interview may be conducted. All textbooks, locks, uniforms, library books, and school equipment must be returned before withdrawal is final. Upon final withdrawal, a copy of the withdrawal sheet and transcript may be released and forwarded to the new school.

**SBHS GRADUATION REQUIREMENTS (Classes 2010-2012)**

All students desiring to graduate from SBHS shall meet all Shoshone-Bannock School District Graduation Requirements. The minimum graduating requirements for graduation are as follows:

CLASS CREDITS

The minimum graduation credit requirement is forty-two (42) credits although it is strongly encouraged that students take at least 50 semester credits. The following curriculum has been aligned with state of Idaho Department of Education standards for high school graduation.

**Core Course:**

- 8 Credits - ENGLISH:** Each school year will consist of language studies, composition and literature. One semester of these credits must include American Indian Literature.
- 1 Credit - SPEECH:** A semester of debate/traditional oratory may be substituted for speech requirement.
- 4 Credits - MATH**
- 4 Credits - SCIENCE**
- 2 Credits - SHOSHONI and/or BANNOCK LANGUAGE and/or FOREIGN LANGUAGE**
- 1 Credit - AMERICAN INDIAN STUDIES:** American Indian Studies will include American Indian ethics, values, and life ways and is aligned with humanities credit.
- 1 Credit - SHOSHONE-BANNOCK HISTORY:** Aligned with Humanities credit
- 2 Credits - Tribal /US GOVERNMENT**
- 2 Credits - U.S. HISTORY:** U.S. History will include American Indian History.
- 1 Credit - ECONOMICS:** Economics will include Tribal economic development
- 1 Credit - HEALTH:** Health will include Native Health and nutritional/dietary issues.
- 1 Credit - READING**
- 1 Credit - TRADITIONAL ARTS**
- 1 Credit - NATVE AMERICAN MUSIC**
- 2 Credits - PHYSICAL EDUCATION/ TRADITIONAL GAMES**

**32 Total Required Credits**  
**10 Elective Credits**  
**42 Total Credits Required**

- All Students must pass the **ISAT** Idaho Standard Achievement Test or fulfill an alternative graduation plan, which would entail a passing grade on ISAT Prep courses, (i.e. ISAT LU/ISAT READING/ISAT MATH).

Class designation (Classes 2010, 2011 & 2012) shall be according to the following credits earned:

Freshman year -	0-12	Junior year -	25-34
Sophomore year-	13-24	Senior year -	35+

### **GRADUATION REQUIREMENTS (Classes 2013 & Beyond)**

All students desiring to graduate from SBHS shall meet all Shoshone-Bannock School District Graduation Requirements. The minimum graduating requirements for graduation are as follows:

#### **CLASS CREDITS**

The incoming freshmen during the fall of 2009 and after will be required to graduate with fifty-two (52) credits. The following curriculum has been aligned with state of Idaho Department of Education standards for high school graduation.

#### **Core Course:**

- 8 Credits - ENGLISH:** Each school year will consist of language studies, composition and literature. One semester of these credits must include American Indian Literature.
- 1 Credit - SPEECH:** A semester of debate/traditional oratory may be substituted for speech requirement.
- 8 Credits - MATH**
- 8 Credits - SCIENCE (One full year of Physical Science and one full year of Biology)**
- 2 Credits - SHOSHONI and/or BANNOCK LANGUAGE and/or FOREIGN LANGUAGE**
- 1 Credit - AMERICAN INDIAN STUDIES:** American Indian Studies will include American Indian ethics, values, and life ways and is aligned with humanities credit.
- 2 Credit - SHOSHONE-BANNOCK HISTORY:** Aligned with Humanities credit
- 2 Credits - Tribal /US GOVERNMENT**
- 2 Credits - U.S. HISTORY:** U.S. History will include American Indian History.
- 1 Credit - ECONOMICS:** Economics will include Tribal economic development
- 1 Credit - HEALTH:** Health will include Native Health and nutritional/dietary issues.
- 2 Credit - READING**
- 2 Credit - TRADITIONAL ARTS**
- 2 Credit - NATVE AMERICAN MUSIC**
- 2 Credits - PHYSICAL EDUCATION/ TRADITIONAL GAMES**

**44 Total Required Credits**

**8 Elective Credits**

**52 Total Credits Required**

- All Students must pass the ISAT or fulfill an alternative graduation plan.
- All Students must take one of the following college entrance examinations before the end of the student's junior year: COMPASS, ACT, or SAT.

Class designation shall be according to the following credits earned:

Freshman year -	0-13
Sophomore year -	14-26
Junior year -	27-36
Senior year -	37+

### **Shoshone-Bannock High School Course Catalog**

The school course catalog is being developed. A comprehensive catalog will be available at a later time.

### **Dropping Classes after the Start of a Trimester**

Students who wish to drop a class or classes, with a W, during any term will need Parent/Legal Guardian, Student Advisor and School Administrator approval. If a drop occurs during the last 2 weeks of any grading term, a student will receive NC for the class/course and placed on his/her transcript/report card.

### **Grading**

Student grades are a means of charting progress. The grade indicates the level of achievement the student has reached toward the mastery of course objectives. While grades are only one indication of what is being learned by the student, it continues to be the school's most reliable means of communicating standard-based achievement to Parents, Guardians, and Students. The letter system used for grades is as follows:

<b>An</b>	<b>Excellent</b>	<b>90 to 100%</b>
<b>B</b>	<b>Above Average</b>	<b>80 – 89%</b>
<b>C</b>	<b>Average</b>	<b>70 – 79%</b>
<b>D</b>	<b>Below Average</b>	<b>60 – 69%</b>
<b>F</b>	<b>Failing</b>	<b>0 – 59%</b>
<b>I</b>	<b>Incomplete</b>	<b>0%</b>
<b>NC</b>	<b>No Credit</b>	<b>0%</b>
<b>NM</b>	<b>No Mark, given when a grade is not received from a teacher or the teacher is unable to grade due to certain circumstances, i.e., transfers in/out of class.</b>	

Parents should expect to receive a progress report during each term. Parent/Teacher conferences are held throughout the school year. Parent/Guardians may request a student progress report at any time, which is taken around by the Student through his/her school day.

Parent/Guardians may also request a conference at any time throughout the school year. Parent/Guardians are also welcome in our school at any time but must sign in with the main school office prior to visiting any classroom or attending any activity during regular school hours.

### **In all skills based classes (math, reading, language arts), the grade will denote the following:**

- A** -Performing at grade level or above at a superior level of work, attendance, effort and attitude.
- B** -Performing at or about grade level with an above average level of work, attendance, effort and attitude.

- C** -Performing at or near grade level with average work, attendance, effort and attitude.
- D** -Performing below grade level with below average work, attendance, effort and attitude.
- F** -Failed
- NC** -No credit given due to excessive absences.
- P** -Elective Classes (i.e. office aide)

### **Grade Changes**

All grades are final after the 10<sup>th</sup> day of the end date, of any term and will be placed on the permanent transcript. Within the 10 days, final grades may be added or changed with the written authorization of the Teacher, Guidance Counselor and School Administrator (Grade Change Form/Grade Documentation Form). Any incomplete grades will result in a failing grade, F, if a grade change is not received from the grading teacher, within the 10 days. After the 10 days, any request to add or change grades will need approval from the SB School Board. Final grades for graduating seniors will be due the Monday prior to the Graduation Ceremonies.

### **Weighted Grading**

College Dual Enrollment classes will have an additional 0.5 weight added to the weighted & unweight G.P.A. calculation. No weight will be given to Pass or No Pass grades.

### **Cheating**

Cheating or copying of another students work is completely unacceptable. Any student caught participating in this type of behavior will receive a fail mark for that test or assignment, and be disciplined according to school policy.

### **Honor Roll**

Shoshone-Bannock Jr./Sr. High School will identify students who have excelled in school. For each grading period/term, the Honor Roll will be announced.

- High Honor Roll - Students with a 3.75 or better grade point average (GPA)
- Honor Roll – Students with a 3.0 to 3.74 GPA

Student's missing 5 or more days (excused and unexcused) in a grading term/trimester will not be considered for the Honor Roll.

### **Grade Level Promotions**

Junior High grade level promotions will be based on completion of grade level requirements, completion of student's projects, proficient ISAT scores and attendance. High school students will be promoted upon earning the required credits for promotion. Special Education students will follow their individual educational plan, which is designed by an Individual Education Plan Team (IEP).

### **Graduation**

Students who have met all SBHS graduation requirements will receive a diploma at the commencement ceremony. They will be invited to participate in school approved graduation activities.

Meeting the requirements for graduation is the responsibility of the students, their Parent/Legal Guardian(s) and the Student's Advisor. Students who have not earned the required graduation

credits will not be allowed to participate in commencement exercises without a Shoshone-Bannock Jr./Sr. High School Board approved Parent/Legal Guardian request.

### **Top Scholar Selection**

The top academic students of each graduating class will be selected and recognized at graduation. In order to be considered the student must be on line to graduate. All information depends on students maintaining their grades and GPA status, including the last trimester. Selection shall be based on:

1. High School Academic GPA.
2. Attended SBHS for a minimum of two (2) years.
3. In the event of a tie the following will be the criteria to break the tie.
  - a. Highest Composite ACT score; if still a tie then
  - b. Highest Cumulative ISAT scores; if still a tie then
  - c. Combining all academic courses taken in the core areas of Math, Science, English, and Social Studies. Exact same classes may be taken over to better grade for college transcripts, however the first grade earned in all classes will be used to determine top scholar's placement.
4. Valedictorian & Salutatorian will be ranked.
5. The remaining students that initially tied will be top scholars.

It will be the duty and responsibility of the Guidance Counselor to access and provide the selection of Top Scholars.

### **Valedictorian and Salutatorian**

The student(s) receiving the number one ranking in the top scholar selection is the valedictorian. The student(s) receiving the number two ranking in the top scholar selection is the salutatorian. The Guidance Counselor will make the selection. If there is a tie then both students will receive recognition, ACT scores can also be used.

### **Testing & Scholarships**

See Counseling Services.

### **Counseling Services**

The services of the Guidance Counselor are available to all students, their parents, and faculty members. Individual conferences can be scheduled at any time during the school day.

Information is available in the following areas:

1. Job information.
2. Achievement testing.
3. Intelligence testing.
4. College entrance testing (SAT, ACT).
5. Scholarship information.
6. College application and financial aid forms.
7. Permanent records of each student.
8. Personal counseling.
9. Special kinds of testing.
10. Student scheduling.
11. Class ranks.

12. Grade averages.
13. Transcripts of credit.
14. Military information.
15. Vocational aptitude testing.
16. Information on colleges and universities.
17. Information on applications for business and trade school.
18. Correspondence study.
19. Group guidance.
20. Summer school registration.
21. Report cards.
22. Enrollment of new students.

### **Credit Outside Regular School Time**

Additional credits are available for students needing credits to graduate. Prior approval by the School Administrator is necessary before taking the additional credit options. The following areas qualify:

1. College and university classes completed.
2. Cultural Workshops/Classes (ie. HOIST)
3. Concurrent enrollment in an approved, post-secondary, training institution.
4. Job/Work experience.
5. Independence School Credits will be accepted for 1 credit per course.

The student will be required to complete 75 hours minimum to attain 1 credit in the above areas; except for the university/colleges classes which have their own guidelines for credit attainment.

### **Credit for Classroom Aides/Assistants**

Students who are library assistants, office aides, and teacher aides will not receive a letter grade for the assigned period. The students will be given a pass/fail mark. Students enrolled in these classes must be either a junior or a senior, have a 2.5 GPA, and must be on track to graduate.

### **Fifth Year Seniors**

Shoshone-Bannock High School will allow 5<sup>th</sup> year seniors to return and finish their education under the following contract:

1. Must take a full load/day of classes, or less, if the number of credits taken meets our graduation requirements.
2. Must work towards graduation through the quickest possible path.
3. Must not violate attendance or discipline policy.

If any of the above guidelines are not carried out, the student will be referred to other programs.

### **Parent Teacher Conference**

Parent Teacher Conferences are held throughout the school year to exchange information between parent/guardian(s) and teachers on a student's progress in school. STUDENTS ARE ENCOURAGED TO ATTEND THESE CONFERENCES WITH THEIR PARENTS.

## SBHS ATTENDANCE POLICIES

Shoshone-Bannock Jr./Sr. High School adheres to the Idaho State Accreditation Standards that stipulate that a student MUST be in attendance at least 90% of the time. Shoshone-Bannock Jr./Sr. High School begins at 8:30 A.M. and ends at 3:30 P.M. Per Federal Funding guidelines, CFR 25, if a student is physically absent for every period, all day for a consecutive ten (10) days, regardless of communication by parent/guardian, he/she will be dropped from enrollment with our school. Both High School and Junior High will follow the same rule for attendance policy.

### ABSENCES

Attending classes on time is a responsibility of all students and their Parent/Guardian(s).

All Parent/Guardian(s) will contact the school before 9:30 A.M. if their student(s) will be absent or late. If not the attendance clerk will contact the Parent/Guardian by phone to establish why the student is absent.

The student and/or their Parent/Guardian(s) are responsible for bringing in written excuses within FIVE (5) school days or the absence(s) will be recorded as an UNEXCUSED ABSENCE.

Student Period Attendance Detail reports will be mailed bi-weekly to keep the Parent/Guardian updated on their student(s) attendance.

### EXCUSED ABSENCES

#### SCHOOL SPONSORED ACTIVITIES

These absences are for school activities that conflict with regular school hours. These include athletic contests, field trips, club or group involvement, career development or college courses being taken off-campus.

All out of school Suspension will be excused due to the school placing the student in the Out-of-School Suspension status. All work must be completed when the student returns.

### OTHER ABSENCES

For absences that meet the criteria below, all missed assignments are expected to be turned in upon return to school:

- a. Illness: this applies to the student being ill and/or the illness of an immediate family member. Two (2) or more absents will require a doctor's note or the absence(s) will be turned into UNEXCUSED absence(s).
- b. Death of an immediate family member: This includes the time necessary to travel to and from the place of the funeral.
- c. Medical, dental, mental health, or other professional appointments.
- d. Court order placement in detention or house arrest.
- e. Ceremonial related activities that benefit the well-being of the student. THESE MUST BE WRITTEN REQUESTS & APPROVED BY THE SCHOOL ADMINISTRATOR WITH HIS/HER SIGNATURE. ORIGINAL DOCUMENTATION MUST BE TURNED INTO THE ATTENDANCE CLERK **BEFORE** THE STUDENT PARTICIPATES IN THE ACTIVITY. *TOTAL ABSENCES ALLOWED UNDER THIS REASON IS 6 maximum per class period*. If the attendance clerk doesn't receive the documentation, then the absences will stand and be coded as UNEXCUSED.

The above reasons MUST be written documentation and turned into the Attendance Clerk or his/her designee within five (5) school days, with the EXCEPTION of item e. Ceremonial related activities.

**UNEXCUSED OR UNVERIFIED ABSENCES:**

Occur when a student has been marked absent by his/her teacher and confirmation of absence or reason was not received by the Attendance Clerk. UNVERIFIED absences will be turned into UNEXCUSED ABSENCES after 5 days. These absences will be considered as “TRUANCY: when neither the School nor the Parent/Guardian can account for the student’s whereabouts”.

*The following procedures will be followed for UNVERIFIED or UNEXCUSED absences:*

First (1<sup>st</sup>) and Second (2<sup>nd</sup>) Absence:

The Attendance Clerk, or designee, will call the Parent/Guardian to confirm the absence and reason. Absences will reflect a code that fits the reason given. If no confirmation or contact is received, then the absence(s) will reflect as UNEXCUSED after the five (5) day window expires.

Third (3<sup>rd</sup>) and Fourth (4<sup>th</sup>) Absence:

The Home-School Coordinator will visit the students’ residence on file in an attempt to meet with the student, parent/guardian to discuss the ramifications of continued absenteeism. An attempt(s) will be made for this discussion.

Fifth (5<sup>th</sup>) Absence:

The student will meet with the Admissions Panel for continued enrollment and credit determination. At this time the Admissions Panel will develop a contract with the student. A copy of the contract will then be mailed home to the Parent/Guardian(s).

Sixth (6<sup>th</sup>) Absence/CONTRACT VIOLATION

Credit is lost unless other stipulations are contained within the contract agreed upon. The student will be withdrawn from the class/classes and may continue enrollment for the remainder of the trimester, in the In-School Suspension (ISS) classroom and will receive NO CREDIT.

***NO APPEAL FOR CREDIT INFORMATION***

**\*ONLY FOR GRADES 9<sup>TH</sup>, 10<sup>TH</sup>, 11<sup>TH</sup> & 12<sup>TH</sup> :**

LOSS OF CREDIT OCCURS on the 6<sup>th</sup> UNEXCUSED/UNVERIFIED ABSENCE. UNEXCUSED absences are NOT appealable and will lead to LOSS OF CREDIT. Loss of credit will lead to Athletic ineligibility, repetition of classes and delayed graduation.

**10 Consecutive Absences/Enrollment Drop Tracking Procedures**

Purpose: To ensure that the procedure for dropping students due to consecutive absences is uniformed, clear, concise, and is easy to follow for all involved.

Student is absent 3 consecutive days without reason/communication provided by the parent/guardian to the Attendance Clerk.

Referred to the Home School Coordinator for home visit.

- Feedback provided & assessed to determine further action.

Referred emails sent to Shoshone-Bannock Tribes, Tribal Youth Education (TYED), Social Services, Tribal Courts – Juvenile Division.

- Feedback provided & assessed to determine further action.

Once the above process is completed, if the student is still a no show or has not contacted the school with viable reasoning and/or documentation, the student will be dropped from enrollment on the tenth (10<sup>th</sup>) consecutive day of absence.

### **Tardy Policy**

A student will be marked tardy when not in the assigned classroom when the class tardy bell rings. A tardy is defined as being late for a class within the first 5 minutes of class.

The Attendance Clerk will track all tardiness and absences in NASIS. Three tardiness will be referred to the detention/ISS coordinator as a lunch-time detention (please refer to detention guidelines below).

### **Truancy**

Truancy occurs when neither the school nor the parent/guardian can account for the student's whereabouts. When students are identified as truant, their names are referred to the Fort Hall Police Department Dispatcher and an attempt to contact parent/guardian via phone will be done immediately. (See page 13-14 for major discipline offense)

### **Passes**

Students are not to leave classroom without a hall pass from their teacher. All students must have in their possession a valid hall pass if in the hallways during class time. The first and last 15 minutes of class there will be no passes issued.

### **Perfect Attendance**

Perfect attendance is determined as follows: a student who has attended every day of scheduled school and has a maximum of 6 hours out of the classroom; this includes excused and unexcused absences and time spent in in-school suspension (ISS) and whose only excused hours out of the classroom are funeral or medical appointments out of the immediate area and last of all approved school activities.

### **Lunch Detention**

Detention/ISS Coordinator will assign work detail for student during lunch period.

## **SHOSHONE-BANNOCK JR./SR. H.S. CAMPUS**

*The school campus is a CLOSED campus during school hours and lunch.*

### **Visitors**

All visitors must check in and out with the main school office. The visitor must wear a visitors badge while on the school property while school is in session. Any unauthorized visitors will be escorted off the school grounds.

Any person other than Shoshone-Bannock Jr./Sr. High School students, staff, or Board of Education personnel is regarded as a visitor. All visitors are required to report to the school office immediately upon arrival on the campus. Visitors are not permitted unless it is in the best interest of the students and the school. All visitors must receive written permission from a school administrator and will be held accountable for school rules. Students/Juvenile visitors from other schools must have a parent/guardian/teacher approval and have permission from the administrator or his/her designee.

Parents/Guardians are always welcome to visit the school including classrooms, or for conferences with teachers or administrator. Parents/Guardians must report to the front office where staff will go or call to bring your student to the office area. Parents/Guardians who wish to take a student from school during the day must follow the checkout procedure. Private meeting space can be arranged at the parent's request, which should be scheduled with the school's administrator.

### **Student Check In/Out Procedure**

Any student leaving school during the day or arriving after school has already begun must check in with the Attendance Clerk. A Check In/Out Log is in place for all students arriving or needing to leave school. The parent/guardians are required to physically come into the school to sign out their student 17 years old or younger, unless other arrangements have been made with the Attendance Clerk.

Students 18 years of age will **NOT** be allowed to check out of school without the consent of the administrator. After receiving the Administrator's consent the student is then permitted to check out with the Attendance Clerk to leave school grounds. However, they are NOT allowed to check-out or leave with students who are 17 years and younger.

\*Staff and Faculty will be expected to follow these same guidelines.

### **Student Vehicles**

Only students who are 17 years and older may also be permitted to drive onto school campus, with a valid State of Idaho Driver's license and insurance. Students must turn in a driver's license and insurance to the Attendance Clerk. Parents will be sent a letter to verify the status of driving privileges. (See page for further rules and regulation.

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## **GENERAL SCHOOL RULES AND POLICIES** **(Alphabetical order)**

### **Crisis Response**

The fire alarm shall be given throughout the high school building. Immediately upon hearing this signal, students, faculty and others in the building shall evacuate by using a pre-arranged evacuation route posted in each classroom. It is the staff's responsibility to ensure students know the exit plan and the directions for leaving the building from each of the room in an emergency.

The following procedures are in effect:

1. Evacuate in an orderly fashion.
2. The teacher is the last person out of the room.
3. Close doors or windows.
4. Do not stop to fight the fire.
5. Teachers are to take their roll book outside with them to check attendance. Each class will have a designated place where they will meet.
6. Students should stay with their own class.
7. Students are to evacuate the building quietly.
8. No student is to return to the building until an "ALL CLEAR" message is given.

Crisis may come in any form. The students and staff will be trained in both evacuation and lock down drills over the course of the school year. The plan can be seen on the school website.

### **Dress Code for Students**

The school recognizes that student dress and grooming practices are generally a matter of personal choice. However, the school also recognizes that there is a relationship between student's choices of dress and grooming practices and such things as school pride, self-esteem, and general welfare of the students.

The student shall assume the responsibility for dressing appropriately for all school occasions and weather. Suitable shoes must be worn in school for reasons of health and safety. Common sense should be followed in selecting appropriate dress.

Students who violate the school dress policy may be asked to do any of the following depending upon the specific circumstances:

1. Change into clothing provided by the school.
2. Have other clothing brought to the school.
3. Remove inappropriate accessory or accessories.
4. Be transported home to change attire.
5. Surrender any drug or alcohol clothing/accessory to the Dean of Students.

Shoes that cause scuffmarks are not allowed on the gym floor. Any headgear or jacket/coat (including outerwear vests) must be stored in the student's locker before the first bell until the end of the school day, unless the student obtains permission from a school administrator.

The following clothing choices are **NOT** acceptable:

1. Bare-midriff, sheer, low cut tops or short shorts.
2. Hats, bandanas and headbands.
3. Any clothing, accessory or symbolic apparel believed to be affiliated with gangs per the Gang Ordinance of the Shoshone-Bannock Tribes. This includes the BLUE/BLACK COLORS WITH OR WITHOUT PRINT.
4. All clothing that refers to obscenities, pornography, violence, alcohol, drugs and/or contains unacceptable language or images.
5. Baggy pants that show underwear.
6. Coats or back backs in the classrooms unless determined by Individual Education Plan.
7. Sunglasses unless verifiable medical reasons exist, i.e. prescription.

**Students are not to wear hats or other head-wear in the school buildings during school**

**hours. Hats may be taken by the faculty or staff if worn and turned into the Dean of Students. Hats may be retained by the school until the end of the school year. Hooded sweatshirts are allowed as long as the hood is down. *(also, per motion of 12/02/10 by SBSB).***

### **Fund Raising Policy**

Any fund raising activity must have prior approval of the administrator. School clubs or organizations have exclusive use of the concession booth or other food vending rights for any event in the school. The athletic director must maintain a schedule of events and organizations involved in concession. All fund-raising proceeds will be accounted for with two adult signatures and receipted to the office manager and turned into the Shoshone Bannock Tribes Finance Dept. no later than 42 hours within the event was held.

### **Illness, Injury or Medical Emergency at School**

If a student is injured or becomes ill at school, he/she is to report to his/her teacher and ask for a pass to report to the office. If necessary, the school will try to contact the parent. All students who are injured or become ill must check out through the front office before leaving school. When a student is transported by school personnel or ambulance to the hospital or clinic, the parent is responsible to meet the driver and student at the health facility.

In case of an accident or emergency during school or a school activity, students and staff are to notify the administrator or school personnel as soon as possible. First aid supplies are kept in the office and in classrooms. Should the situation require medical attention, the parent will be notified immediately, and the student will be taken to a medical facility for treatment.

Parent permission to receive medical attention in emergency situations is part of the admission packet. Students are encouraged to stay at home whenever they're ill.

### **Incentives**

The school is offering attendance and punctuality incentives. All incentives are performance-based and available to all students.

### **Internet Policy**

The purpose of the Shoshone Bannock Jr./Sr. High School information network is to advance the educational opportunities for all students. It is therefore required that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

All students, faculty and staff must have a signed Application for Network Use (Internet) and a Certificate of Web Security on file before they can access the Internet. Any violation of the acceptable use, privileges, etiquette and responsibility as set forth by the SBHS guidelines may not only be unethical but may constitute a criminal offense. Intentional misuse of hardware and/or software may incur expenses and suspension of privileges to the user. Violations and disciplinary action will be consistent with the SBHS standards policies and procedures. No student is to have access to any teacher's computer, and teachers will be disciplined for allowing student access to teacher academic and attendance records via the computer.

### **Library**

Student use of the library is encouraged. The following rules will be used to check out books

- All book, except reference books, may be checked out for two weeks at a time and may be renewed as often as necessary.
- Reference books may be checked out overnight only.
- Each person may have one book out at a time.
- Any book damaged or lost has to be replaced by the student.
- Any person with more than three lost books will lose the privilege of checking out more books.

### **Lockers**

Students will be assigned lockers and locks at the beginning of the year. These are provided for the convenience of the students. The students are responsible for the upkeep of the lockers and the return of the locks. Students are warned not to leave money and/or expensive possessions in their lockers. Students are responsible for keeping their locker combination to themselves. Changing from assigned locker must be approved by the main office. The school reserves the right to search any and all students' lockers as a part of the routine school inspection. Regular locker inspections will be held several times during the school year.

### **Locker and Desk Searches**

School lockers and desks are the property of the school. At no time does the school relinquish its exclusive control of lockers or desks. School personnel, for any reason, may conduct inspections of the interiors of lockers or desks and their contents at any time, without notice, without student consent, and without a search warrant. Any suspicious items will be turned over to tribal police.

### **Lost and Found**

If any person in school or on the school grounds finds any item in the school or on the school grounds, he/she should turn it into the main office. All lost and found items will be kept in the main office. Please check there and with the custodians if you have lost anything.

### **Lunchroom Rules**

Students are provided breakfast and lunch at no charge. Students arriving late for breakfast will only receive a cold breakfast. Students are not allowed to leave the lunchroom with food. All food must be eaten in the lunchroom so that excess food, containers, and wrappers will not be scattered throughout the school building or on the school grounds. Students are expected to use good table manners and to clean up their eating area before leaving the lunchroom.

### **Medications and Prescriptions**

Medications that are to be given three times a day can be given before school, after school, and at bedtime. For the safety of your child, it is essential that the following be observed when medication is to be given during the school day.

In order for medication to be administered at school, all medication needs to be brought to the school with the prescription information. Should a parent in outlying areas be unable to bring the prescription medicine to the school the prescription medication may be given to the student's bus driver provided it has the information below.

### **FOR ALL MEDICATION**

The school must have on file a complete medication form containing:

1. Student name
2. Name of medication
3. Diagnosis
4. Time and direction of administration
5. Dosage and route of administration (ex. 1 tsp. Orally)
6. Possible side-effects
7. Termination date of administration
8. Signature of a parent/guardian
9. Physician's name and office address

Additional rules and information applying to medication are the following:

- Limited quantities of the medication should be brought to the school.
- Medication forms are available from the school office secretary.
- All medication administered at SBHS will be secured in a locked compartment.
- NO Tylenol or over-the-counter medications will be administered to students unless parental permission is signed on the enrollment form.
- SBHS IS NOT responsible regarding medication if the student or guardian does not comply with this policy.
- The school will provide a medication record.
- Personnel giving the medications may include the administrator, health specialist, or a teacher.
- Students are permitted to carry prescribed inhalers.

### **Parking Policy**

All vehicles parking at school must remain in the parameters of the designed parking lots. Faculty and staff parking are at both the north and south end of the building. Food Service staff parking is located behind the kitchen. Student parking is located at the north end of the building. The front of the building is reserved for visitors and parents/guardians.

ABSOLUTELY NO ELECTRONIC DEVICES TO BE USED DURING SCHOOL TIME, WITHIN THE SCHOOL BUILDING. (Per SBSB, motion of 12/02/10 meeting)

### **Personal Entertainment Devices and Cell Phones**

Students are NOT to bring the following devices: mp3 players, iPods, personal radios, pagers, cell phones, CD players or other personal entertainment devices to school. The school is not responsible for lost or stolen equipment of this type. Cell phones may not be used during school hours. Only with specific permission by the school administrator will any cell phone be allowed to be carried throughout the day. The school may confiscate any items, toys, and paraphernalia. Any confiscated items will be kept in the school administrator's office and returned at the School Administrator's discretion. At random times they will be confiscated if they do not use them in a respectful manner and not to disrupt classes.

### **Phones**

Use of the school telephones by students is limited to emergency calls and school business calls only. Calls for permission to attend parties or to ride buses with friends, etc. will not be permitted. These matters should be taken care of before the student comes to school. Students will not be called out of class to answer phone calls. A message will be taken for the student.

Teacher issued phones (located in the classrooms) are to be used for official school communication only.

### **Students Grievance Procedure**

Shoshone-Bannock Jr./Sr. High School staff will administer student policy fairly and equitably. In the event that a student/parent feels that his/her rights have been denied, a grievance procedure is to be followed:

1. Complaint presented to the Dean of Students in writing along with reasons for the complaint within 5 days of the alleged violation.
2. The Dean of Students shall investigate the complaint and set up mediation between parties to resolve the issue.
3. If the student/parent is not satisfied with the findings of the mediation then he/she must appeal to the School Administrator in writing no later than 5 days after the mediation. The administrator will respond within 5 days.
4. If the student/parent is not satisfied with the decision of the administrator, a written appeal must be presented to the School Board within 5 days and a hearing held within 30 days. The decision of the School Board is final.

### **Student Vehicles**

1. Students participating in school sponsored activities will not drive personal vehicles to said activities.
2. Students may not leave the school in any person's car during class time.
3. Leaving the school without permission will constitute truancy and appropriate disciplinary and referral action will occur.
4. All personally owned student vehicles and vehicles driven to school by students that are owned by a parent or guardian are considered to be under the authority of the school during regular school hours.
5. At no time will students be allowed to transport students to and from school unless prior permission is granted by the parent/guardian to be transported.
6. Students will not be allowed to drive any vehicle at any time during the regular school hours.
7. Vehicles may be searched at any time while on school property.
8. Smoking or loitering around vehicles will result in disciplinary action.

### **Transcripts**

Students may request transcripts and receive such from the high school. However, they will not be forwarded if a fine or fees are unpaid. After the student has graduated, all transcripts are located in the Registrar's office and must be obtained there.

### **Transportation Policy**

Parents/guardians must notify the office and advise the school if there is to be a change in transporting of student. If there is no notification, the student will follow his/her regular method of getting home. Transportation of students to and from school is a privilege. For safe transportation, the students must be aware of the bus rules. The student must also be aware of what will happen of he/she decides to violate the rules.

**The bus driver is in complete charge of the bus at all times and is responsible for the safety and discipline of the students.**

**School bus rules and regulations:**

- Students should be on time for their bus stop, drivers will wait a minimum of 1 minute per stop, please have your child ready on time for the convenience of the other passengers.
- Stay off the road while waiting for the bus.
- If students have to cross the road while loading, they must stay at least 10 feet in front of the bus.
- Students must keep hands, feet, and property inside of bus.
- Fighting, throwing items, teasing other students, and use of profane language will not be tolerated.
- Emergency exit doors are for emergency use only.
- Students will remain seated while the bus is in motion.
- Littering, smoking, drug use, animals or weapons are not permitted on the bus.
- Parents will be allowed on the bus with school administration permission only.
- Parents must have indicated on the enrollment form alternative drop off destinations.
- Writing on or destruction of the school bus is prohibited.

**Students are expected to behave in an orderly manner at all times. Students who do not cooperate:**

- Will be referred for disciplinary measures.
- May be denied the privilege of riding the bus.

If the student commits a major infraction that jeopardizes the safety of the student, other students, or the bus driver, the bus driver may assign a one-day suspension from the bus. A school administrator may assign a bus suspension for more than one day. Whenever a bus driver suspends a student, the student will be provided a copy of the suspension report, and the transportation director will notify the parent/guardian the same day if possible. If the parent is dissatisfied with the disciplinary actions administered by the driver, the decision may be appealed to the transportation director. Whenever a student is suspended from the bus riding privileges, the student is still obligated to attend school using an alternative form of transportation to and from school which will be the responsibility of the parent/guardian(s). Every effort will be made to contact the parent on the day of the incident. Students with IEP's are subject to Federal IDEA regulations 34 CFR 300.519 and 520.

**ETHICAL BEHAVIOR FOR EMPLOYEES AND ELECTED OFFICIALS WHO HAVE A STUDENT ATTENDING SHOSHONE-BANNOCK JR./SR. HIGH SCHOOL**

- Employees who have students in this school should take every effort to avoid using their position to unduly influence or interfere in the normal operation of the student's academic, sports or disciplinary concerns at the school.

- Students who have parents, guardians, or relatives working at the school or parents, guardians, or relatives who are elected officials should not expect to receive favored treatment.
- Elected officials of the Shoshone-Bannock Tribes bear a special responsibility not to let their position be used by themselves for special consideration or exception to the policies in this handbook.

### **PROPER PROCEDURE TO ADDRESS PARENT, STUDENT, OR EMPLOYEE ETHICAL VIOLATIONS**

- The employee who is harmed by a breach of ethics by parent who is an employee or elected official will first seek a conference to report and/or resolve the concern with the Dean of Students. If the employee is not satisfied with the results of the conference with the guidance counselor, the employee may take the concern to the mediation committee.
- If the employee cannot find satisfaction by consultation and action of the mediation committee, they can request a meeting with the School Board.
- An employee can request a meeting with school board by filing a brief written request and submitting the request to the superintendent. Decisions of the school board are final.

### **DISCIPLINE CODE**

#### ***(Special Education Law in Italics)***

### **Disciplinary and Behavior Management Policy and Procedure**

#### **Teacher Authority**

Teachers shall have complete authority in their classroom and have class rules aligned with school policies and incentives they view as necessary as long as school policy is not circumvented. Students are expected to respect such authority and shall demonstrate general behavior that supports courtesy, decency, and the educational process.

All staff including aides, clerical staff, custodial, maintenance, bus drivers, and cooks has the authority to enforce school rules in the school setting or at any school activity.

The classroom teachers will be the primary monitors of students during the school hours, on school grounds, and at school activities. All first attempts to solve disciplinary problems will be made by the classroom teacher. Should their attempts prove futile, the problems will be referred to the appropriate behavior management room or to the school administrator. The staff and student will discuss the disciplinary concerns and arrive at an acceptable solution as outlined by policy. The parent will be notified as soon as possible, of conferences and the disciplinary referrals as outline by policy. There may also be interim placements in alternatives educational setting for up to 45 days in accordance with federal law 34 CFR 300 520, 300 523, and 300 121.

***Federal Law 34 CFR 300 520 (a)(1)(i)*** School personnel may order to the extent removal would be applied to children without disabilities, the removal of a child with a disability from the child's current placement for not

more than 10 consecutive school days for any violation of school rules and additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct (as long as those removals do not constitute a change of placement under 34 CFR 300 519 (b)).

34 CFR 300 520 (a)(1)(ii) After a child with a disability has been removed from his/her current placement for more than 10 school days in the same school year, during any subsequent days of removal the public agency must provide services to the extent required under 34 CFR 300 121 (d).

34 CFR 300 520 (a)(2) School personnel may order change in the placement of a child with a disability to an appropriate interim alternative educational setting for the same amount for time that a child without a disability would be subject to discipline but for not more than 45 days if

- (i.) The child carries a weapon to school or to a school function under the jurisdiction of a State or local educational agency or
- (ii.) The child knowingly possesses or uses illegal drugs or sells or solicits the sale of controlled substance while at school or a school function under the jurisdiction of a State or local educational agency

34 CFR 300 523 If an action is contemplated regarding behavior described in 34 CFR 300 520(a)(2) of 300 521 or involving a removal that constitutes a change of placement under 34 CFR 300 519 for a child with a disability who has engaged in other behavior that violated any rule or code of conduct of the LEA that applies to all children not later than the date on which the decision to take that action is made, the parents must be notified of that decision and provided the procedural safeguards notice described in 34 CFR 300 504

34 CFR 300 121(d)(2)(B) based on a hearing officer determination that maintaining the current placement of the child is substantially likely to result in injury to the child or to others if he or she remains in the current placement, consistent with 34 CFR 300 521

34 CFR 300 121 (d)(3) School personnel, in consultation with the child's special education teacher, determine the extent to which services are necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the child's IEP if the child is removed under the authority of school personnel to remove for not more than 10 consecutive school days as long as that removal does not constitute a change of placement under 34 CFR 300 519(34 CFR 3000520(a)(1)). The Child's IEP team determines the extent to which services are necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the child's IEP if the child is removed because of behavior that has been determined not to be a manifestation of the child's disability consistent with 34 CFR 300 524.

34 CFR 300 521 A hearing officer under section 615 of the Act may order a change in placement of a child with a disability to an appropriate interim alternative educational setting for not more than 45 days if the hearing officer in an expedited due process hearing,

- (a) Determines that the public agency has demonstrated by substantial evidence that maintaining others.
- (b) Consider the appropriateness of the child's current placement.
- (c) Considers whether the public agency has made reasonable efforts to minimize the task of harm in the child's current placement, including the use of supplementary aids and services, and
- (d) Determines that the interim alternative educational setting that is proposed by school personnel who have consulted with the child's special education teacher, meets the requirements of 34 CFR 300 522(b).

34 CFR 300 526(c)(2) In determining whether the child may be placed in the alternative educational setting or in another appropriate placement ordered by the hearing officer, the hearing office shall apply the standards in 34 CFR 300 521

34 CFR 300 526(c)(3) A placement ordered pursuant to 34 CFR 300 526 (c)(2) may not be longer than 45 days.

### **Appropriate Student Conduct** (includes, but is not limited to)

- Following all classroom rules.
- Do assigned classroom work.
- Treat others with respect.
- Walk in the hallways.
- Keep hands, feet, and objects to self.
- Show appreciation for and be courteous to all groups/guests presenting programs or participating in athletic events in our school.
- Treat the building and grounds with respect.

## **Inappropriate Student Conduct**

- **Noise (N):** Any sound created by a student who distracts the students, another student, or the teacher from the business at hand. The noise may be generated vocally, (including, but not limited to, talking swearing, or unintelligible sound) or non-verbally (such as, but not limited to, pencil tapping, or finger snapping).
- **Out of Place (OP):** any movement beyond whether explicitly or implicitly defined boundaries in which the student is allowed movement of any sort.
- **Physical Contact (PC):** any contact with another person or another person's property, which is unacceptable to that person. Kicking, hitting, pushing, breaking, throwing items, and stealing are all categorized as physical contact, as well as verbally threatening or a physically threatening gesture, such as making a fist or getting in someone's face.
- **Off Task (OT):** any movement not on task and not falling into the above three categories, such as looking around, staring into space, doodling or any other observable movement off the task at hand.
- Violation of Tribal and State Law will result in immediate referral to Tribal Police, or appropriate agencies.

## **Court Orders:**

All Court orders from Shoshone-Bannock Tribal Court will be honored, as much as possible due to the school being a "public" entity. We will honor court orders from other jurisdictions only if they are approved through the Shoshone-Bannock Tribal Court, or signed by a Judge.

Orders include; Restraining Orders, Child Custody Orders, Family Court Orders, Probation Orders, and all other Legal Orders that are not mentioned.

All Juvenile Court orders that include mandatory school attendance and/or behavior issues will be honored.

A release of confidential information will be signed by the parents, for documentation purposes. For all other jurisdictions.

## **Drug and Alcohol Policy**

SBHS recognizes that the use of drugs, illegally and/or inappropriately, is a danger to the positive development of students. The school recognizes that chemical dependency is a treatable illness. Students with chemical dependency problems who seek assistance and follow the prescribed treatment program will not be affected academically by the diagnosis or a request for treatment. SBHS will do whatever is possible to assist the healthy recovery of any students who demonstrates that he/she will take steps to take care of him/her. This includes providing educational materials to treatment facilities where SBHS students are attending

Any students found under the influence of any controlled substance, alcohol, or other mood altering chemicals will be turned over to the proper authorities. If any staff member finds paraphernalia that is suspicious it will be confiscated and turned over to the proper authorities as well.

## Smoking and Tobacco Policy

Shoshone-Bannock Jr./Sr. High School Board and the Shoshone-Bannock Tribal Council state that the school grounds are a “Smoke-Free” facility.

## Weapons Policy

Definitions:

**Weapon** – refers to any device, instrument, knife or firearm, whether loaded or unloaded, designed as a weapon which is capable of threatening or producing bodily harm or death, including pellet guns, look-alike, toy gun or non-functioning guns that could be used to threaten others.

**Possession** – refers to having a weapon on one’s person or in an area subject to one’s control on school property or at a school activity. In the case of a student found in possession of a weapon that he/she is *holding* for another student, both students will be subject to the weapons policy.

The school recommends students notify a staff member if they see a weapon and for their safety are not to touch the weapon. If a student has knowledge of a student having possession of a weapon, they are obligated to inform a teacher.

### Policy and Procedure

It shall be a violation of this policy for any person to have in his or her possession or concealing any of the following implements on school property, including buildings, parking lots, lockers, and vehicles.

Board policy forbids students to bring weapons to school or to school-sponsored activities. Items in the following categories are defined as weapons:

- Any firearm of any description.
- Any knife of any description.
- Any metal knuckles, razors and/or laser pointers.
- Any ice pick or similar device having a sharp point, except that this shall not apply to any person delivering ice to a school district facility.
- Any other object that is carried for the purpose of inflicting injury on another.

Any student alleged to be in violation of this policy will be referred to the police authorities, and if allegedly a law has been violated, charges will be filed against the youth. The school shall suspend the student from school and refer him/her to the Board of Trustees for an expulsion hearing. An expulsion hearing shall be held within ten (10) school days following the incident. In the event the evidence substantiates the charge, the Board of Trustees will make its decision with respect to expulsion.

**A mandatory minimum one-year expulsion will be given to any student found guilty of bringing a firearm to school. SBHS will not admit a student who has been expelled from another school district for violating the federal law until the student has completed the expulsion period of not less than one year. Timing will be based upon written confirmation from the district that initially expelled the student. If a student challenges this decision of the board, that student is entitled to a due process hearing before the board according to the district's procedure for conducting an expulsion hearing.** The persons affected by this

policy are hereby notified that violation of this policy is considered by the school board as grounds for expulsion. In the enforcement of these regulations, principal may authorize:

- Unannounced inspections of students' desks and lockers.
- Inspections of students' automobiles driven to school.
- Inspection of the contents of pockets, backpacks, and/or purses if suspected of being in possession of prohibited, stolen, or illegal items.

### **Sexual Harassment and Violence Policy**

To maintain learning and working environment that is free from sexual harassment and violence. Shoshone-Bannock Jr./Sr. High School prohibits any form of sexual harassment or violence. Harassment includes any physical or verbal conduct, which is related to a person's gender, sexual orientation, race, color, age, religion, national origin, marital status or disability and which:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive school environment.
2. Has the purpose or effect of substantially or unreasonably interfering with a student's school performance;
3. Otherwise adversely affects a student's school opportunities.

Any student or employee that commits sexual harassment or violence will be subject to disciplinary action. All complaints are to be addressed to the principal or counselor and will be investigated immediately and the proper action taken. The administrator serves as the designated official for oversight of this policy.

### **Law Enforcement Officers**

In cases where a law enforcement office interviews students, the administrator or designee will be present when the interview is being conducted and shall make a reasonable effort to notify the student's parent of the interview. If a student is arrested or taken into temporary custody on school property during the school day, the school no longer has jurisdiction over the student. The school shall make reasonable effort to notify the parent when an arrest is made or a student is taken into temporary custody.

### **Suspended Students**

Suspended students and parents/guardians must be given notice of the suspension and a written or oral explanation of the charges. The student has the right to present his/her side of the issue prior to the suspension or as soon as practicable. Suspended students are not allowed on school grounds at any time without prearranged permission from the school administration. Suspensions are considered **excused** absences and all work must be made up. Suspensions can be up to 10 days.

### **In-School Suspension**

The in-school suspension (ISS) is an alternative to out of school suspension. A student who receives in-school suspension will be isolated in a room under supervised study. While the student is suspended, he/she must complete usual assignments provided by the regular classroom teacher. Under no conditions are students allowed to take breaks other than the restroom break under supervision. If the student does not cooperate while in in-school suspension, then he/she may receive additional in-school suspension or out of school suspension. Refusal to do

suspension or to seek to postpone or when it has already been approved will result in suspension until it is done.

### **Out-of-School Suspension**

Students may receive out-of-school suspension for up to 10 days by the principal following a conference with the student and parent/guardian or notification to parents/guardian. *Students with IEP's are subject to Federal Individuals with Disabilities Education Act (IDEA) regulations 34 CFR 300.519 and 300.520.*

*34 CFR 300.519 For the purpose of removals of a child with a disability from the child's current educational placement under 34 CFR 300.520-300.529, a charge of placement occurs if the removal is for more than 10 consecutive school days or the child is subject to a series of removals that constitute a pattern because they cumulate to more than 10 school days in a school year, and because of factors such as the length of each removal the total amount of time the child is removed and the proximity of the removals to each other.* Students whose behavior is considered disruptive or who have a continued non-resolved behavior problem may be suspended out of school. This action is deemed very serious and will require a parent-student-administrator conference before reinstatement can take place. The intention of the staff at Shoshone-Bannock Jr./Sr. High School is to provide a continuous, uninterrupted education for all students. Students' suspended out-of-school for inappropriate behavior will be expected to maintain their work in all classes.

1. Students suspended will be allowed to request their assignments and be given an opportunity for missed school work.
2. Inappropriate behavior warranting out-of-school suspension would include: fighting, habitual tardiness, flagrant truancy, or inability for self-control. Any areas considered disruptive or a continuous non-compliance of school regulations could result in an out-of-school suspension.
3. Students on out-of-school suspension will not be allowed to attend any extra-curricular activity or practices related to activities on the days of suspension. All coaches and advisors will be notified of the suspension.

## **CONTRACTS**

**A Behavior, Attendance, and Enrollment Contract** will be given by the Behavior Panel, on or in the event that the student had a prior history. They will be given a contract only during the immediate trimester. If they violate the Contract they will be placed on an ISS Contract, they will be given the opportunity to get counseling, group sessions and any other form of rehabilitation for their behavior prior to recommendations for Expulsion.

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### **Expulsion**

A student may be expelled from school if it is shown that his/her conduct does in fact undermine good order, threatens the welfare of the school, disrupts the educational process, or deprives other students of an opportunity to pursue their own education. Expulsion may be for a calendar school year or less depending upon the decision of the School Board following a recommendation from the Expulsion Hearing Board in accordance with due process. The administrator or the administrator's designee will select members of the Expulsion hearing Board. Expelled students are not allowed on school grounds at any time without permission

from the school administration. The Expulsion Hearing Board will be made up of responsible adults from the community and may include members of the school staff.

### **Due Process for Expulsion**

In all disciplinary actions, students will be afforded due process of law under the Constitution of the United States, and the regulations of the School. Every student is entitled to due process of law before he/she is expelled. The students' rights include the following:

1. Written notice of charges within a reasonable time prior to a hearing. Notice of charges shall include reference to the regulation allegedly violated, the facts alleged to constitute the violation, and the notice of access to all statements of person relating to the charge and to those parts of the student's school record which will be considered in rendering a disciplinary decision.
2. A fair and impartial hearing to the imposition of disciplinary action (absent the actual existence of an emergency situation and immediate danger to the health and safety of the students and others). In an emergency situation, the school official may impose disciplinary action not to exceed a temporary suspension, but shall immediately submit a report in writing the facts (not conclusion). The report shall indicate the reason for the emergency and shall afford the student a hearing that fully comports with due process as soon as practicable.
3. To have present at the hearing the student's parents/guardians (or their designee) and to be presented by lay or legal counsel of the student's choice. Private attorney's fee are to be borne by the student
4. To produce, and have produced, witnesses on the student's behalf and to confront and examine all witnesses.
5. To records of hearings of disciplinary actions including written findings of fact and conclusions in all cases of disciplinary action.
6. The right of administrative review and appeal.
7. The student shall not be compelled to testify against him/herself.
8. The right to have allegations of misconduct and information pertaining expunged from the student's record in the event the student is found not guilty to the charges.

Under no circumstances shall punishment be cruel, excessive, or administered with malice and/or passion.

34 CFR 300.522(a) the interim alternative educational setting referred to in 34 CFR 300.520(a)(2) must be determined by the IEP team.

*34 CFR 300.300(a)(1) each State receiving assistance under 34 CFR part 300 shall ensure that FAPE is available to all children with disabilities, aged 3 through 21, residing in the State, including children with disabilities who have been suspended or expelled from school.*

*5131 In the case of a child with a disability who has been removed from his/her current placement for more than 10 school days in that school year, the public agency, for the remainder of the removals, must*

- i. Provide services to the extent necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the child's IEP, if the removal is*
  - (a) Under the school's personnel's authority to remove for not more than 10 consecutive school days as long as that removal does not constitute a change of placement under 34 CFR 300.519(b) (34 CFR 300.520(a)(1): or*
  - (b) For behavior that is not a manifestation of the child's disability, consistent with 34 CFR 300.524, and*

- ii. *Provide services consistent with 34 CFR 300.522 regarding determination of the appropriate interim alternative educational setting, if the removal is for drugs or weapon offenses under 34 CFR 300.520(a)(2)*

## **Behavior Expectations and Consequences**

Overview – the consequences for inappropriate student behavior described on the following pages are designed to be fair, firm, and consistent for all students. They apply to SBHS students in any school, or other district building on school property, in school vehicles and school events. School vehicles are defined as school buses and vans owned or leased by the school, and cars and other vehicles owned by school staff and authorized by the school for transporting students.

**Any violent behavior or other activity that takes place outside of the school day and/or takes place away from the school that impacts the school environment, students, or staff may be subject to disciplinary action. Administrators may use discretion in individual cases. Consequences for a specific offense may be more or less severe than indicated if staff members believe it is appropriate.**

Because it is not possible to list every inappropriate behavior that occurs, behaviors not specified will be responded to as necessary by staff. Staff members include bus drivers, chaperones, classroom teachers, counselors, classroom aides, janitors, bus monitors, administrators and other appropriate district staff who deal with minor infractions. **All staff members are mandated reporters according to Federal Law.**

After a student has received an out-of-school suspension, he/she will have a re-entry conference held with the student, parent/guardian and appropriate staff to discuss the behavior(s) that led to the suspension, appropriate alternative behaviors the student might have chosen, and a plan to prevent future inappropriate behaviors.

The administrator may involve the police and other law enforcement authorities as necessary. If a student violates a school rule which is also a violation of a law, the student may be referred to the police in addition to being dealt with as described in the regulation. Special Education and discipline records will be consistent with Family Educational Right and Privacy Act (FERPA).

Depending on the nature and degree of the offense and the number of prior offenses, any one or a combination of the list of possible consequences may also be assigned by the school administrator. The possible consequences listed below are not intended to be all-inclusive. They are presented as guidelines for staff, students, and parents. List of possible consequences:

1. After-school detention.
2. Barring from school activities.
3. Alcohol/drug testing.
4. Confiscation.
5. Expulsion.
6. Individual contract.
7. Reasonable use of physical restraint or force.
8. In-school suspension.
9. Meeting with the Chemical Dependency Unit.
10. Parent conference.

11. Parole officer notification.
12. Police notification.
13. Restitution.
14. Successful completion of a drug treatment program.
15. Referral to counseling or social worker.
16. Support group attendance.

Except for serious offenses, the accumulation of consequences shall count for only one school year. Students that display good behavior for 9 weeks will have one step removed from the behavior consequence table. All students begin each year with no carry-over of consequences.

### **Exceptional Misconduct**

**Exceptional misconduct is so serious in nature and disruptive in its effect upon the operation of the school, an immediate short or long term suspension or expulsion is warranted. Behaviors resulting in immediate short or long term suspension may occur on the first offense.**

### **Restitution**

To help students assume responsibility for damage of school property, they will be asked for restitution of lost or damaged materials, equipment, or other school property.

### **Anti-Bullying Policy**

The Shoshone Bannock Tribal School Board of the ShoBan Jr./Sr. High School is committed to protecting its students, employees, and applicants for admission from bullying, harassment, or discrimination for any reason and of any type. The School Board believes that all students and employees are entitled to a safe, equitable, and harassment free school experience. Bullying, harassment or discrimination will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all application Federal and Tribal Laws. Conduct that Constitutes Bullying, Harassment or Discrimination, as defined herein is PROHIBITED.

It is essential that a basic universal prevention curriculum is in place so that the school will receive a culture of Health, Wellness Safety and Respect and Excellence.

The standards of this policy constitute a specific, focused, coordinated, integrated, culturally sensitive system of supports for all students, staff, families, and community agencies that will improve relations within the school. It is designed to ensure that the school has staff that have been trained and are supported in their school's efforts to provide awareness, intervention training, and instructional strategies on prevention, to each staff, parent, and student in the school and to direct follow up when incidents are reported and/or occur.

#### I. Definitions

- A. "Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or dehumanizing gesture, by adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve, but not limited to:

1. unwanted teasing
2. threatening

3. intimidating
4. stalking
5. cyber stalking
6. cyber bullying
7. physical violence
8. theft
9. sexual, religious, or racial harassment
10. public humiliation
11. destruction of school or personal property
12. social exclusion
13. rumor or spreading of falsehoods

- B. "Harassment" means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:
1. places reasonable fear of harm to person or property.
  2. effects or interferes with educational or work performance.
  3. effects the emotional wellbeing of student or staff
  4. disrupts the orderly operation of the school
- C. "Cyber stalking" means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
- D. "Cyber bullying" is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social web-sites(e.g. MySpace, Bebo, and Facebook), chat rooms, and instant messaging.

The Shoshone-Bannock Jr./Sr. High School expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

### **Special Education Disciplinary Procedure**

If the student falls under the procedural protection of the *Individuals with Disabilities Education Act* (IDEA), or under section 504, refer to current federal policies and procedures and italicized policy descriptions.

### **Discipline Code/Sanctions**

Students are expected to not engage in the following activities. The consequences apply regardless of whether the inappropriate behavior took place in school, in a district vehicle, at another school or district activity, or during any part of the school day. Except for serious offenses and safety related behaviors, the accumulation of consequences will increase step-by-step, taking into account the students overall record and shall count for one school year or less depending on good behavior. Parents shall be notified via phone call, and/or letter if Suspension is out of school.

**This document is intended to be a guideline.**

<b>Bullying and Harassment</b>	<b>Sanctions are based upon severity and occurrence</b>		
<u>See Definitions Page 25</u>	2 days In-School suspension  Three weeks counseling 2x weekly w/ verification	3 days Out-of-School suspension  4 weeks of Anti-Bullying Prevention Group meetings on Tues/Thurs 3:30-4:30. w/verification	Expulsion Referral to CPS
<u>All incidents will be reported via NASIS PORTAL REPORTER MUST CONTACT PARENTS. ALL REFERRALS for CRIMINAL BEHAVIOR WILL BE REFERRED AUTOMATICALLY TO CHILD PROTECTIVE SERVICES</u>			

<b>Inappropriate Behavior</b>	<b>1<sup>st</sup> Step</b>	<b>2<sup>nd</sup> Step</b>	<b>3<sup>rd</sup> Step</b>
<b>Alcohol or chemicals, Possession or Use Possessing.</b> Possessing or being under the influence of any alcohol, narcotic or controlled substance where possession or use is prohibited by Tribal or Federal Law. Students will be considered in possession of alcohol, narcotic, or controlled substances if they are in an area where such substances are present. (For prescription medication, Medication and Prescription Section in Handbook)	1 Day Suspension  3 Day suspension  In-school suspension  Expulsion  & Attendance by Shoshone-Bannock Tribe Human services (CPS)  Police referral	3 – Day suspension  5 – Day suspension  In-school suspension  Expulsion  & Attendance by Shoshone-Bannock Tribe Human services (CPS)  Police referral	Expulsion  Police referral
<b>Alcohol or chemicals, Possession or Use Possession With the Intent to Distribute or Sell.</b> Selling, Distributing, delivering, exchanging, or intending to sell, deliver, exchange or distribute any alcohol, narcotic, or controlled substance is prohibited by Tribal and Federal Laws.	5 – Day suspension  Expulsion  & Attendance by Shoshone-Bannock Tribe Human services (CPS)  Police referral	5 – Day suspension  Expulsion  & Attendance by Shoshone-Bannock Tribe Human services (CPS)  Police referral	Expulsion  Police Referral

<p><b>Ammunition Possession.</b> Possession of bullets or other projectiles designed to be used in a weapon.</p>	<p>3 – Day suspension Police referral 5 – Day suspension Expulsion</p>	<p>5 – Day suspension Expulsion Police Referral</p>	<p>Expulsion Police Referral</p>
<p><b>Arson.</b> Intentional destruction or damage to school property or other property by means of fire.</p>	<p>5 – Day suspension Expulsion</p>	<p>Expulsion</p>	
<p><b>Assault, Aggravated.</b> Committing as assault upon another person with a weapon, or an assault that inflicts substantial or great bodily harm upon another person</p>	<p>Expulsion</p>		
<p><b>Assault, Physical.</b> Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person</p>	<p>1 – Day suspension 3 – Day suspension Expulsion Police referral</p>	<p>3 – Day suspension 5 – Day suspension Expulsion Police referral</p>	<p>5 – Day suspension Expulsion Police referral</p>
<p><b>Assault, Verbal.</b> Language (oral or written) toward another person, adult, or student that is intended to cause fear (of bodily harm or death).</p> <p><b>Hate Speech</b> Students found responsible for verbal attacks involving another student's or staff member's race, gender, ethnicity, religion, spiritual beliefs, disability, tribal background, etc., that are shown to be detrimental to the learning experience and feelings of comfort and safety of the targeted individual will be referred to <i>In-School Suspension</i>. Possible additional disciplinary action will be taken on a case-by-case basis. Violations will be referred to the principal or designee.</p>	<p>1 – Day suspension In-school Suspension 3 – Day suspension Contract</p>	<p>3 – Day suspension In-school Suspension 5 – Day suspension</p>	<p>5 – Day suspension Expulsion</p>
<p><b>Bodily Harm, Inflicted. Committing a careless act, which inflicts bodily harm upon another person.</b> Commit a careless act, which inflicts bodily harm upon another person</p>	<p>1 – Day suspension</p>	<p>1 – Day suspension 3 – Day suspension</p>	<p>3 – Day suspension 5 – Day suspension</p>

<p><b>Bomb Threat, False. Making publishing, or conveying in any manner a bomb threat pertaining to a school location or school staff member.</b> Making, publishing, or conveying in a manner a bomb threat pertaining to a school location or a school staff member.</p>	<p>3 – Day suspension Expulsion</p>	<p>5 – Day suspension Expulsion</p>	<p>Expulsion</p>
<p><b>Burglary. Entering a district building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.</b> Entering a school building without consent and with intent to commit a crime or entering a building without consent and committing a crime</p>	<p>3 – Day suspension Expulsion</p>	<p>Expulsion</p>	
<p><b>Cheating. Scholastic dishonesty that includes, but is not limited to, cheating in a school assignment or tests, plagiarism or collusion.</b> Scholastic dishonesty that includes but is not limited to, cheating, on a school assignment, or tests, plagiarism or collusion</p>	<p>In-school Suspension  1 – Day suspension</p>	<p>3 – Day suspension  In-school Suspension</p>	<p>5 – Day suspension</p>
<p><b>Chemicals Possession With the Intent to Distribute or Sell.</b> Sell or distributing or intending to sell or distribute, any narcotic, controlled or look-alike substance where sale or distribution is prohibited by Tribal or Federal Law.</p>	<p>5 – Day suspension Expulsion</p>	<p>Expulsion</p>	
<p><b>Dress.</b> Potentially disruptive, offensive, or suggestive clothing that depicts illegal activities or health/safety concerns. Clothing that depicts alcohol; drug or a tobacco product is inappropriate. Clothing with explicit sexual and violence-based graphics is also inappropriate. Clothing or other artifacts that indicate gang affiliation.</p>	<p>Sent home and will be allowed back in school the same day of dressed appropriately  In-school Suspension  Police referral</p>	<p>1 – Day suspension  3 – Day suspension  In-school Suspension  Police referral</p>	<p>3 – Day suspension  In-school Suspension  Police referral</p>
<p><b>Driving Careless or Reckless.</b> Driving on school property in such a manner as to endanger persons or property.</p>	<p>3 – Day suspension  In-school Suspension  May include revocation of parking privilege at school  Police referral</p>	<p>5 – Day suspension  In-school Suspension  Loss of parking privilege at school  Police referral</p>	<p>Expulsion  Police referral</p>

<p><b>Explosives, Possession.</b> Possessing any compound, mixture or device, the primary or common purpose of which is to function by explosion. Any Class A, B, or C Explosive (as defined by state statute) i.e. dynamite, firecrackers, stink/smoke bombs, sparklers, or bottle rockets.</p>	<p>3 – Day suspension 5 – Day suspension Expulsion Police referral</p>	<p>5 – Day suspension Expulsion Police referral</p>	<p>Expulsion Police referral</p>
<p><b>Explosives.</b> Using any compound, mixture or device, the primary or common purpose of which is to function by explosion. Any Class A, B, or C explosive (as defined by state statute) i.e. dynamite, firecrackers, stink/smoke bombs, sparklers, or bottle rockets.</p>	<p>3 – Day suspension 5 – Day suspension Expulsion Police referral</p>	<p>5 – Day suspension Expulsion Police referral</p>	<p>Expulsion Police referral</p>
<p><b>Fighting.</b> Mutual combat (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbal and physical action, regardless of who initiated the fight or whether it is believed a student is acting in self-defense. This includes hitting, slapping, and pulling hair, biting, kicking, scratching or any other act in which a student inflicts or attempts to inflict bodily harm on another person.</p>	<p>3 – Day suspension In-school Suspension Referral to Therapeutic Group Session after school 5 – Day suspension Police referral Contract</p>	<p>5 – Day suspension In-school Suspension Expulsion Police referral</p>	<p>Expulsion Police referral</p>
<p><b>Fire Alarm or 911 calls.</b> Intentionally giving false alarm of a fire, or tampering or interfering with any fire alarm.</p>	<p>3 – Day suspension In-school Suspension 5 – Day suspension Police referral</p>	<p>5 – Day suspension In-school Suspension Expulsion Police referral</p>	<p>Expulsion Police referral</p>
<p><b>Fire Extinguisher, Unauthorized Use.</b> Unauthorized use of a fire extinguisher.</p>	<p>3 – Day Out of School Suspension Contract Parent notified</p>		

<b>Food and Beverages:</b> Consuming at inappropriate times/places; Includes an Energy Drink, i.e. red bull, monster Drinks, etc.	Reprimand Confiscated	Reprimand Confiscated-letter home	In-school Suspension  Referral to Substance Abuse
<b>Gambling:</b> Playing a game of chance for stakes	Reprimand	3 – Day In School- suspension	5 – Day suspension  Contract
<b>Gang Affiliation:</b> Wearing gang affiliated clothing, showing gang hand signs, or writing, drawing or creating gang symbols. This includes writing in the bathroom walls, notebooks and on desks.	1 – Day suspension  In-school Suspension  Contract	3 – Day suspension  5 – Day suspension  In-school Suspension	5 – Day suspension  Expulsion
<b>Hazing:</b> Harassment by way of initiation, ridicule, or criticism. Students may not participate with each other or with staff to plan direct, encourage, aid, or engage in hazing. A parent permission or consent to be hazed does not lessen the severity of the penalty.	3 – Day suspension  5 – Day suspension  Contract	3 – Day suspension  5 – Day suspension	5 – Day suspension
<b>Office Referral form for MINOR AND MAJOR INFRACTIONS MAY BE USED FOR ANY EVENT THAT IS NOT SPECIFICALLY USED IN THE ABOVE NAMED SECTION</b>	Use of a BEHAVIOR CONTRACT MAY BE USED IF EXCESSIVE USE OF INFRACTIONS IS WARRENTED.	OSS or ISS  1-5 days	Expulsion Hearing

<p><b>Interference, Disruption or Obstruction.</b> Any physical action taken to attempt to prevent a staff member or student from exercising his/her lawfully assigned duties or interfering with the educational process.</p>	<p>In-school Suspension  Contract</p>	<p>1 – Day suspension  In-school Suspension  3 – Day suspension</p>	<p>3 – Day suspension  5 – Day suspension</p>
<p><b>Language, Inappropriate.</b> Use of language that includes, but is not limited to, obscenity, profanity, swearing, or cursing which could be directed to an individual. This may be done verbally or in writing</p>	<p>In-school Suspension Class period only  Referral to Therapeutic Group Sessions after school</p>	<p>1 – Day suspension ISS  2-3 day Out of School Suspension  Referral to counseling in school.</p>	<p>1 – Day suspension  3 – Day suspension  Behavior Contract</p>
<p><b>Intimidation.</b> Any physical action or language, be it verbal or written, directed towards staff or student(s), which instills a sense of fear, inferiority and/or bodily harm.</p> <p><b>Snowballs. Water Guns, Water Balloons</b> Snowballs and water are liable to inflict personal injury, no matter how unintentional. Therefore, snowballs and water are not to be thrown in the school building or on the school grounds or in school vehicles. Violations will be referred to the principal or designee.</p>	<p>3 – 5 days of In-school suspension  Behavior Contract  In-school Suspension  Verbal Warning  Referral to Therapeutic Group Sessions after school</p>	<p>1 – 5 days suspension     1 – Day suspension</p>	<p>Referral to alternate educational program     1 – Day suspension  3 – Day suspension</p>
<p><b>Records or Identification, Falsification.</b> Falsifying signatures or data, forging notes, or refusing to give proper identification or giving false information to a staff member.</p>	<p>Parent/Administrator meeting  Police Referral</p>	<p>1 – Day suspension  3 – Day suspension</p>	<p>3 – Day suspension  5 – Day suspension</p>
<p><b>Robbery, Extortion</b> obtaining property from another person where his/her consent was induced by use of force, threat, or force or under false pretense.</p>	<p>3 – Day suspension  5 – Day suspension</p>	<p>5 – Day suspension  Expulsion  Police referral</p>	<p>Expulsion  Police referral</p>

	Expulsion Police referral		
<p><b>Sexual Misconduct, Non-consensual.</b> Engaging in sexual intercourse of sexual conduct with another person, including intentional touching of clothing, covering a person’s intimate parts, or intentional removal or attempted removal of clothing covering a person’s intimate parts or covering a person’s undergarments, if the action is performed with sexual or aggressive intent.</p> <p><b>Public Display of Affection or/ Obscene Behavior Consensual.</b> Kissing and touching each other, “making-out” in the hallways, and close contact in an inappropriate manner.</p>	<p>5 – Day suspension</p> <p>Expulsion</p> <p>Police referral</p> <p>Reprimand</p> <p>Warning</p> <p>Letter home to Parents</p> <p>1-2 ISS</p>	<p>Expulsion</p> <p>Police referral</p> <p>In School Suspension-1-2 days</p> <p>Letter home to parents-Referral to Counselor</p>	<p>Parent/Administrator Conference</p> <p>Out of School Suspension for 1-2 days.</p> <p>Contract</p>
<p><b>Tardiness.</b> Arriving at school or class late without an acceptable excuse or not attending classes.</p>	<p>Reprimand</p> <p>Call Parents</p>	<p>1 day ISS</p>	<p>In-school Suspension</p> <p>Out of School Suspension</p>
<p><b>Truancy.</b> Leaving classrooms without teacher permission, refusing to return to classrooms.</p>	<p>Police referral</p>		
<p><b>Technology or Telecommunication Misuse.</b> Misuse of equipment, deletion, or violation of password protected files, computer programs, data or systems files, unethical use of information or violation of copyright laws, accessing, up-loading, down-loading, printing, distributing or transmitting pornographic, obscene, abusive, sexually explicit or gang related material; vandalizing damaging or disabling the property of another person or organization, unauthorized commercial use or financial gain of the user.</p>	<p>1 – Day suspension from Computer access</p> <p>In-school Suspension</p> <p>Police Referral</p>	<p>1 – Day suspension from Computer access</p> <p>3 – Day suspension from Computer access</p>	<p>3 – Day suspension from Computer access</p> <p>5 – Day suspension from Computer access</p>

<p><b>Terrorist Threat.</b> Threatening, directly or indirectly, to commit any crime of violence with the purpose of terrorizing another person or group of people.</p>	<p>Expulsion Police referral</p>	<p>Expulsion Police referral</p>	<p>Expulsion Police referral</p>
<p><b>Theft, or Knowingly Receiving or Possessing Stolen Property.</b> Unauthorized taking of the property of another person, or receiving or possessing such property.</p>	<p>1 – Day suspension 3 – Day suspension Police Referral</p>	<p>3 – Day suspension 5 – Day suspension</p>	<p>5 – Day suspension Expulsion</p>
<p><b>Tobacco.</b> Possessing or using tobacco or smoking paraphernalia (i.e. Pipes, papers, matches, lighters) in any school location, in districts buses or vehicles, or at district events. Unless for ceremonial purposes. Shoshone- Bannock Jr./Sr. High School is a “smoke-free” facility</p>	<p>Confiscation 1 – Day suspension In-school Suspension</p>	<p>3 – Day suspension In-school Suspension</p>	<p>5 – Day suspension In-school Suspension</p>
<p><b>Trespassing.</b> Being present in any district facility when it is closed to the individual or public or unauthorized presence in a district vehicle. Any student on suspension who goes to a school location without permission is subject to an increase in suspension time.</p>	<p>3 – Day suspension</p>	<p>1 – Day suspension 5 – Day suspension</p>	<p>3 – Day suspension 5 – Day suspension</p>
<p><b>Truancy.</b> Any absence from class without knowledge and permission of parent/guardian and/or school authority; leaving school without permission, after reporting to school; leaving class without permission; or absences, even with approval of parents, which are excessive and/or interfere with the student’s educational program.</p>	<p>In-school suspension</p>	<p>1 - 3-Day suspension</p>	<p>Transfer to alternative educational program</p>
<p><b>Vandalism.</b> Littering, defacing, cutting or otherwise damaging property that belongs to the school, to other students, to staff members, or to other individuals while the student is on school property, at a school activity, in a school vehicle or under the supervision of school staff.</p>	<p>Fines and Restitution In-school Suspension 3 – Day suspension</p>	<p>1 – Day suspension In-school Suspension Fines and Restitution 5 – Day suspension and Restitution</p>	<p>3 – Day suspension Fines and Restitution In-school Suspension Expulsion and Restitution</p>
<p><b>Weapon or Look-alike Weapon Possession.</b> See Weapons Policy</p>	<p>Expulsion Referral to Law Enforcement and CPS</p>		

<b>Horseplay.</b> Any unnecessary physical contact, using objects to cause unnecessary damage to the school.	Confiscation of object and 1-hour of In-school suspension	Confiscation and 1-day of In-school suspension	Confiscation and 3-days of In-school suspension
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### **STUDENT/PARENT/SCHOOL CONTRACT**

The Partners in Education Contract is written to bond the principle components of education for all students. It is written for the benefit of all partners and focuses on the students who are the future of the Shoshone-Bannock Tribe.

All partners have a responsibility in this process. If one partner fails, it makes success very difficult. By signing this contract, we obligate ourselves to making education a positive growing experience for us all.

**School Responsibility – The school will:**

- a. Provide a safe and supportive environment where all are respected and can grow together.
- b. Provide a safe and clean facility and safe and secure transportation.
- c. Include Shoshone and Bannock culture and language in the schools.
- d. Encourage parental/community involvement and improve communication between school and home.
- e. Prepare students to meet graduation requirements, to succeed in future academic pursuits and to be a productive and caring adult.
- f. Enhance culture by integrating it into all areas of the school, which in turn positively affects students’ self-esteem respect and success.
- g. Challenge learners so that they can be confident and develop their full potential academically, socially, culturally, emotionally, mentally and physically.
- h. Provide homework when necessary to encourage mastery.
- i. Measure student progress in a variety of ways and relating this progress to students and parents in a positive manner.
- j. Assure that all decisions and disciplinary actions are fair, consistent and non-discriminatory.
- k. Notify parent/guardian of disciplinary actions.
- l. Notify parent/guardian of successes and accomplishments in school.

**Parent/guardian Responsibility – I (we) will:**

- a. Insure that my child attends school regularly and misses school only when absolutely necessary.
- b. Contact the school principal about concerns or problems regarding my child.
- c. Contact the school by phone, email, or note to explain absences.
- d. Provide my child with the proper nutrition and rest so they may learn to their maximum potential.
- e. Assist and supervise any homework my child may bring home.
- f. Insure good communication is maintained with the school by responding to notes, emails, and messages from the school, attending parent/teacher conferences, and working with the school to help to my child in areas that need attention. This will include talking to my child’s teacher regularly.

- g. Reflect a value for education and personal growth.
- h. See that my child develops the positive behaviors encouraged at school.
- i. Uphold the community curfew for the benefit of my child and success in school.
- j. Complete all required school paperwork as completely and thoroughly as possible.

**Student Responsibility – I will:**

- a. Attend school regularly.
- b. Complete required homework that is necessary for my success in school.
- c. Return the respect I receive from other students and staff.
- d. Come to school drug and alcohol free.
- e. Come prepared to class and ready to work to my full potential.
- f. Come to school each day prepared to learn and improve my work.
- g. Abide by the behavior rules set by the school in the classroom, on the bus, and at all school functions.
- h. Take pride and show respect for my school by not littering on, defacing or damaging the school property.
- i. Follow community curfews.
- j. Not threaten my fellow students or staff.

Please sign and return the following signature page within 5 days in order for your child(ren) to attend Shoshone- Bannock Jr./Sr. High School.

**STUDENT/PARENT/SCHOOL AGREEMENT**

Shoshone Bannock Jr./Sr. High Schools, 2010-11

<hr style="border: 0; border-top: 1px solid black;"/> Parent/guardian Signature	<hr style="border: 0; border-top: 1px solid black;"/> Date
<hr style="border: 0; border-top: 1px solid black;"/> Student's Signature	<hr style="border: 0; border-top: 1px solid black;"/> Date
<hr style="border: 0; border-top: 1px solid black;"/> School Administrator's Signature	<hr style="border: 0; border-top: 1px solid black;"/> Date