

# **CIRCLE OF NATIONS ELEMENTARY SCHOOL**

2019-2020  
*Student Handbook*



**832 8th Street North  
Wahpeton, North Dakota 58075**

**701-642-3796**

**[www.circleofnations.org](http://www.circleofnations.org)**

## TABLE OF CONTENTS

<b>GENERAL INFORMATION</b>	3-4
Mission and Purpose/ Philosophy	
Historical Sketch	
Location/Contact Information	
<b>Student Bill of Rights</b>	5-19
Attendance	
Responsibilities	
Tornado/Bomb Threat/ Fire Drill Procedures	
Emergency Contact Information	
Daily Schedule	
Dining Hall Etiquette	
General Rules	
MTSS / SST	
<b>SCHOOL INFORMATION</b>	19-26
Guidance Services	
Student Government Association	
Grading	
Special Education	
Privileges	
Responsibilities	
Acceptable Use Policy For Technology	
School Dress Code	
Library Regulations	
Student Funds (Student Bank)	
<b>DORMITORY INFORMATION</b>	26-29
Dormitory Regulations	
Financial & Personal Information	
Laundry	
Restricted Items	
Campus Check Out Procedures	
<b>HEALTH / WELLNESS</b>	29-30
Nurse's Office Hours	
Immunizations/ Physical Examinations/ Glasses/ Dental	
Hospitalization	
<b>SPECIAL ACTIVITIES</b>	31
Recreation Program	
Canteen and Movies	
Other Activities	
<b>EXTRA CURRICULAR ACTIVITIES</b>	31
Dance & Singing Club	
Other School Related Activities	
<b>SCHOOL ATHLETIC PROGRAM</b>	32
<b>CAMPUS MAP</b>	33

## **GENERAL INFORMATION**

### **WELCOME**

Welcome to Circle of Nations / Wahpeton Indian School. We hope that you will enjoy your school year and take every opportunity to make it pleasant and enjoyable. Circle of Nations School is accredited by the State Department of Public Instruction and AdvancED. This recognition is granted to North Dakota schools meeting certain standards of equipment, organizations, and instructions.

In addition to the modern facilities, you will discover that there are many leisure time activities which provide many hours of wholesome, constructive recreation and fun. Most activities will provide opportunities to learn new skills and to develop lasting friendships. While at school, please call on any staff member for information or assistance to help you. They will be happy to assist you in any possible manner.

This guide was put together as an aid to provide information to help you in your daily living. We request your ideas and suggestions to improve this guide for the benefit of current and future students of Circle of Nations School. Best wishes and have a great school year.

Tanner Rabbithead - CEO

E-mail: [tannerrabbithead@circleofnations.org](mailto:tannerrabbithead@circleofnations.org)

### **MISSION & PURPOSE**

Circle of Nations is a residential school serving Native American Indian youth in grades 4 through 8. The mission of the Circle of Nations School is to build academic achievement and foster healthy development of the whole child in an inter-tribal environment. The school's mission and purpose are reflected in the vision statement: "Spirit of Youth Empowered." The overall goals of the Circle of Nations School holistic model education program are:

- ◆ Successful transition through levels of learning
- ◆ Health promotion & disease prevention
- ◆ Mental Health promotion
- ◆ Spiritual, Cultural, Emotional, & Social Development

Circle of Nations School strives to achieve these goals through a continuous structure of integrated programs and services outlined in the Circle of Nations School annual plan, Employee Quality Standards. These programs are in accordance with the highest National Standards and No Child Left Behind Act 2001: Education Reform to improve student achievement and change the culture of America's schools.

### **PHILOSOPHY**

Circle of Nations School integrates a positive, affirming Native American cultural experience with the latest in educational methods and technology. Circle of Nations School seeks to equip students with the skills they need to meet life's challenges, and to be productive, socially responsible individuals with a healthy sense of self and community.

## HISTORICAL SKETCH

Circle of Nations/Wahpeton Indian School was established to enroll the first group of 77 students in February 1908, and has been in continuous operation since that time. Records show there were two full time teachers employed. The original school building and dormitories were remodeled several times during these many years. In 1961, a new completely modern school building with fifteen classrooms, Music Room, Library and Multi-Purpose Room was built, replacing the original structure. In 1964, two modern dormitories, Sacajawea Hall (girls), Tinker Hall (boys), with student capacity of one hundred twenty-eight each were completed. In 1966, White Shield Hall, a combination dormitory housing one hundred-sixty boys and girls, grades 4 through 6 was completed. The three dormitories comprise living quarters for all students attending this off-reservation boarding school. November 1971 marked the completion of the new dining hall, which seats two hundred and sixteen students. New construction was completed in 2008. Construction included a new dormitory, new library, bus garage and administration building.

## LOCATION

Circle of Nations/Wahpeton Indian School is located within the city limits of Wahpeton in Southeastern North Dakota, at the source of the Red River of the North. Mail should be addressed: Circle of Nations School  
832 8th St. North,  
Wahpeton, North Dakota 58075

### Telephone Directory

Administration	701-642-3796
Principal	701-672-7231
School Office	701-642-7230
Special Education	701-642-6635
Student Registrar	701-672-7222
Fax (Admin)	701-642-1984
Fax (School)	701-642-3380
Fax (Sp. Ed.)	701-642-2760

### Residential

Girls' Dorm Manager	701-672-7237
Boys' Dorm Manager	701-672-7266
Keeble Boys' Dorm	701-672-7239
Keeble Girls' Dorm	701-672-7267
Honor Boys' Dorm	701-672-7238
Honor Girls' Dorm	701-672-7247
Pemmican Hall (Kitchen)	701-642-3421
Child Protection Office	701-672-7253

## **STUDENT BILL OF RIGHTS AND RESPONSIBILITIES**

### **ARTICLE I: AUTHORITY**

A. This Student Bill of Rights and Responsibilities shall be effective from the date of its approval by the School Board of Circle of Nations School and the President and Secretary of the Circle of Nations Student Government Association.

This document may be amended as follows:

1. Either party may propose an amendment at any time during the school year.
2. Proposed amendments shall be approved by the Guidance Committee and a like number of students selected by the Student Government Association.
3. Amendments will require the signatory approval of the CEO of Circle of Nations School and the President of the Student Government Association.
4. Amendments so approved shall go into effect at the beginning of the following semester.

### **ARTICLE II: YOUR EDUCATION**

A. Rights: You have the right to a free and appropriate public education (FAPE). You have the right to expect this education to be available at your level of capability and of such substance and kind as to meet your present and foreseeable needs.

B. Responsibilities: It is your responsibility to attend classes, to study, and to make a sincere effort to gain an adequate education. It is your responsibility to maintain your living area and school facilities in a clean and orderly condition.

C. Rules: You are required to attend your assigned classes, except when excused by illness, approved leave, field trips, or other authorized school assignments. You as a student have the responsibility to make up all work missed. Teachers are required to have work available for makeup when needed. Students shall have the opportunity to do their makeup work prior to their leave, field trips, or other authorized absences, except in cases of emergencies.

### **ARTICLE III: YOUR FREEDOM OF EXPRESSION**

A. No student shall be prosecuted or discriminated against for exercising his constitutionally protected right of free speech within the listed general limitations.

B. Any publications, petitions, leaflets, handbills, or other printed materials may be circulated or displayed within the school upon approval of administration.

C. Students may exercise their freedom of assembly and expression as provided by constitutional law.

D. To insure that the rights of all students are protected the following limitations should be observed:

- I. Activities or actions which disrupt normal school activities, infringe upon the rights of others, or damage property will not be permitted.

2. Any materials or statements that are obscene or of libelous nature, involve defamation of character are treasonous, or which advocate racial or religious prejudice, will not be permitted.
3. The advertising or selling of commercial products or services, except as outlined in Article IV, Section E, of this bill is prohibited.
4. Wall space may be used for posters or handbills, although adhesive harmless to the surface must be used. The quantity and quality of posters or handbills may be regulated to prevent unnecessary cluttering of the school. The organization displaying posters or handbills is responsible for their timely removal.
5. The school Principal/designee is responsible for judgment concerning these general limitations and must give adequate and prompt explanation when requested by the Student Government Association for any restrictions or exceptions.

#### **ARTICLE IV: STUDENT ORGANIZATIONS**

- A. Students shall be free to organize within the school for political, social, athletic and other proper and lawful purpose. No student shall be discriminated against because of membership in any such organization.
- B. Student organizations require staff sponsorship. Sponsors may be staff members chosen by the organization. Sponsors must be approved by the Administration and Student Government Association.
- C. The use of school facilities, AV materials, daily announcements and other media shall be made available through normal channels and with normal protective controls to recognized student organizations.
- D. Any official student publication of the student or publications of any student organization shall enjoy freedom of expression and opinion within the guidelines stated under Article III of this Bill.
- E. Fundraising is not allowed on the Circle of Nations School campus except for school organizations.

#### **ARTICLE V: STUDENT RECORDS**

- A. Access to student records shall be limited to authorized school personnel who require access in connection with the performance of their duties. All persons having access to student records shall be instructed that the information therein must be kept confidential. Student records shall be kept in the school office, on the school network, and/or in the Native American Student Information System (NASIS).
- B. Except when required by law, persons outside the school system shall not have access to any student's records without the legal guardian's written permission or consent.
- C. Each student shall have access to his/her school records under supervision of authorized school personnel.
- D. Student records shall be maintained in current status.

## **ARTICLE VI: ATTENDANCE AND PASSAGE**

Students are expected to be in attendance every day. Research shows that children who are chronically absent from school, are at higher risk for falling behind academically. In addition, students who are absent miss lessons, assignments and individualized instruction that cannot be duplicated outside of the classroom.

Federal regulations under the Elementary and Secondary Education Act (No Child Left Behind) require schools to keep detailed records of attendance and truancy. Under current guidelines schools are expected to maintain an average daily attendance rate in excess of 93%. It is the responsibility of all students, parents, guardians, and school staff to work toward this goal.

The staff members of Circle of Nations School understand circumstances do occur that prevent a child from attending school. In recognition of that fact, the following guidelines have been established and will be adhered to:

- A. An excused absence may be granted for illness on the part of the student or serious illness or death of a member of the student's family. The school may permit students to be excused for school sponsored field trips, major religious holidays, and/or doctor or dental appointments.
- B. Home leave must be requested, in writing, by the legal guardian to the Principal, and/or CEO.
- C. Students on home leave must give, and will be expected to adhere to, specific departure and return dates. Parents/legal guardians are to notify the school or dormitory of any changes.
- D. Absences, other than those previously approved, require a pass from the appropriate department head for readmission to class.
- E. Passage about the campus, while classes are in session, requires a pass from a teacher, counselor, or administrator.
- F. Students who miss more than 5 days, per grading period, face the risk of failing all courses within that period. All missed work must be completed to the satisfaction of each individual course instructor.
- G. North Dakota law requires all students to attend school. School administrators are required, under this law, to report excessive absenteeism to law enforcement and/or the Department of Social Services.

**ARTICLE: VII: STUDENT RESPONSIBILITY**

A. *To maintain the integrity and values* of the Indian community and promote the high ideals of education, students enrolled at Circle of Nations School (CNS) are expected to maintain high standards of personal conduct. By your enrollment in the school, you have agreed that you are willing to abide by the rules and regulations embodied in this document. Positive Behavioral Interventions and Supports (PBIS) is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. (SEE: CNS PBIS Handbook)

**The Warrior Way Code: School-Wide Rules**

- Be Respectful
- Be Responsible
- Be Safe

B. *Students are expected to adhere to reasonable standards of behavior and conduct* themselves in a socially acceptable manner. To insure fair discipline without discrimination, students must understand what the offenses are and what can happen as a result of their conduct or behavior. The Bureau of Indian Education (BIE) has established a list of negative behavior events.

C. Student Rights and Due Process (CFR Title 25, Chapter I, Part 42):

D. The Bureau of Indian Education (BIE) has established a system where violations of these events (infractions) are to be reported to the BIE through the Native American Student Information System (NASIS). When a student has committed an infraction of the events listed in NASIS, they will receive a MAJOR, a classification which will result in restriction of privileges on page 12.

E. The BIE Code of violations are as follows:

<u>Code</u>	<u>Variable Name</u>	<u>Variable Description</u>
1000	Alcohol (liquor law violations; possession, use, sale)	Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Suspicion of being under the influence of alcohol may be included if it results in disciplinary action.
1010	Sale of alcohol	Selling alcoholic beverages
1020	Distribution of alcohol	Distributing (i.e., giving away) alcoholic beverages
1020	Drinking alcohol	Drinking alcoholic beverages
1040	Possession of alcohol	Having alcoholic beverages in one's pocket(s), bag(s), car, locker, etc.
1050	Suspicion of alcohol use	Exhibiting behaviors that suggests that an individual consumed alcohol
1097	Other alcohol	The incident cannot be coded in one of the above categories but did involve an alcohol violation.
1100	Arson (Setting a fire)	To unlawfully and intentionally damage, or attempt to damage, any school or personal property by fire or incendiary device. Firecrackers, fireworks, and trashcan fires would be included in this category if they were contributing factors to a damaging fire.
1200	Attendance Policy Violation (Not Attending School or Classes as Required)	Violation of state, school district, or school policy relating to attendance.



Circle of Nations Student Handbook

1210	Forging absence excuse	To be locally defined.
1220	Skipping class	To be locally defined.
1230	Tardiness	To be locally defined.
1240	Truancy	To be locally defined.
1297	Other attendance policy violation	The incident above cannot be coded in one of the above categories but did involve an attendance policy violation
1300	Battery (Physical Attack/Harm)	Touching or striking of another person against his or her will or intentionally causing bodily harm to an individual
1400	Burglary/Breaking and Entering (Stealing Property/Unlawful Entry)	Unlawful entry or attempted entry into a building or other structure with the intent to commit a crime
1500	Disorderly Conduct (Disruptive Behavior)	Any act that disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment
1600	Drugs Excluding Alcohol and Tobacco (Illegal Drug Possession, Sale, Use/Under the Influence)	Unlawful use, cultivation, manufacture, distribution, sale, solicitation, purchase, possession, transportation, or importation of any controlled drugs (e.g., demoral, morphine) or narcotic substance.
1610	Sale of illegal Drug	Selling illegal drugs
1620	Sale of substance represented as an illegal drug	Selling a substance represented as an illegal drug (e.g. selling oregano represented as marijuana)
1630	Distribution of illegal drug	Distributing (i.e. giving away) illegal drugs
1640	Distribution of substance represented as an illegal drug	Distributing (i.e. giving away) substance represented as an illegal drug.
1650	Use of illegal drug	Smoking, snorting, injecting, ingesting or otherwise using an illegal drug
1660	Possession of illegal drug	Having an illegal drug in one's pocket(s), bag(s), car, locker, etc.
1670	Possession of drug paraphernalia	Having equipment (e.g. bong) for use in consumption
1680	Suspicion of use	An instance where an individual's behavior suggests that he or she used illegal drugs
1697	Other drug offense	The incident cannot be coded in one of the above categories but did involve illegal drugs
1700	Fighting (Mutual Altercation)	Mutual participation in an incident involving physical violence, where there is no major injury
1800	Harassment, Nonsexual (Physical, Verbal or Psychological)	Repeatedly annoying or attacking a student or group of students or other personnel which creates an intimidating or hostile education or work environment.
1810	Bullying	Repeated negative behaviors intended to frighten or cause discomfort. These may include, but are not limited to verbal or written threats or physical harm.
1820	Hazing	Committing an act or acts against a student or coercing a student to commit an act that creates risk of harm to a person in order to be initiated into a student organization or class
1897	Other nonsexual harassment	The incident cannot be coded in one of the above categories but did involve a nonsexual harassment
1900	Harassment, Sexual (Unwelcome Sexual Conduct)	Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment.
2000	Homicide (murder or Manslaughter)	Killing a human being
2100	Inappropriate Use of Medication (Prescription or over-the-counter)	Use, possession, or distribution of any prescription or over-the-counter medication (e.g., aspirin, cough syrups, caffeine pills, nasal sprays) in violation of school policy
2110	Sale of medication	Selling prescription or over-the-counter medication
2120	Distribution of medication	Distributing (i.e., giving away) prescription or over-the-counter medicine in violation of school rules
2130	Use of medication in violation of school rules	Use, possession, or distribution of any prescription or over-the-counter medication (e.g., aspirin, cough syrups, caffeine pills,

Circle of Nations Student Handbook

		nasal sprays) in violation of school policy
2140	Possession of medication in violation of school rules	Having prescription or over-the-counter medication in one's pocket(s), bag(s), car, locker, etc., in violation of school rules
2150	Suspicion of use of medication in violation of school rules	An instance where an individual's behavior suggests that he or she used prescription or over-the-counter drugs in violation of school rules
2197	Other inappropriate use of medication	The incident cannot be coded in one of the above categories but did involve the use of prescription or over-the-counter medication in violation of school rules
2200	Insubordination (Disobedience)	Unwillingness to submit to authority, refusal to respond to a reasonable request, or other situations in which a student is disobedient
2300	Kidnapping (Abduction)	Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage taking
2400	Obscene Behavior	Language or actions, written, oral , physical, or electronic, in violation of community or school standards
2410	Displays of affection in violation of school policy	Kissing, sexual touching Cat assignment will be done based off of investigation
2420	Obscene Written Messages	Writing obscene messages on paper, on black boards, or elsewhere on school property (e.g. on bathroom wall).
2430	Drawing obscene pictures	Creating illustrations of sexually explicit or vulgar nature.
2440	Obscene electronic communication	Posting obscene messages on Internet message boards, sending obscenities via Internet chat rooms/instant messaging, and downloading or emailing obscene material.
2450	Obscene gestures	Gestures that are offensive, socially unacceptable, or otherwise not suitable for an educational setting
2460	Obscene language/profanity	Suggestive, explicit, or vulgar language, cursing, or abusive language
2497	Other obscene behavior	The incident cannot be coded in one of the above categories but did involve obscene behavior
2500	Physical Altercation, Minor (Pushing, Shoving)	Confrontation, tussle, or physical aggression that does not result in injury.
2600	Robbery (Taking of Things by Force)	The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. A key difference between robbery an theft is that the threat of physical harm or actual harm is involved in a robbery
2700	School Threat (Threat of Destruction or Harm)	Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff
2710	Bomb threat	Intentionally making a false report of potential harm from a bomb, dynamite, explosive, or arson-causing device.
2720	Fire alarm	Verbally or otherwise (i.e., ringing alarm bells) making a false report of fire.
2730	Chemical/biological threat	Intentionally making a false report of potential harm from dangerous chemicals or biological agents
2740	Terroristic threat	Making terroristic threats to harm students or school officials, and/or to destroy school property
2797	Other school threat	The incident cannot be coded in one of the above categories but did involve a school threat
2800	Sexual Battery (Sexual assault)	Sexual conduct against the person's will or where the victim is incapable of giving consent

Circle of Nations Student Handbook

2900	Sexual Offenses, Other (lewd Behavior, Indecent Exposure)	Sexual intercourse, sexual contact, or other behavior intended to result in sexual gratification without force or threat of force. Code statutory rape here.
3000	Suicide	Act or instance of taking one's own life voluntarily and intentionally
3010	Suicide	Taking one's own life voluntarily and intentionally
3020	Attempted Suicide	Attempted to take one's own life voluntarily and intentionally
3097	Other suicide ideation	The incident cannot be coded in one of the above categories but did involve the threat or mention of suicide
3100	Theft (stealing Personal or School Property)	The unlawful taking of property belonging to another person without threat, violence or bodily harm. Electronic theft of data should be coded here. Do not include dealing in stolen goods in this category (see 9900-Other Offenses)
3110	Theft, General	Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions.
3120	Motor Vehicle Theft	Theft of a motor vehicle. This category includes theft of a car, truck, motorcycle, dune buggy, snowmobile, RV, or anything that is self-propelled.
3197	Other theft	The incident cannot be coded in one of the above categories but did involve theft
3200	Threat/Intimidation	Physical, verbal, written, or electronic action which immediately creates fear of harm, without displaying a weapon and without subjecting the victim to actual physical attack
3210	Physical Threat	Threading an individual or group of individuals with a gesture(s) or body language
3220	Verbal Threat	Threading an individual or group of individuals with spoken words or sounds
3230	Written Threats	Threading an individual or group of individuals in writing (e.g., letter, note, message on chalkboard)
3240	Electronic Threat	Threading an individual or group of individuals by email, postings on the Internet sites, or through other electronic mechanisms.
3297	Other Threat	The incident cannot be coded in one of the above categories but did involve a threat
3300	Tobacco	Possession, use, distribution, or sale of tobacco products
3310	Sale of tobacco	Sale of tobacco products (e.g., cigarettes, chewing tobacco)
3320	Distribution of tobacco	Distribution (i.e. giving away) tobacco products
3330	Use of Tobacco	Smoking, chewing, or otherwise using tobacco
3340	Possession of tobacco	Having tobacco in one's pocket(s), bag(s), car, locker, etc.
3350	Suspicion of use of tobacco	An instance where an individual's behavior, breath, etc., suggests that he or she used tobacco
3397	Other tobacco offense	The incident cannot be coded in one of the above categories but did not involve tobacco
3400	Trespassing (unlawful or Unauthorized Presence)	To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry
3500	Vandalism (Damage to School or Personal Property)	Willful destruction or defacement of school or personal property
3510	Vandalism of school property	Willful destruction or defacement of school property
3520	Vandalism of personal property	Willful destruction or defacement of personal property
3597	Other vandalism	The incident cannot be coded in one of the above categories but did involve vandalism
3600	Violation of School Rules (Disobeying School Policy)	This category comprises misbehavior not captured elsewhere. Problem behaviors could include dress code violations, running in the halls, possession of contraband, cheating, lying to

		authorities, or falsifying records
3700	Weapons Possession (Firearms and other Weapons)	Possession of an instrument or object to inflict harm on other persons. Both firearms and other weapons should be coded here.
9000	Other Offenses (e.g. Forgery, Extortion)	Any significant incident resulting in disciplinary action not classified previously. Offenses could include bribery, fraud, embezzlement, forgery, resisting arrest, gambling extortion, or dealing in stolen property

F. Choice and Detention for Disciplinary Purposes. Referral for choice will be made through the Principal, Residential Supervisor, and Dorm Managers. Principal and teachers will determine detention. Choice and detention times will depend upon the number and type of event.

1. Choice: After school time, for each Category A and B offense.
2. Detention: Lunch or after school time is assigned for each minor event; served for no more than 30 minutes. As documented on LiveSchool.
3. School Office & Designated Discipline Classroom Referrals: Will be used as a short term behavior placement during the academic day. Unacceptable student behavior or Warrior Way violations would initiate a cause for action. Students will be required to successfully complete a THINK sheet, in order to be allowed re-admittance back into class.

G. Suspension. Circle of Nations staff will utilize out of school suspensions to assist students in modification of their behavior. Referrals for suspension will be made through the formal hearing panel and only after a child is afforded Due Process. Final approval for suspensions will be made only by the CEO or his/her designee. Student suspensions will be served at off campus locations, per a written agreement between the school and cooperating facility.

H. In School Suspension. In school suspension will be done based off of the conduct of the students' offense. Category A, will serve a 3 day in school suspension. Subsequent offense will incur 3 day increments (3, 6, 9 etc.) until a MDT is required. \*\*\*Depending on the severity of the incident students will be immediately removed from campus.

I. Individuals with Disabilities Education Act (IDEA) – Student discipline

When a student who is receiving special education services, is being considered for special education services, or has received special education services in the past, and violates the discipline code of the school and is recommended for a suspension of more than 10 days during the school year (a possible change in placement), a manifestation determination conference must be held. A recommended suspension of a special education student for more than 10 consecutive days, or a series of suspensions totaling more than 10 days, may constitute a change of placement and shall require a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability. The parent/legal guardian is notified that a possible suspension and/or expulsion is being considered. Upon request, the parent/legal guardian will be provided with an additional copy of the procedures/ safeguards at any time during a disciplinary procedure with the student. For the manifestation conference to occur, a multidisciplinary evaluation team is convened. The multidisciplinary evaluation team is comprised of the school staff that is most knowledgeable about the nature of the student's disability and, if possible, about the student. Prior written notice and procedural safeguards are given to the student and parent/legal guardian per IDEA (Individual with Disabilities Education Act). The student and the student's parent/legal guardian

are invited. At the conference, the following will occur:

- Student's explanation of the incident.
- Professionals' explanation of the incident (those who were involved in the investigation of the incident).
- Review of the current IEP, if student is receiving special education services.
- Review of the behavior plan; if there is no behavior plan, a functional behavioral analysis must be done.
- Determination of the relationship of the behavior to the disability (manifestation determination).
- Consideration of the necessity for further assessment and/or evaluation is discussed. If further evaluation is necessary, decisions concerning the relationship of the behavior to the disability will be on hold until the completion of the evaluations.
- Need for interim placement is discussed.

After the decision has been made, prior written notice and procedural safeguards are given to the student and parent/legal guardian per IDEA (Individual with Disabilities Education Act). The team must develop, review, and/or revise the behavior plan within 10 days of the action. If the behavior is related to the disability, then suspension and/or expulsion may not occur. However, the student's educational program will be reviewed and revised, and the multidisciplinary evaluation team may determine a change of placement/location of services. (34 C.F.R. 300.519 – 300.526) If the behavior is not related to the disability, suspension and/or expulsion may occur; however, an education program must be delivered to the student who is on an IEP. The IEP team develops this program. The delivery of the educational program may occur through placement on an alternative campus, self-contained public, self-contained private and/or residential setting. In the case of a drug, weapon and/or serious bodily harm infraction, the student may be immediately placed for up to 45 days in an interim alternative educational setting. If the parent/guardians do not agree with the findings of the IEP conference, they may file due process. If it is deemed that the student is a threat to the educational environment, the school may remove the student from the educational environment until due process has been served. An interim placement will be activated while the due process is taking place. (34 C.F.R. 300.519 – 300.526)

#### J. Multi-Tier Summary (MTSS)

##### **Multi-Tier Summary**

Tier 1. All students will be universally screened in reading, writing, math, and behavior. Results from reading, math, and behavior will be documented on the MTSS/NWEA Chart and MTSS/PBIS Behavior Tracker. If concerns in any area arise, staff will contact parent and complete a Progress Monitoring Plan (PMP).

Tier 2. Pending review of a PMP that has not made appropriate gains, the MTSS facilitator will place the student on the Student Support Team (SST) agenda. Observations, interviews, diagnostic testing, parent contact, and background checks will be collected by the Tier 2 case manager. At the IP meeting, the intervention plan will be developed and a copy will be sent to parents; results will also be mailed to parents.

Tier 3. If serious concerns arise or if the intervention plan is unsuccessful, a multi-disciplinary team will meet to determine appropriate next step (referral for special education evaluation, a 504 plan, or an intensive intervention plan)

##### Support Teams

Circle of Nations has developed a Student Support Team (SST) and a Residential Student Support Team (RSST) to help students achieve optimal success campus wide. The team will meet weekly to review data, discuss areas of concern, and develop interventions that will provide wrap around services (academic, special ed., residential, mental health).

K. A Multi-disciplinary Team (*MDT*) *meeting* may be required in the event of Serious/Major

Infractions (recorded negative student behavior). The meeting may be initiated any CNS staff who has direct contact with an individual student. The Team includes but is not limited to: a representative from special education, general education, and residential settings. The MDT recommends appropriate interventions and/or disciplinary actions for the identified infraction. Special education staff will be contacted to insure IDEA compliance, if the student has been recommended, referred, or identified for special education services. The process involves:

1. Presenting written documents of infraction to the team.
2. An informal meeting involving the student, dorm manager, residential director, counselors, Principal/designee, and CEO.
3. Conditions are established and documented for the student's future behavior.
4. If student's behavior warrants, he/she will be referred to the *Formal Hearing Panel* (FHP) or *Individual Education Plan* (IEP) team.

L. The Formal Hearing Panel (FHP) consists of the chairman and three staff members. A student appearing before the panel will be represented by a person of their choice. Unless a choice is made a designate staff will represent the student. The chairman is a staff member designated by Administration. The Formal Hearing Panel has no power or authority in and of itself. The FHP has been authorized by the CEO to hear evidence, ask questions, vote for guilt or innocence and make disciplinary recommendations. The panel is in-fact, advisory. A FHP may be called by the CEO or MDT Chairman. The hearing must be scheduled within 72 hours of the student's notification of charges. The chairman will report the findings of the panel, in writing, to the CEO within 24 hours of the hearing. The CEO has final authority to enforce CNS rules and regulations.

Confidentiality of the Formal Hearing Panel proceedings is a priority. Panel members are reminded to keep this commitment for the protection of the student/s involved. Once the chairman of the panel gives the panel's findings and recommendation to the CEO, and are approved by the CEO, they may be distributed to staff with a need to know. Need to know would be those that must carry out the recommendations and or the legal guardian and legal counsel of the student. The audio tape of the meeting will be available as directed by the CEO.

#### **ARTICLE VIII: ADMINISTRATIVE PROTECTION**

A. No staff member may make a rule which is in conflict with this Student Bill of Rights and Responsibilities or any other rules set by the school CEO.

B. Students shall be protected from prejudice, unjust, or inconsistent academic or personal evaluation.

C. Students shall receive, upon enrolling in school, a copy of this Student Bill of Rights and Responsibilities, as well as other rules and regulations to which they are subject.

D. Students have the right to Due Process in all disciplinary procedures.

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

1. A grievance may be reported to a teacher, counselor, or department head (in cases involving a teacher), or the principal/designee, and further processed by the Student Government Association.
2. Whether by faculty, administration, or Student Government Association, action in regard to the grievance shall be prompt and the student shall be kept informed concerning the status of his grievance.
3. Designated staff will investigate all unresolved student grievances and will have the responsibility in such matters within the school. The student may appeal to the CEO.

#### F. STAFF-STUDENT RELATIONS

Employees of the school shall regard each student as an individual, shall assist each student in their learning, and shall treat each student with courtesy and consideration.

Employees shall relate to students with guidelines established in the Code of Ethics portion of the policy manual. Failure to adhere to policies regarding staff -student relations shall result in disciplinary action of the employee. Specific limitations in regard to staff-student relations shall include:

1. No employee shall, without just cause, restrain students from independent action in their pursuit of learning.
2. No employee shall, without just cause, deny student access to varying points of view in classroom.
3. No employee shall deliberately suppress or distort subject matter for which they bear responsibility.
4. Employees shall make reasonable effort in maintaining discipline and order in the classroom and within the school system to protect the students from conditions harmful to learning, health, and safety.
5. Employees shall conduct themselves in a professional manner that does not expose students to unnecessary humiliation or disparagement.
6. Employees shall accord just and equitable treatment to every student, regardless of race, color, creed, sex, sexual preference, age, handicapping situation, national origin, or ethnic background.
7. Employees shall be prohibited from exploiting a professional relationship with a student for private or personal gain or advantage.
8. Employees shall keep in confidence information that has been obtained in the course of professional service, unless disclosure serves a professional purpose or is required by law.
9. Employees shall maintain professional relationships with students in a manner that is free of vindictiveness and recrimination.
10. Employees shall maintain professional relationships with students in a manner that promotes the self-esteem of the student.
11. Employees shall be prohibited from fraternizing with students in an unethical manner, inclusive of, but not limited to the following situations.
  - a. Having a romantic or intimate relationship with students.
  - b. Contributing to the delinquency of a student.
  - c. Violations of any Child Protection laws and ordinances.
  - d. Providing overnight or other lodging of students without CNS and parental or legal guardian permission.
  - e. The providing of, distribution of, or consumption of alcohol/drug substances with students.

- f. Other unethical conduct of the employee regarding this item as prescribed by community norms.

It is the policy of the Circle of Nations School to maintain a learning environment that is free from sexual harassment or harassment on the basis of race, creed, color, national origin, religion, age, sex or disability. The school accordingly strictly prohibits any such harassment.

## **ARTICLE IX: STANDARDS OF LIVING**

### **A. Food**

1. Students have the right to expect nourishing meals with sufficient variety to cover varying tastes.
2. The dining room serving line shall be open until students have finished eating within the scheduled allotted time.
3. Students are expected to follow posted dining room rules.

### **B. Dormitory Living**

1. All students are expected to be in bed by 10:00 p.m., on any night preceding a school day. Exceptions will be made as determined by the respective dorm supervisor.
2. Snacks should be available for students in each dormitory. The dorm supervisor must assume the responsibility for procurement, serving, and control.
3. Students desiring to improve the appearance and livability of their dormitory home can expect full support and cooperation from the staff.

### **C. Tornado Drill Procedures:**

In case of a tornado drill, the announcement will occur by the intercom, city alarm system, and by telephone. The Procedures are:

1. Students and staff should immediately pass to their designated area and get away from glass. Those students in physical education classes should go to the locker rooms.
2. Students and staff should go to the hallway and line up next to the wall immediately to the left of the classroom.
3. Go to the interior wall at the lowest level of the building.
4. If possible, get under something sturdy.
5. Students and staff should lie face down, draw knees up under you, and cover the back of your head with your hands when this command is given, "Everybody down! Crouch on elbows and knees! Hands over back of head!"
6. Always protect your head.

### **D. Bomb Threat Procedures:**

In case of a message that a bomb has been placed in the school building, the following will occur:

1. The Principal/designee will contact the CEO about the threat. Immediate arrangements will be made with the CEO to evacuate the school.
2. The CEO will contact the other campus buildings and operations.
3. The Principal/designee will call the police and fire department.
4. The CEO will contact facilities personnel to assist with the search, if directed by the police or fire department authorities.



5. The Principal/designee will officially notify the teachers, janitors, and office staff within the building. All personnel will be required to take the students to their designated areas and take roll immediately.
6. Teachers will be sure that their class is cleared from the building (at least 100 feet).
7. School administrators, facilities personnel, police and fire officials will check the facility.
8. Teachers should have their classroom doors and other areas in their rooms unlocked.
9. Counselors, library staff, and other instructional personnel will assist with the supervision of the students in their specific areas evacuated.
10. As soon as specific information is known, the students and teachers will be notified so that they can return to the building.

E. Fire Drill Procedure:

General rules: Upon the signal from the fire alarm, all students and staff members are to leave/exit the building (regardless of what they are doing). The teacher who has class nearest to the lavatories will check the lavatories for students or staff. Students are to leave what they are doing and leave materials in the classroom. Time will not permit the putting on of outdoor garments. Subsequently these are to be left in the classroom. Students are to move down the hallway in a single orderly file on each side of a hallway. The first person to an exit door will lock the door open or hold the door open until the last person has exited the building. **Students must move at least 100 feet away from the building. No one will re-enter the building until the all-clear signal is given by the appropriate official.**

Exits to be used for the various classrooms & offices are posted in the school building

It is of utmost importance that fire escape routes (hallways) and exits (doorways) in the building be kept free from any obstructions at all times.

F. Emergency Instruction & Emergency Phone Numbers

1. Notify Chain of Command / Supervisor
2. Follow Crisis Prevention/Response Plan

**Cell Phone Numbers:**

Principal	701-640-6790
Girls Dorm Manager	701-640-6389
Boys Dorm Manager	701-640-7627
On Call Facilities	701-899-2598
Facilities Manager	701-899-1638

F. DAILY SCHEDULE

6:30 AM (Rising time may be changed subject to the approval of the dorm manager).

6:30 am – 7:00am	Rising and Dormitory Detail
7:30 am – 8:10 am	Breakfast
7:30 am – 8:00 am	Complete Dormitory Details
8:00 am – 8:10 am	Prepare for School
8:25 am	Leave for School
8:30 am – 11:00 am	Students in School

11:03 am – 12:46 pm	Lunch Hour
12:49 pm	Afternoon Classes Resume
3:30 pm	Return to Dormitory/Roll Call
4:00 pm – 5:00 pm	Playground Activities-Homework
5:00 pm	Return to Dorm to Prepare for Supper
5:00 pm – 6:00 pm	Supper hour
6:30 pm – 7:30 pm	Evening Group Activities- Homework
8:00 pm – 9:00 pm	Curfew Roll Call – Snack - Homework
9:00 pm – 9:30 pm	Dormitory Details
9:30 pm	All Students in Their Rooms in Preparation for Bed
10:00 pm	All Students in Bed, Lights Out

#### G. DINING HALL ETIQUETTE

1. Congregating in the entrance or loitering on the dining hall steps is not permitted at any time.
2. Students are required to be on time for all meals.
3. Trays for those who are ill may be sent to the dormitory upon written request of the child advocate on duty.
4. The cost of food and the time involved in the preparation of food should demand responsibility of each of us. Let us show our manners by not wasting food.
5. The coats/hats are to be hung on racks provided for this purpose.
6. Students are expected to maintain their discussion throughout the meals at a conversational tone. Shouting, teasing, etc., will not be permitted.
7. Prior to leaving the dining hall, courtesy requires students, in an orderly manner, to push their chairs to the table and take their trays and utensils to the tray port.

Good table manners are for every table at home, as well as in a restaurant, or in a friend's house. Everyone needs to practice acceptable table manners until they become a natural part of one's behavior. The same holds true for learning to say "Please" and "Thank you". They are expressions of kindness and consideration for others.

#### H. GENERAL RULES

In consideration for the welfare and happiness of both students and staff, and the necessity for development of desirable conduct and attitudes, the Student Government Association assisted in drawing up general rules. Students coming to CNS are expected to adhere to them. It is the earnest desire of the school staff that these regulations will become part of your daily life. The Rules are:

1. Students shall be responsible and accountable for damage to school property.
2. The students living in a particular room will be held responsible for the care and the furniture within the room.
3. Student's luggage is checked and marked by the Homeliving assistants in the presence of the student upon entering and leaving the campus.
4. All students must receive permission before leaving the campus.
5. Students are discouraged from lending or borrowing clothing from each other.
6. All students are expected to go to meals. Exceptions will be made for illness.
7. The use of tobacco, alcoholic beverages, and illegal drugs in any form is forbidden. Circle of Nations School is tobacco and drug free campus. CNS is committed to a comprehensive program to prevent the use of alcohol, tobacco and other drugs. This includes an age-appropriate, developmentally based drug and alcohol education and

prevention program that addresses the legal, social and health consequences and techniques for resisting peer pressure to use harmful and illicit chemicals.

8. All enrolled students are required to wear the appropriate CNS clothing.
9. Parents/guardians are encouraged to visit the campus. The staff shall be informed as to the day and time of visits so as to avoid any conflicts with scheduled events. All visitors to the campus shall report immediately to the main office (Administrative Building). Appropriate staff will be notified and identification badges will be issued. Unauthorized persons shall not be permitted on the campus grounds or buildings. Staff supervisors are authorized to take appropriate action to prevent such persons from entering buildings or from loitering. Such persons will be prosecuted to the full extent of the law.

## I. TRANSPORTATION

Circle of Nations School provides transportation services for all students. Drivers and chaperones transport students to school at the beginning of the school; home at Christmas break and back; and at the end of the school year. Drivers and chaperones of CNS are responsible for the care, safety, and supervision of students while traveling to and from CNS. There may be other times during the school year when transportation may be needed. These times may include the following reasons: funerals, family emergencies, suspension, medical reasons, etc. Student travel is contingent upon availability of funds. Circle of Nations School also provides transportation for student activities. The school requires students to conduct themselves on the bus in a manner consistent with established discipline procedures. Employees must possess a valid state driver's license with the necessary endorsements to operate a CNS owned or leased vehicle.

## J. NONVIOLENT CRISIS INTERVENTION (NCI)

Non-violent Crisis Intervention (NCI) is used by CNS. NCI is a safe, non-harmful behavior management system designed to help human service personnel provide for the best possible care, welfare, safety and security of disruptive, assaultive and out of control individuals even during their most violent moments. NCI incorporates many verbal de-escalation techniques as well as physical restraints when necessary.

## **SCHOOL INFORMATION**

Criteria for consideration for admittance to Circle of Nations School includes: student must be under the age of 15 and application must be complete.

### A. STUDENT GUIDANCE

Social work/guidance services are available in the school and residential areas. The primary purpose of the guidance department is to provide all the students with individual counseling to help improve their adjustment to the school, and to help develop skills for dealing more successfully with the problems they encounter after leaving school.

The school's guidance and counseling program assists in the attainment of the primary objective through the various services listed below:

1. ORIENTATION

During the first few days all students participate in the orientation program designed to better acquaint them with their fellow students and faculty members. School rules and regulations are explained and copies of the student handbook are distributed.

## 2. COUNSELING

The guidance department offers counseling to all students in the school and dormitory. Topics include social, personal, academic and vocational concerns with their counselor. The Search Institute Developmental Asset Profile is used to measure individuals' developmental assets.

## 3. PSYCHOLOGICAL SERVICES

A part-time contracted psychiatrist nurse and psychologist visit the school and meet with students who are referred with specific problems. At the end of each visit the psychiatrist may meet with the school nurse and counselor to review areas of concern about certain students.

## 4. MENTOR ACTIVE PROGRAM

This program allows CNS staff to become a Mentor to a student and allows staff to check out students from campus. This is a voluntary program that requires staff to complete training program and submit documentation of student interaction. This program is based on the four basic needs of youth: Belonging, Mastery, Independence and Generosity.

## B. STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is an opportunity for the student body to participate in the business and policy-making activities at this school. The officers of the SGA are elected by students of grades 4 thru 8 during the first three weeks of school. (The classroom vice-presidents, having met previously, act as a nominating committee.) In the past, this association has raised money through fairs, carnivals and school stores. Numerous SGA sponsored activities, which students have enjoyed in the past include: dances, poster contest, holiday parties, lyceum programs, outings, motion pictures, and special entertainments. SGA has donated money to worthy organizations and special need situations as they have arisen. Meetings of the officers and classroom representatives are held each week. These meetings are good exercises in democracy. Classroom meetings should take place between the weekly SGA meetings so that the action of the SGA can be reported and new ideas and suggestions from all the students can be considered. The classroom meetings are an important source of these ideas. The SGA has access to school board meetings and are encouraged to do so to offer student body suggestions or to present relevant issues to the school board.

Participation in student government is an opportunity to build and showcase individual leadership skills. Consequently, students with substantial or repetitive violations of school rules may be removed from their positions.

## C. AWARDS

Awards are presented to students who have shown outstanding achievement and performance. Awards are presented for classroom citizenship, scholarship, athletics,

leadership, housekeeping, detail and library reading. Students are evaluated during the entire school year by teachers, dormitory, and dining hall personnel, to determine who should merit special recognition. Awards program are held to recognize appropriate behavior and achievement. The top fifteen percent of the Eighth grade class will be designated as honor students.

#### D. GRADING

Grades 4-8 will use the following as a guide for grades:-

100 – 90	A
89 – 80	B
79 – 70	C
69 – 65	D
Below 65	F

Grading is done on a nine week basis. All grade reporting is to be completed within the week following the end of the marking period. Comments from the classroom teacher are to be completed and mailed. Students who fail to maintain passing grades in more than two subject areas will be considered for retention in that grade. Final decision will rest with the staffing committee composed of classroom teachers, the respective guidance counselor, residential director and the principal/designee.

#### E. SPECIAL EDUCATION

When any student transfers into CNS with a current individual education program (IEP), a special education teacher will be assigned as a case manager. Any returning student that were on an IEP will continue serves, although the case management may be switched. The Student Support Team (SST) case managers will communicate with special education staff when moving towards an initial evaluation. Parents will receive an introduction from their student's case manager when they start working with the student. CNS follows all federal regulations regarding required meetings and services. Parents are a required member of the team and will be give copies off all required forms. Case managers are to keep record documenting method of communications.

#### F. PRIVILEGES

My privileges at Circle of Nations School are:

1. To enjoy the benefits of classroom instruction in all subjects.
2. To get extra help from my teachers if and when needed.
3. To participate in school activities in which I am interested.
4. To enjoy appropriate recreational activities.
5. To enjoy the advantage of an orderly schedule.
6. To be given sufficient time for study during the supervised study periods.
7. To enjoy the many programs sponsored by the school.
8. To share in honors and privileges offered by the school according to my merits.
9. To eat well-balanced meals in a clean and orderly dining hall.
10. To develop to the fullest possible extent those abilities and talents with which I am endowed to use toward improving my school and my community.

#### G. RESPONSIBILITIES

1. To attend school regularly.

2. To learn to be punctual.
3. To act and to express myself in such a way that I will not be disrespectful to staff and fellow students.
4. To value and take good care of my own property.
5. To respect other people's property.
6. To do my own work.
7. To obey rules of the school.
8. To cultivate habits of cleanliness which will keep my mind and body healthy.
9. To encourage my fellow students to accept and carry out these same responsibilities.

#### H. ACCEPTABLE USE POLICY FOR TECHNOLOGY

The use of CNS technology and Internet access is a privilege, not a right. Students are responsible for appropriate behavior while using school technology including cell phones. It is the philosophy of CNS that access to the Internet is necessary to provide electronic research skills that now are important to prepare citizens and future employees in today's Information Age. Access to the Internet will allow students and staff to research valuable information and allow them to communicate electronically. The Internet also contains information that is inappropriate for student and staff use. CNS has taken precautions to restrict access to inappropriate material using an Internet content filtering system. Although staff will supervise the use of the Internet we cannot guarantee that students will not gain access to inappropriate material. Access to school technology will be provided to users who agree to act in a responsible manner. Network storage areas shall be subject to the same scrutiny as other school property and facilities. Technology Managers may view files and communications to maintain the integrity of the system and ensure the appropriate and responsible use of school technology. Users of school technology agree that violations of the acceptable use policy will be subject to disciplinary consequences.

The following actions and/or activities are not permitted and will be subject to disciplinary action:

1. Violating copyright laws.
2. Accessing and/or creating files or sites containing pornography, gang related material, and/or other inappropriate material.
3. Harassing, insulting or attacking others.
4. Physically or electronically damaging any school technology such as computer systems, other hardware and software.
5. Using obscene language\ vulgarity, and/or obscene or sexually explicit content.
6. Participating in or using unauthorized chat lines.
7. Employing of school technology for commercial purposes or personal gain.
8. Using another person's user name or password'
9. Trespassing into another's folder, data, work, or files.
10. The inappropriate broadcasting of messages to mailing lists or individuals including "chain letters".
11. Revealing a personal address or telephone number of anyone (including one's self) without permission of a teacher or administrator.
12. Other activities or actions deemed inappropriate including cyber-bullying and not in the best interest of CNS and its students.
13. Violations of these policies will result in the following disciplinary consequences:
  - a. First Offense (Level I):
    - i. Loss of Internet Privileges for two weeks.
  - b. Second Offense (Level II):

- i. Loss of all Internet privileges for four weeks and parents, residential staff, counselors, and recreational staff contacted.
- c. Third Offense (Level III):
  - i. Loss of all Internet privileges for the remainder of the school year and possibly a note for future years placed into students' permanent file. Parents, residential staff, counselors, and recreational staff contacted.

\*\*A student may be subject to level two or three disciplinary action on his/her first or second offense if the school administration finds the offense needs further consequences.

#### I. SCHOOL DRESS CODE

Caps and hoods are not to be worn in the school building. Appropriate uniforms are to be worn; if a student is inappropriately dressed they will be sent back the dormitory to change. Appropriate personal attire will be authorized as you move through the different levels of the Honor Program.

#### J. LIBRARY REGULATIONS

1. The library will be open from 8:00 a.m. to 4:00 p.m. on school days and evenings when scheduled.
2. The library may be used both for reference work or recreational reading.
3. All books must be checked out at the library charging desk. This also applies to magazines, pamphlets, and other reference materials.
4. Reference materials, such as encyclopedias and dictionaries, are to remain in the library.
5. Magazines and newspapers are not to be taken without special permission from the librarian.
6. In consideration to other students utilizing the library, talking and visiting will not be permitted. On occasion moderate talking is allowed when students are working on a project that requires them to use the same book or reference materials.
7. Permission slips must be signed by the librarian when a student leaves the library.
8. In order to make our library efficient and a pleasant place to read or work, it will be necessary to have the cooperation of all our students.
9. Computer use will follow CNS technology acceptable use policy.

#### K. CARE OF STUDENT FUNDS (Student Bank)

The CNS Bank was established in 1962 to provide our students an opportunity to experience money management. All students receiving money in any form are required to deposit funds in this bank. Each student with funds has an individual account. Upon depositing funds in the bank, the student is issued a receipt for the amount deposited. A monthly statement is issued to each student. It is the student's responsibility, with the help of staff, to maintain an up-to-date account.

The school bank operates with guidelines similar to those of a regular bank, including weekly and monthly audits. The school bank is the responsibility of a full time staff member.

Banking hours are scheduled for Friday afternoons. The dormitory supervisor will assist the 4-8 grade students in withdrawing funds according to their needs.

#### L. MONEY

A suggested amount for allowance for students in grades 4-8 is \$5.00 per week. Budget slips are required for any additional amount. Since the school is located within the city limits of

Wahpeton, students are permitted to shop after school hours and on weekends. They may also attend movies in Breckenridge on weekends and on special occasions. If students are expected to purchase clothing from the suggested amounts, an additional sum should be supplemented to cover the anticipated purchase.

#### M. ASSEMBLIES AND PEP RALLIES

Scheduled assemblies and pep rallies are announced ahead of time in the faculty weekly news bulletin. Classes will be rescheduled accordingly. Students are summoned to assemblies by classrooms via the intercom. Books or coats should not be taken into assemblies. After each assembly, students will be dismissed by class. Therefore in consideration for fellow students, unacceptable behavior will not be tolerated.

#### N. STUDENT CHECK-OUT PROCEDURE

See Circle of Nations policy letter. There is a voluntary mentoring youth program for employees. The program requires training, written permission from guardian, and full car insurance coverage prior to checking out a student.

#### O. Anti-Bullying Policy

- a. The Circle of Nations School Board expect students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff.
- b. No student, teacher, administrator, volunteer, contractor or other employee of the school shall bully students and/or employees of the school.
- c. No student, teacher, administrator, volunteer, contractor or other employee of the school shall permit, condone or tolerate bullying.
- d. The school will investigate all complaints of bullying and will take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school who is found to have violated this policy.
- e. Since bystander support bullying can encourage these behaviors, this policy prohibits active or passive support for bullying.
- f. The Circle of Nations School Board expects all students in the school to adhere to the rules and regulations established by the school and to submit to such disciplinary measures as are appropriately assigned for the infraction of these rules.

Cyber bullying involves recurring or repeated harm willfully inflicted through the medium of electronic text between two minors. Cyber-bullying is the intent to cause emotional distress and no legitimate purpose to the communication. Cyber bullying is as simple as continuing to send e-mail to someone who has said they want no further contact with the sender, but it may also include threats, sexual remarks (i.e., hate speech). Cyber-bullying includes the publishing of personal contact information for their victims at websites, or may attempt to assume the identity of a victim for the purpose of publishing material in their name that defames or ridicules them. Cyber bullies' technology consists of: e-mail, cell phones, paper text messages, instant messaging, defamatory personal web sites, defamatory online personal polling websites, and chat rooms. Circle of Nations School cyber-bullying policy



provides the students:

- a. Review of school policy
- b. Knowledge about identifying cyber-bullying both at school and away from school
- c. Methods of reporting cyber-bullying
- d. Increased supervision in areas in the school where cyber-bullying may occur

Circle of Nations School acceptable use policy for technology states the consequences for violation of these policies.

#### P. SUSPECTED CHILD ABUSE REPORTING

All CNS staff are Mandated Reporters who learn of the facts that give reason to suspect that a child has suffered an incident of child abuse; know or have a reasonable suspicion that a child was abused or know that actions are being taken or will be taken that would reasonably be expected to result in the abuse of a child in, must immediately report the incident using the SFN 960. The entire policy is available to review from the home living supervisor. Refer to North Dakota State Law and PL 101-630, Indian Child Protection and Family Violence Prevention Act.

#### Q. CLASSROOM VISITATION POLICY

The Circle of Nations School encourages parent involvement in their student's education. The aim is to provide parents with clear understanding of the programs, curriculum, activities, procedures, and policies of the school. The care and safety of the student is the highest priority to both the academic and residential components of Circle of Nations School. The security of the campus is an important part of the procedural safeguards of an institution and all school doors are locked.

Campus visits and classroom visit procedures:

1. Parents/guardians check-in at Sequoyah Hall School Office with the Principal and/or Administrative Assistant between the hours of 8:00 am and 4:00 pm.
2. Parents/guardians are encouraged to meet with the Principal.
3. The visitor will be given a name tag for identification.
4. The classroom teacher will be notified of the visitor and a staff will escort the parent/guardian to the classroom.
5. Please save questions and comments until after the class, so as not to interrupt the instruction.
6. The classroom teachers are happy to meet with parents/guardians after class and discuss the student's academic and/or behavioral progress.

#### R. HOMEWORK POLICY

The school recognizes the importance of assigning meaningful and quality homework to students. Research indicates that schools in which homework is routinely assigned and

assessed tend to have higher achieving students. Homework fosters student achievement, independence, and responsibility and serves as a vital link between school and home. Therefore, it is the policy of Circle of Nations that meaningful and quality homework is required at all grade levels.

**1. DEFINITION:**

Homework is defined as meaningful and quality work assigned to students that is intended to be completed during non-instructional hours.

**2. PURPOSE:**

**Homework should:**

- a. Reinforce principles, skills, concepts, and information taught in the classroom.
- b. Be meaningful and appropriate to the ability and instructional level of students.
- c. Support creative, logical, critical and analytical thinking.
- d. Foster self-discipline, self-motivation and the wise and orderly use of time.
- e. Be adequately explained by teachers and clearly understood by parents/dormitory staff.

**3. RESPONSIBILITIES:**

**Students shall:**

- a. Understand that homework is part of the course requirement.
- b. Ask questions to clarify homework assignments before leaving class.
- c. Complete and submit homework assignments by the due date.
- d. Complete all assignments honestly in accordance with the teacher's directions.

**DORMITORY INFORMATION**

The residential program has two dormitories that are staffed by twenty – two home living assistants and two dormitory managers. The residential program also has Case Managers, Social Worker, and Counselor.

**A. DORMITORY REGULATIONS**

1. Dormitory dress code: A dress code policy for students was adopted in 2001. Having all students dress similarly prevents cliquing or gang related issues and it makes the students feel more confident. Students are required to wear a school uniform which includes:

- \* black or khaki pants (NO JEANS – Capri and cargo styles are OK)
- \* CNS t-shirts (provided by CNS)

Parents/guardians are asked to provide underclothing, socks, sleepwear, shoes and coats for each season.

2. Students are held responsible for all breakage and destruction in the room to which they are assigned.

3. No rough play is permitted in the dormitories in the interest of student safety.

4. Students are expected to be in their room by 9:30 PM and in bed with lights off by 10:00 PM. All studying, grooming, bathing, and other such activities are to be completed in sufficient time to meet this time schedule. Allowance will be made for

special activities.

5. At various times, students will be assigned campus duties. This is work that must be done for normal operation.
6. Students are awakened at 6:30 AM. Beds are to be made and rooms cleaned prior to leaving for school.
7. Each student will be responsible for the care of his or her own clothing. We recommend not trading, selling or buying each other's clothing.
8. Students are encouraged to use books, magazines, newspapers, radios, etc., in their rooms.
9. Good health practices require a well-groomed appearance for all occasions. A well-groomed student is clean and neat in appearance. Particular emphasis should be given to these areas when attending school functions, shopping and when attending church. Circle of Nations School will provide such items as towels, sheets, toothbrushes, toothpaste, shampoo and soap.
10. Each morning, students who are ill are scheduled to the nurse's office located in the school building. They are returned to the dormitory or classroom with a note from the nurse describing their ailments. If necessary, students will be placed in sickbay until the school nurse advises otherwise.
11. Circle of Nations School will administer its medications program in accord with all accepted standards in the state or community, i.e. North Dakota Institutional Child Protection Manual, Nursing Standards of Practice, Medical Practice Standards and ND Food, Drug and Cosmetic Act: Institutional Management (pharmacy). All procedures for the storage, dispensation, transport and disposal of prescription drugs shall be accomplished in accord with the above standards. Residential employees are required to complete medication administration training by a licensed nurse.
12. Student illness – Students are referred to the school nurse for routine childhood illnesses, i.e. Flu, colds, headaches or muscle aches. Students who become ill may be placed in their room, TV lounge or quarantined to sickbay depending on type of illness. Sickbay is a separate room used to safeguard other students from contracting the illness.
13. Circle of Nations School residential program supports the physical wellness of students. A recreation program provides intra-mural sports, teambuilding activities, self-esteem building games, social skill development games. Field trips to surrounding areas include ice and roller-skating, skiing, sledding, movies, hiking, water parks, and bowling.
14. The homeliving program supports the educational needs of their students and provides one hour per night four days a week. Additional study time and tutoring time is available for students in need of extra assistance.

#### B. FINANCIAL AND PERSONAL INFORMATION

Upon enrollment an inventory of personal belongings including clothing is prepared. Each article is marked with the student's name. Clothing or other articles received or purchased during the school year are marked and recorded in a similar manner. All students are furnished sheets, pillowcases, hand towels, and toilet articles upon arrival. Money sent to a child will be sent to the student bank for deposit.

#### C. LAUNDRY

All dormitory and student laundry is laundered at the dormitories. A schedule has been established when students may call for their clothing and return such items to their respective

rooms. In compliance with Bureau safety regulations, the operation of the laundry machines is restricted to dormitory personnel. Under the direct supervision of staff students are permitted to operate this equipment.

#### D. RESPONSIBILITY OF PERSONAL BELONGINGS

CNS is not responsible for personal items that are damaged, lost, stolen or sold/traded by the students. Each student is provided combination locks to be used on their bed/wall lockers. Additionally items may be locked in dorm manager's offices. It is recommended that personal or valuable items such as jewelry, televisions, C.D. players, bikes, stereos, play stations, black lights, Gameboys, cell phones and related items should not be given to the students to bring to campus.

#### E. RESTRICTED ITEMS

The following is a partial list of items that are restricted and should be removed from students' possession. Many everyday items can be used inappropriately, so it is important to remove them from student's possession before any harm is caused.

##### 1. Personal Items:

- Hair mousse
- Hair spray
- Gel containing alcohol
- Perfume / cologne
- Body spray
- Plastic baggies
- Air freshener (including Plug-Ins)
- Medication or Pills of any type
- Bandanas
- Metal nail files
- Tweezers
- Safety pins
- Needles
- Scissors
- Hairnets
- Mouthwash
- CD's containing explicit lyrics
- Any aerosol product
- Nail polish remover
- Markers (including non-toxic)
- Shoe polish
- Razors of any type
- Healy type shoes

##### 2. Gang related materials:

- Bandanas
- Hairnets
- CD's with gang references
- Old English writing (on books, clothing, etc.)
- Clothing with gang references
- Posters with gang references
- Pacifiers, baby shoes, bottles (any baby things)

- Personal pictures containing gang signs
3. Restricted Materials:
    - Cigarettes
    - Chew
    - Cigars
    - Lighters
    - Matches
    - Illegal Substances (Marijuana, Cocaine, Meth, etc.)
    - Pipes
    - Bongs
    - Medication of any type (Prescription and Over the counter)
    - Knives
    - Plastic/Rubber Gloves
    - Any other item that may cause bodily harm
    - Any items related to alcohol or drugs
  4. Inhalants/Huffables:
    - Perfume
    - Cleaning Supplies
    - Glue
    - Rubber Cement
    - Markers
    - Air Freshener (All types)
    - Hair Mousse
    - Hair Spray
    - Paint
    - White out
    - Shoe polish
    - Nail polish and remover
    - Bubb-A-Loons( gummy substance that makes bubble-like balloons.)

#### F. CAMPUS CHECK OUT PROCEDURES

1. Parents/guardians are to check-out the student from the Residential program.
2. A form is to be completed stating time out and expected time of return.
3. Parents/guardians are encouraged to meet with the Dormitory Managers.

### **HEALTH AND WELLNESS**

The general well-being and health of each student is the main concern of the nurse office. The school nurse will do all they can to keep students in good health, and provide care when students are not feeling well. When it becomes necessary to be seen by a Physician, students will be referred to a physician in Wahpeton/Breckenridge, or Sisseton Indian Health Services

REMEMBER: Your best health is our concern and interest. Students are encouraged to report all illnesses or health problems.

#### A. NURSE OFFICE HOURS

The nurse's office is open daily from 8:00 AM to 4:00 PM. A student will be seen for an emergency anytime, but we strongly encourage all the students who are ill or have a health

problem to visit the nurse during the regular school day.

#### B. IMMUNIZATIONS

Each student who enters school is required by the State and county to have all their immunizations up-to-date, however, there may be a rare exception; in those cases a student will be given the needed immunization, diphtheria, tetanus, whooping cough, measles, German measles, and polio. For more guidance please see North Dakota School Immunization Guide.

#### C. PHYSICAL EXAMINATIONS -- BY DOCTOR

1. Every student who makes an application for school must have a complete physical examination and have immunizations updated prior to enrollment.
2. All students who will participate in sports will have physical examinations.
3. All students in 4-8 grades will have physical examinations.
4. A physical examination may be recommended for a student by consulting the school nurse and the school principal.

#### D. GLASSES

Each year all students will have their eyes screened by the Snellen vision screening. Those students who score poorly on the Snellen, or who appear to have a vision problem, are referred to the optometrist for further eye examination.

Excessive breakage, destruction, or misuse of glasses will be the student's responsibility and he/she will need to pay for repair of these glasses.

#### E. DENTAL CARE

1. All students receive the service and care of a dental hygienist. This includes teeth cleaning, instruction on proper tooth brushing, and application of fluoride to help prevent tooth decay.
2. Students requiring dental care are referred to our contract dentist in Wahpeton, for care and alleviation of dental problems. Orthodontic work cannot be done. Funds are not available for this service.

#### F. HOSPITALIZATION

Students who are hospitalized for illness or in need of surgery will most likely be admitted to St. Francis Medical Center, Breckenridge, Minnesota (across the river from Wahpeton).

However, those requiring specialized surgery or hospitalization will be referred to an appropriate specializing hospital.

A mental health worker is available for referral or consultation for a student or students who manifest emotional problems. REMEMBER: A healthy student is a better student.

Below are a few health rules, which will help you to keep well.

1. Dress according to the weather. Dressing appropriately helps prevent: colds, sore throats, ear aches (draining ears), and frostbite.
2. Wash regularly with warm water and soap. Clean healthy skin is much admired by everyone. Skin conditions and sores can be avoided with proper care.
3. Washing your hair will reduce the risk of head lice.
4. Use underarm deodorants.
5. Keep your clothes neat and clean. Germs do not live in clean surroundings.

### **SPECIAL ACTIVITIES**

#### A. RECREATION PROGRAM

A full range of recreational activities are provided. Included are intramural activities, professional sports events, local sporting activities and other recreational leisure events.

#### B. SCHOOL PARTIES AND PICNICS

Most school picnics are held at the beginning and end of the school term. Group picnics or parties are held throughout the school year by a scheduled procedure.

#### C. CANTEEN / MOVIES

A student canteen for games, dancing and other activities is located on the school campus. The canteen is open weekend and holidays. Movies are shown in the canteen and dormitories. Students may also attend movies at the local community theater.

#### D. SWIMMING

The indoor swimming facility at the North Dakota State College of Science Activities Center is regularly scheduled for students' use.

#### E. SPORTS ARENA

The students have access to the sports arena located near the campus. Hockey and free ice skating activities are available to the students.

#### F. CULTURAL & ATHLETIC ACTIVITIES

Students may attend cultural and athletic events that are held at the local high school and/or college. Events include: Basketball games, football games, track meets, plays, speakers, musicals, and related activities.

#### G. FAMILY DAY

An annual family day is scheduled to provide information and training to parents/ guardians.

### **EXTRA CURRICULAR ACTIVITIES**

#### A. DANCING and SINGING CLUB

Boys and girls from the various tribes make up the dancing/singing club. The dancers, singers and ceremonies are under the direction of a staff member. Officers are elected in the Fall of the year and regular meetings are held. If responsibilities and obligations are not fulfilled by each member, their membership is terminated in the club. Many performances are presented locally throughout the year as well as in the nearby communities.

#### B. OTHER SCHOOL RELATED ACTIVITIES INCLUDE

Circle of Voices, Tae Kwon Do, piano lessons, chess club, yearbook, Tri-college math competitions, and writing club.

### **SCHOOL ATHLETIC PROGRAM**

#### **Mission Statement**

The Circle of Nations School recognizes that athletics and athletic competition for Native American students is an integral part of the overall educational process. The Warriors athletic program at the Circle of Nations School strives to enrich the lives of participants by providing quality coaching, facilities, and support services.

The Warriors athletic program will work in partnership with its dynamic, multi-cultural community to provide accessible and high quality guidance and direction by keeping the needs of the student-athlete at the center of decision-making. Only the highest standards of sportsmanship, academic achievement, and conduct are expected of students, coaches, staff, and administrators associated with the Warriors athletic and club sports program at the Circle of Nations School.

#### Athletic Eligibility

- \* Guardian consent is required before a student is allowed to participate.
- \* Students must have an athletic physical on file and up to date to participate in Athletics.
- Students must have no more than one “failing grade” to maintain eligibility.
- \* Grade checks will be done every two weeks.
- \* Students can regain eligibility when the teacher issuing the failing grade writes a letter of passing
- Students will continue to practice during the period of ineligibility.
- \* Ineligible students will be able to attend games, but not participate in sporting event.
- \* Students must be in attendance for a full school day to participate in an athletic activity
- \* Students may not be able to participate in an athletic sporting event when a minor or major infraction takes place. This will be determined by CEO, Principal, and Athletic Director.

#### Suspension or Expulsion

Any participant who receives an out-of-school suspension or expulsion shall be ineligible for participation, including practices, during the period of suspension or expulsion. Participants shall be eligible to participate when they are readmitted to school. This will be determined by CEO, Principal, and Athletic Director.



# CIRCLE OF NATIONS CAMPUS MAP

