

Dunseith Day School

SCHOOL BOARD POLICY MANUAL

Dunseith Day School

P.L. 95-561 Dunseith,

North Dakota

2010

PO Box. 759 Dunseith, North Dakota 58329

Section 100 - School Board

110. DESIGNATION AND AUTHORITY:

111: The Dunseith Day School 95-561 School Board is the official policymaking body of the Dunseith Day School.

112: The School Board's jurisdiction shall encompass the education programs of the school pursuant to P.L. 95-561, P.L. 93-638, P.L. 100-297, Title XI 62 BIAM, Federal and State regulations and laws, and actions and/or laws as may be provided by the Turtle Mountain Chippewa Tribe.

113: The School provides educational programs and services to tribally enrolled Indian children in grades K-8, who reside on the Turtle Mountain Chippewa Indian Reservation.

113.1 : Children, grades K-8, who reside within the area specified in #113 above, have first priority for attending the Dunseith Indian Day School.

113.2 : Non-member and Non Indian children may enroll at the school and may be recommended by the 95-561 School Board.

120: GENERAL ORGANIZATION:

121: The Board shall consist of five (5) members elected by the parents or legal guardian of children attending the school. Board members shall be parents or legal guardians of children attending the Dunseith Indian Day School.

122: Qualifications: In order to serve on the School Board, a person must be the Legal guardian of a child attending the School. Proof of Legal guardianship of a student attending the School will be required; especially in the event the parent is not a biological parent. The guardian must have a legal Court document signed by the Judge. The child must be residing in the home of the guardian.

123: Oath of Office: Members of the School Board shall qualify to serve by taking and subscribing to the Oath of Office. The School administrator shall administer such oath.

124 : Election Procedures:

124.1 : Board elections shall be held each year on the third or fourth Tuesday of October.

124.2 : Eligible voters shall elect Members. Eligible voters are those individuals who are biological parents or legal guardians of the children attending the School. Legal court documentation will be required in cases where the issues of guardianship may be in question or has not been confirmed.

124.3 : Notice of election and request for nominations shall be sent to eligible voters in October. Such notices shall call for nominations of candidates , state qualifications, terms time and place of the election, and other procedures necessary for filing candidacy papers and electing members to the Board. Students must be enrolled the last quarter prior to the election.

124.4 : Individuals will declare their intent to run for the School Board and nominations will close and ballots prepared in October. The ballot will contain a place for write-in candidates.

124.5 : The conduct of elections shall be held pursuant to procedures developed by the Principal and the School Board Secretary who shall both be responsible for the conduct of these elections. In event the School Board Secretary is up for re elections, the School board shall appoint one other Board member to serve in this capacity.

125: Terms of Office:

Members shall be elected for a term of two (2) years with staggered terms. Terms of office shall begin the first meeting following election.

126: Vacancies:

Vacancies in membership may result from resignation, death, no longer qualified, or removal by Board action.

126.1 : Members wishing to resign for any reason will submit a letter of Resignation to the President of the School Board at least 30 days prior to the effective date of resignation.

126.2 : Members shall be removed from the board for any of the following reasons: (a) missing three consecutive meetings without giving prior notice or reason for being absent and/or (b) not performing duties of a member or for other good reasons as may be determined by the School Board.

126.3 : What a member is removed or chooses to resign, the President of the School Board will notify the resigned or removed member in writing of the Board's action or decision.

126.4 : If six (6) months or more remain in the term of a removed or resigned member, a special election shall be held to elect an eligible member to fill the remainder of the term.

126.5 : If less than six (6) months remain in the term of a resigned or removed member, the School board shall appoint a replacement for the remainder of the term.

127: Ineligible to serve as a member:

Any member will be deemed ineligible to serve on our board if he/she no longer has a child attending the school. A member will be required to resign should his/her child graduate or transfer from the school. The resignation or removal from office shall take place no later than thirty (30) days after the child has left the school system. If no resignation is turned into the Board, the member will be automatically removed from their position on the Board.

128: Officers of the School Board:

Officers of the Board shall be elected by the membership of the Board at the first meeting following the annual election. Officers shall serve a term of one (2) year. Officers of the Board shall consist of President, Vice-President, and Secretary/Treasurer.

128.1 : **Duties of the President:** The president shall preside over all meetings and exercise any authority delegated to him/her by the board. The President will sign all official documents of the School, prepare the Board agenda in cooperation with the Principal, represent the Board at community functions and appoint Board

committee subject to Board concurrence. The president will only vote in case of a tie.

128.2: Duties of the Vice-President: The Vice-President shall assist the President when called on to do so, shall preside in the absence of the President and when presiding shall have the privilege, duties, and responsibilities of the President.

128.3 : Duties of the Secretary/Treasurer: This officer shall keep minutes of all duly called Board meeting, verify to their accuracy and upon acceptance by the Board, sign such minutes as being official. He/she shall present all minutes of past meetings as requested and keep financial records that the Board may be required to keep. He/she shall adhere to all financial policies and procedures in the fulfillment of duties as the Treasurer of the Board.

129: Powers and Duties:

130: The board is the policy-making body for the school except that which may limit its authority as specified in P.L. 95-561, P.L. 95-638, P.L. 100-297, 25-CFR, and 620 BIAM (Bureau of Indian Affairs Manual).

131: All policies and procedures adopted by the Board shall be consistent with the law s, rules, and regulations of Tribal, Federal, and State governments including P.L. 101-630 and P.L. P.L. 101-647. (Indian Child Protection and Family Violence Prevention Act of 1990 laws).

132: The Board shall establish, update, and approve local academic standards in basic education, and shall approve such standards.

133: The Board shall be consulted in the employment or discharge of Federal employees pursuant to Federal Law and regulations, and Board policies. In the employment and discharge of non-federal employees, the Board shall adhere to policies and procedures.

134: The Board has the rights to perform all other powers and duties granted to it by Tribal, Federal and State governments.

135: Individual Board Members:

They have no authority to speak for the Board unless such member has been authorized by the Board action to do so.

135.1 : When the board is not in session, individual Board members shall have no status, except as assigned by the President, and approved by the Board.

135.2 : The School Board is a collective body and has authority only during such times as the Board is in public session.

135.3 : Each Board member shall consider it his/her duty to appear at every Board Meeting properly prepared to discuss the items appearing on the agenda. Each shall have reviewed all supporting materials accompanying the agenda and will have contacted the Principal for such additional material and information as is felt necessary in order to make intelligent evaluations and to discuss the questions that come before the board.

135.4 : Board members are responsible for attending all duly called meetings of the Board. If any members has reason to be absent from a duly called meeting of the Board, it shall be his/her duty to notify, by phone or in writing, the President or School Principal of such absences.

135.5 : Board members may attend school events, activities and visit their children/s classrooms to discuss school activities with employees and/or teachers, but in no way shall the members interfere with the daily administration and management of the school.

136: Opportunities for Development:

School Board members will increase their knowledge about education and the roll of the Board member as it pertains to education decision-making programs, policies, and procedures of the school. The Board encourages self-improvement and when possible attends board training.

136.1 : **Required Orientation:** Board members upon being elected shall receive a minimum of one day of orientation and training on School Board membership. Such training and orientation shall occur no later than three weeks after their first meeting with the School Board. Each new School Board member shall be provided with a copy of the School Board Policies and Procedures Manual, the

most recent approved budget, the latest annual report, and other documents as may be deemed important and of value to them as new School Board members.

136.2 Allowable Expenditures: Allowable expenditures in the use of federal And state funds designated for school training are:

1. Contracting with individuals and organizations for training services.
2. Membership fees in School Board associations and purchases of their materials and publications.
3. School Board members reimbursed for subsistence and travel expense incurred while participating in training activities.
4. Cooperative contracts with other School Boards for joint training or technical assistance activities.

136.3 : Limitations on Expenses: No expenditure may be authorized except in accordance with decision of record by the School Board. Each payment shall be made under written authorization of the President. All expenditures will reflect the adopted Financial Plan.

137. POLICY INFORMATION:

The School Board shall be the policy making body for the formulation of school policy.

137.1 : Proposals regarding School policy may originate at any source such as a parent, member of school staff, Board member or School Principal.

137.2 : Policy proposals and suggested amendments to or revisions of the existing policies shall be submitted in writing to all board members of the Board fifteen days prior to a regular scheduled monthly meeting in which such proposed policies, amendments or revisions shall be read and discussed.

137.3 : The Principal, or designee, will present the possible effects of a new policy or change in existing policy for the Board's consideration prior to any action taken by the Board. In the absence or policy, the Principal is authorized to act in legal and responsible manner and will recommend appropriate policy to rectify the situation.

137.4 : A vote for adoption shall take place at the next succeeding regular meeting of the Board. A majority vote of the Board membership shall be needed for the adoption of a policy.

137.5 : Except as outlined in 25 CFR, the Principal shall be responsible for the execution, administration, and enforcement of all policies of the board. He/she shall report to be accountable to the entire Board and not to an officer or individual thereof in fulfilling his/her responsibilities.

137.6 : Copies of adopted policies shall be distributed to the Board, School staff, parents and others as may be determined. An official copy of all policies will be kept in the school office for public inspection during school hours.

138. MEETINGS AND COMMUNICATION:

138.1 : The Board will meet on the first Tuesday of the month with each meeting beginning at 5:00 p.m. unless changed by the Board.

138.2 : All meetings will be held at the school, unless alternative meeting place is designated by Board President or School Principal.

138.3 : The Principal will notify members of the Board of all meetings and will send them, at least three days prior to the meeting, a copy of the tentative agenda and accompanying documents.

138.4. Notice of the Board meetings will be posted prior to the meeting with a general description of business considered. The Principal shall be responsible for these notices being posted.

138.5 : All Board meetings shall be open to the public, except in times when an executive session is necessary. Only the Board, School Administration and any guest it may invite will be present in executive session. Any discussion on personnel issues will be held in executive session. Official business of the school board can be transacted only in regular or special meetings and the meetings must be open to the public.

138.6 : The School Board President shall call special meetings of the Board. If three or more members of the Board request a special meeting, a meeting shall be held. Notice of special meeting may be made verbally or in writing with notice of

general topic to be considered, time and date of the meeting must also be included.

138.7 : Operating procedures of all meetings shall have an agenda, minutes, voting, order of business, quorum, committees, and a calendar. All visitors will have a presentation time limit.

138.7.1 : **Agenda:** A written agenda will be made by the Principal in consultation with the School Board President. Members of the Board may propose agenda items to the President of the Board. Members of the community, who wish to have items placed on the agenda, will notify the principal.

138.7.2 : **Minutes:** The Secretary of the Board is responsible for keeping all minutes of Board proceedings. Actual taking of minutes will be by a person employed by the Board. Minutes will contain a general description of the proceedings, a concise record of all motions and a record of all votes for and against motions, as well as attendance of all Board members and other present during the meeting .

138.7.1.1 Secretary and President of the Board will sign the minutes after official approval.

138.7.1.2 Minutes will be kept in a permanent journal in the school office. Such minutes will be available for public review during business hours under the direction of the Principal. Minutes shall be published as determined by a vote of the parents.

138.7.3 **Voting:** The voting of the Board shall be by roll call vote and shall be recorded and written, unless changed by a motion of the Board. All actions will pass or fail based on a majority of those members voting.

138.7.4 **Order of Business:** Robert's Rules of Order, Revised, shall prevail at all meetings. The order of business is as follows:

138.1.1.1 Call to Order

138.1.1.2 Roll call

138.1.1.3 Adoption of agenda.

- 138.1.1.4 Introduction of guests.
- 138.1.1.5 Action on minutes of previous meetings.
- 138.1.1.6 Unfinished business.
- 138.1.1.7 New business.
- 138.1.1.8 Next meeting.
- 138.1.1.9 Adjournment.

138.1.2 Quorum: A quorum for conducting School Board business shall consist of three (3) members of the Board. If neither the President nor Vice President is present, the Secretary will chair the meeting.

138.1.3 Committees: The School Board in general, shall act as a committee as a whole. Special committees may, however, be appointed to perform specific investigations and report back to the Board. Such committees are automatically dissolved when their reports have been made to the Board.

138.1.1.10 There shall be no standing committees appointed by the School Board.

138.1.1.11 The President of the Board with the approval or at the direction of the Board may appoint temporary committees to assist the Board.

138.1.4 Calendar: The school calendar shall be the calendar adopted annually by the School Board. Such school calendars shall be approved no later than March 1st of each year for the ensuing year.

1381.1.12: The Board shall adopt a school calendar listing the days school is in session, holidays, parent and teacher conferences, and in-service days for the teachers.

139: Complaints Concerning Students: The Board shall adhere to, in writing, the procedures to be used to bring complaints of students or employees before the Board.

139.1 The policies established by the board must recognize the right to privacy and due process of individuals. The School Board shall adopt the Bureau of Indian Affairs' Student Rights and Responsibilities policy and procedures as outlined in 25 CFR. Part 42.

139.2 The Board shall not honor any requests for individuals (including individual School board members) or groups who desire to discuss or present complaints against students, either singularly or collectively, until or unless such complaints have gone through the proper chain of command and the Principal has received the complaint in writing, and has an opportunity to make a decision regarding the complaint.

139.2.1 Upon receipt of the complaint, the Principal will attempt to resolve the issue. If the party complaining is not satisfied, the party may take the complaint to the Board for action.

139.2.2 Any person or group wishing to make a presentation to the Board will make their own request to the Principal and be placed on the agenda. The Board may set conditions such as time allotted for the presentation, and number of people to be presenting.

140. **Conflict of Interest:** Members of the Board will perform their duties in a fair and impartial manner based on the best interests and needs of the school and students and will refrain from taking or participating in action which would constitute a conflict of interest. A conflict of interest is defined as:

140.1 : An action, which affects the employment status, in any way, or an immediate family member of the Board member, or a Board member him/herself.

140.2 : An action that materially benefits a Board member or member of the immediate family. Immediate family member is defined as any person who is related to a Board member. More specifically, immediate family member includes: husband/wife, mother /father, son/daughter, sister/brother, uncle/aunt , first cousin, nephew, niece, father-in-law, mother-in-law, stepfather, stepmother , stepson, stepdaughter , stepbrother, stepsister, half-brother , or half-sister.

140.3 : An action that would have the appearance of a conflict of interest in the ordinary course of business.

140.4 : Whenever the Board is considering an issue in which a member may materially benefit, as defined herein, the member shall refrain from asking or

seconding motions and voting but may participate in discussion of the issue at hand.

140.5: No member of the Board shall be employed and paid by the school.

141 Amendments:

These policies may be amended by a vote of at least three (3) of the five (5) School Board members in favor of the amendment. Amendments to the policies will be giving at least one month for review purposes. This will afford time for individual Board members, school administration, school personnel, and parents to study and review the proposed amendments before it is adopted or voted on by the board.

SECTION 200 - FINANCIAL AND FACILITY PROPERTY MANAGEMENT

210: FINANCIAL MANAGEMENT:

The principal is the responsible fiscal officer for the school and is responsible for the proper receipt, disbursement and accounting of funds pursuant to federal and state laws and regulations.

- 210.1 The Principal shall present the Board, within forty-five days of receipt of the BIA's tentative allotment, a recommended financial plan for the Board's consideration. The financial plan shall fund the academic, intellectual, physical, cultural, social and psychological needs of the students for that particular year.
- 210.2 The Principal shall make monthly financial reports to the Board on all funds expended at the school including federal, state, and tribal funds. The financial report should include funds received, funds unallocated, funds expended, funds allocated, and other relevant information affecting the Financial Plan. An annual financial report will be made for the purpose of planning, projections, and for other decision-making purposes.
- 210.3 The Principal shall expend funds only as provided in the approved Financial Plan.

210.3.1 Purchasing: The Principal and Board have the responsibility to assure that all purchases are made in the best interest of the school. Purchase will be made competitively but in doing so will not sacrifice the quality of products and services purchased. The Principal shall employ purchasing procedures, which comply with all applicable federal and state laws and regulations.

210.3.2 Bids and Quotations: All contracts for and purchases of supplies, materials, equipment, and contractual services, except as prescribed by State or Federal law, shall be based on competitive bids. Preference shall be given to bidders and suppliers of Indian owned businesses who qualify under the Buy Indian Act or with Indian preference regulations. Such preferences shall, however, take into consideration the overall costs, the amount of bid, the quality of product, and/or services, and the performance of the bid. Bids shall be sealed and opened at a time determined by the Principal and School Board.

210.3.3 Contractual Personnel: will be directly under the supervision of the Principal of the School.

220: BOARD RESPONSIBILITY:

Following the consultation on the development of the Financial Plan, the Board shall meet to accept, reject or amend the Financial Plan. Such action is provided in 25 CFR 39.60, Subpart# - Local Educational Financial Plan.

220.1: The Board may, at any time after adoption of a financial plan, amend such plan, pursuant to provisions of 25 CFR 39.60, Subpart # - Local Educational Financial Plan.

220.2 : Actions of the Board are subject to approval as may be provided in the federal regulations.

221: Security: The Principal is directed to establish such rules and regulations as may be needed to provide for the security of buildings and grounds including but not limited to:

221.1 : Provision for locks and keys.

221.2 : Minimizing fire hazards and for fire drills during the year.

221.3 Reducing the possibility of faulty equipment by establishing procedures for preventative maintenance.

221.4 : Keeping records and funds in a safe place.

221.5: Protection against vandalism and burglary.

221.6 : The prosecution of vandals.

221.7 : Provisions for the security and safety of the playground.

222: Property and Supplies Records Management:

The Principal shall ensure that proper records are kept on all facilities, equipment , supplies, and materials owned by the school. Property and supplies management shall include an annual inventory of such facilities and property.

222.1 : Property management shall take into consideration and comply requirements of the Bureau of Indian Affairs, the Turtle Mountain Band of Chippewa Tribe's property management regulations. In the absence of a procedure (s) for the management and care of property, the Principal shall develop such rules and regulations to protect such property. Regulations and rules, as established by the principals, shall include but not be limited to the following:

222.11 : Only employees that work at the Dunseith Day School can be issued equipment or school property, and shall be held responsible for it items that have been issued to them.

222.12 : All School owned property and equipment used for any activity

or extra-curricular activities, including uniforms and instruments, should be used at the beginning of each season or the school year and returned at the end of the season or the school year. All items shall be accounted for by an inventory system adopted by the Principal and approved by the board.

222.13 : Teaches and other appropriate staff, as determined by the Principal, shall at least once a year, make a careful inspection and inventory of all property that is owned or secured by the school. Such inventory shall conform to standards as established by the school principal and approved by the board.

222.14 : Property of the school shall not be loaned to any person for personal use unless the user and the School Principal sign a Use Agreement. The Use Agreement shall stipulate the individual responsible for the care and maintenance of the school property, fee for use, the approximate time for use of the property, and the reason for using the property. The school Principal has the sole authority to approve or disapprove the use of such property by private individuals or groups.

222.15 : All conditions and agreements shall be in writing and agreed to prior to use.

222.2 : Insurance Management: It shall be the Principal's responsibility to manage all insurance programs and policies of the school. Purchase of insurance shall be in compliance with state and federal laws. Insurance policies shall cover liability of the school, provide for benefits involving ND High School Activities Association, and for comprehensive coverage as needed such as in the cases of vehicles and bus insurance. The Principal shall present to the School Board during the annual July meeting the total insurance coverage plan and its cost for their approval.

SECTION 300 - SCHOOL ADMINISTRATION

300: SCHOOL ADMINISTRATION

Management of the school is the responsibility of the Principal.

310: Principal: The Principal is supervised by the Turtle Mountain Agency Education Line Officer. Prior to the Principal being hired, the Board shall be consulted as described in Board policy and federal regulations. The Board shall have the right to review applications, participate in the interview of all qualified Principal applicants, and make a recommendation as to the individual most qualified to hold the position.

311: Qualifications: The position of the School Principal for the Dunseith Indian Day School is an important position. In consultation with the School Board process, the Turtle Mountain Education Line Officer shall search for an individual with the following qualifications:

311.1 Shall possess the appropriate administrator credentials as required for the State of North Dakota and North Central Accreditation.

311.2 : Shall be of good character and of high morals and integrity .

311.3 : Possess good judgment and common sense along with the ability to think clearly and independently relying on facts instead of prejudices.

311.4 : Demonstrate excellent business and education ability and leadership.

311.5 : Ability to accept responsibility and be accountable.

311.6 : A strong and respectful personality, the capacity to maintain the respect of educational leaders.

311.7 : Have proved and possess experience in administering programs for the education of Native American youth.

311.8 : Possess excellent communication skills along with the ability to work well with a diverse group of individuals.

312: Duties and Responsibilities:

The Principal shall be the chief administrative and fiscal officer of the School and shall assume all responsibilities inherent in that title including:

312.1 : She/he shall carry out all duties and responsibilities prescribed in Federal, State, and Tribal Laws and regulations.

312.2 : The Principal shall be responsible for carrying out the policies in P.L. 95-561, 62-BIAM, P.L. 100-297, 25-CFR and the School Board.

312.3 : The Principal is responsible to the Board for the proper execution of all Federal, State and local/tribal rules, regulations, procedures, and policies of the school.

312.4 : Through applicable guidelines and policies set forth by the School Board and through 62-BIAM, 4.1, the Principal is responsible for the Employment assignment, direction, evaluation, discharge, discipline, and renewal of employment of all BIA school employees. Where required, the Principal will obtain concurrence from the School Board in the course of Taking action during the course of these decisions.

312.5 : The Principal shall assist the Board in its duties by providing information, guidance, and assistance.

312.6 : The Principal shall be responsible in assuring that all employees, Curriculum, and instructional practices meet the minimum requirements for State and North Central Accreditation.

313: Organization and Operation:

There will be a line of authority establishes as determined by the principal and approved by the Board.

313.1 : In the Principal's absence, the person designated in writing to act

for the Principal shall have full authority and responsibility to perform required duties. Individuals, who hold the following position within the school system, shall act as school Principal in his/her absence;

313.11 : School Social Worker

313.12 : School Counselor

313.13 : Principal Designate

313.2 : School employees and the Turtle Mountain Education Line Officer shall be notified when the Principal will be absent from school and who is acting Principal in his/her absence.

313.3 : The following principals shall govern the administrative operations of the school:

313.11 : The chain of command is expected to be adhered to by all employees at all times.

313.12 : Each member of the staff shall be informed as to who he/she is responsible to and for what functions.

320: ADMINISTRATIVE REGULATIONS:

320.1 : Board policy shall be administered through the issuance of administrative procedures and/or regulations.

320.2 : All proposed administrative procedures and/or regulations shall be presented to the Board for concurrence prior to implementation.

330: COMMUNICATIONS:

330.1 Administrative and/or personnel communications , in reference to an employee relationship, shall all be through appropriate channels.

330.2 Direct communications of School employees with Tribal or community leaders are not considered to be an appropriate action or function of the employee.

School employees shall comply with Bureau directives /policy in regard to political involvement or contact with any elected official such as Tribal Council members in the course of their employment or daily work.

330.3 : A school newsletter shall be distributed each month during the school year to parents of children attending the school. The school newsletter shall be regularly distributed in order to keep the community informed of school events and activities.

330.4 : School-wide staff meetings shall be held monthly for the purpose of sharing general information, discussing school issues, and for effective communication with all employees.

330.5 : The use of school telephones by employees will be for official school business only. The telephones shall not be used for personal business. Employees receiving telephone calls from anyone shall be at the discretion of the School Principal. Classroom staff may be give a telephone message and allowed to return the call when not actively involved in classroom instruction.

330.6 : The appointed Committees/Person shall be responsible for preparing and distributing new stories, articles, and features about the school or its activities.

340: MANAGEMENT PEROGATIVE

In cases where emergency action must be taken within the school and where the Board has provided no guidelines for administrative action, the Principal shall have the power to act. It shall be the duty of the Principal to inform the Board promptly of such action and of the need for policy.

SECTION 400 - INSTRUCTIONAL SERVICES

400 PHILOSOPHY AND GOALS FOR INSTRUCTIONAL SERVICES:

401: Philosophy:

The Dunseith Indian Day School and community recognizes such child as having unique and differing needs which are social, educational, physical, spiritual, cultural, and vocational. Recognizing the different needs and potential of its students, the Dunseith

Indian Day School will provide opportunities and resources and maximize student achievement. The school realizes the importance of parental involvement in the overall education of its students and therefore support and encourage this concept.

402: Goals for Instructional Services:

The school will prepare each child to successfully compete academically and will promote life-long learning.

The school will provide opportunities and instructional activities, which will enhance cultural identity of its students.

The School will produce for the individual learning styles of its students.

420.1: The Dunseith Day School will utilize active learning instructional approach through the formal of " workshops."

410: ORGANIZATION OF THE INSTRUCTIONAL SERVICES:

411: Under the direction of the Principal, the staff shall be responsible for developing maintaining, and improving Curriculum and instructional programs the school subjects for concurrence by the School Board.

412: The School shall provide educational services to all K-8 students in an equitable manner.

413: The instructional practices will offer methodologies and techniques most helpful to Native American students. These practices shall involve current mythologies that provide for quality instruction at all levels.

420: CURRICULUM:

The school' s curriculum will include all of the instructional programs required by the Federal Office of Indian Education, BIA, North Dakota Department of Public Instruction, and North Central Accreditation , as well as the Turtle Mountain Band of Chippewa Indians.

421: Curriculum development on the local level is essential in helping individual

students achieve mastery of the prescribed objectives. The School Board expert' s involvement of parents and students.

422: A well-defined program of continuous growth that encompasses the academic, physical, cultural, spiritual, and emotional shall be established with in the school. The Turtle Mountain Language will also become a part of the instructional process as it is developed within the school.

423: The school shall promote good citizenship among all students and foster achievement in the following manner:

423.1 : To teach young people that the future will be what they make of it and those opportunities will be better for those who set their own realistic goals and are willing to discipline themselves in the process.

423.2 : To provide each child ample opportunity to develop into a good citizen.

423.3 : To help each child learn how to effectively communicate and work cooperatively with his/her fellow citizens.

423.4: To help students develop respect for private and public property.

423.5 : To empower students with values of respect, generosity, honesty, harmony, and cooperation .

424: The core curriculum shall meet or exceed the minimum requirements of the State or North Central Association of Secondary Schools and college (NCA).

425: The School Board shall review any additions or deletions from the curriculum of the school.

426: All teachers will be provided copies of all curriculum guides mandated for use in the school.

427: Teachers will maintain at least weekly lesson plans. Lesson plans will be submitted to the Principal prior to the beginning of the week in which they will be used. A copy of the plans will be maintained in the classroom and the school office.

428: Accreditation: The school program and services shall meet or exceed the accreditation standards for the State of North Dakota and the NCA. The school shall also be in compliance with the academic standards as established in 62- BIAM, 4.1.

429: Curriculum will be developed in the active learning approach.

429.1: The curriculum components will include the following:

429.11: Curriculum standards and benchmarks

429.12: Checklist-Scope and Sequence

429.13: Workshops - See Workshop Planner

429.14: Textbooks

429.15: Assessment

429.16: Technology

429.17: Resource Materials

429.18: Timelines

429.19: Language and Culture

430 INSTRUCTIONAL ARRANGEMENTS:

431: Schedules and Planning: The Board shall annually adopt a calendar for the school term specifying the opening date and providing for a minimum of at least 175 days of actual instructional time.

432: The school day for students shall at least equal the time required by the State and Federal laws and requirements.

433: Emergency Closings:

433.1 : When in the opinion of the Principal conditions exist which might be hazardous to the safety and welfare of the students and teachers, the Principal shall have the authority to close school until such hazardous conditions cease to exist.

433.2 : Whenever possible, the Principal will notify the School Board President and the Education Line Officer of these emergency conditions.

433.3 : Should it become necessary to call off school due to poor weather conditions or for any other reason, announcements will be made on KEYA Radio in Belcourt and KBTO Radio in Bottineau. When school is dismissed early due to stormy weather, all other school activities such as athletic practice will also be cancelled.

433.4 : When a sudden storm breaks during the school day, and it becomes necessary to suspend classes, bus drives will make sure that children are not left unattended at home if they are under the age of 12.

434: Special Events and Projects:

434.1 : Special events and ceremonies will be held only after being approved by Principal.

434.2 : No individuals, class or group will organize projects to be participated in by the school and students without clearance from the Principal.

434.3 : No student shall participate in a school-sponsored event away from school without prior written approval from the parent.

434.4: All clubs and or groups shall:

- work in cooperation with the advisor of the activity.
- Exist for the Benefit of all children of the school.
- Extend membership opportunities to all enrolled students who meet reasonable standards of conduct and scholarship .

434.5 : All events and projects will have a sponsor assigned by the Principal, who shall be responsible for student safety, well-being, and protection.

434.6 : Field Trips: Occasionally, classes take field trips to such places that are of educational significance. The school shall furnish permission

forms for the parents or guardians whose children are to participate on field trips. Parents or guardians will notify the school in writing if they do or do not want their children to participate in such field trips. Field trips will require that they relate to what is being taught in the classroom; it must be an extension of instructional objectives.

435: Extra-curricular Activities:

435.1 : The primary purpose of extra-curricular activities shall be to broaden and enrich the learning experience of the students, to allow for exploration into various activities, to put into practice many of the concepts learned in the classroom, and to learn working in harmony with their peers.

435.2 : Extra-curricular activities are defined as any activity under the sponsorship of the school and outside the normal classroom. The Board expects these activities to be closely supervised by the staff.

435.3 : Participation in extra-curricular activities is a privilege, not a right. Students must be in good standing with the school, which includes good behavior, passing grades, etc. Only those students participating in a school-sponsored activity will be allowed to ride an activity bus home.

435.4 : Under the Principal's direction, and through weekly monitoring by coaches and advisors, all students must be academically eligible to participate in extra-curricular activities.

435.5 : An intramural sports program may be provided. Participating students must have written parental permission to participate and pass a physical examination.

440 EVALUATION OF STUDENT PERFORMANCE:

441: Progress Reports:

441.1 : All student reports shall be made on forms provided by the school as approved by the Principal.

441.2 : Teachers shall administer a system of reporting and evaluating a student's performance and progress on at least a quarterly basis. This system shall be determined by teachers and the Principal, and communicated with the School Board.

441.3 : Teachers shall keep all required records and reports, and shall submit all reports to the office of the Principal at the time and in a manner as prescribed by the Principal.

441.4 : All students shall be evaluated in terms of what should be accomplished in a given grade or class and his/her ability to accomplish such subject matter.

441.5 : Teachers are encouraged to immediately contact parents when students are showing difficulty, at least twice during the 1st semester of each school year to discuss the work of their children.

441.6 : Report cards shall be issued each nine weeks. Report cards will be distributed during parent conferences each nine weeks, or mailed if parent fails to attend the conference.

442: Grading System:

442.1 : A uniform grading system will be adopted for the purpose of awarding quarterly and year-end grades to students.

442.2 : Students grades will be based on mastery of the prescribed objectives of the courses of study. The mastery of prescribed course objectives shall be the primary measure of academic attainment for reporting student grades on report cards.

443: Retention:

443.1 : The teacher will recommend a student for retention if the student fails to successfully master 70% or more of the objectives in four or more areas of study that are based on averages of all four quarters.

443.2 : A student who has not participated , either directly or through approved alternative instructional days per academic year without written excused absences may be retained in grade. The Board may review a retention decision, and if warranted due to compelling or/and extenuating circumstances, rescind in writing such action on a case-by case basis.

443.3 : When it is anticipated that a student may be retained, for whatever reason, the parents shall be advised of such conditions at the second and/or third grading period and a consultation with the parents will be held prior to the retention.

443.4 : Retentions will be recommended by the classroom teacher, which is subject to final approval/disapproval of the Principal. Parental approval of retention will not be required.

443.5 : Should a parent insist his/her child be promoted, even with opposition from the school teacher, the parent will sign a release indicating that he/she will not hold the school responsible for lack of academic achievement on the part of the child.

444: Promotion:

444.1: Students will be recommended to the Principal by the teacher for promotion to the next grade level. Promotion is based on the student successfully achieving the content of each subject.

450 STUDENT RECORDS:

451: An up-to-date cumulative record shall be kept of every student. Students and parents have the right to see the cumulative, official record upon request and may require the removal of any material from such record, which does not pertain specifically to the educational process or the student' s past or current situation.

452: The Principal shall be responsible for the development and security of student records. Student records shall be maintained based on requirements outlined in Privacy Act, and other applicable laws, regulations , and policies of the Board. The Principal may delegate to other school personnel the responsibility to

keep secure certain supplemental files of students. Student records shall be protected at all times.

453: Upon receipt of an official request , cumulative records will be sent to the receiving school where the student is enrolled.

460: INSTRUCTIONAL MATERIALS:

The Board shall supply to the best of its financial ability, materials, apparatus , supplemental books and other materials as requested by the Principal for the use in educational programs and instruction.

461: School committees shall be established, as needed, to review materials , supplies, equipment, and textbooks for instructional services. The committees will be established for purchase, etc., with final approval by the Principal.

462: Whenever a substantial or major change is being recommended or considered in instructional materials or texts, the Board may be consulted prior to implementation.

470: CONTROVERSIAL ISSUES:

It is the responsibility of the teacher to see that controversial issues discussed in the classroom are relevant to the course of study, limited to the level of understanding and age group of the student, and maintained within the bounds of objectivity commonly acceptable to the community. Teachers will serve only as facilitators of discussion without expression of personal preference or values.

471: Health Issues: A substance abuse program will be integrated into the curriculum, grade K-8, and F.A.C.E. Program.

472: Health issues, such as Acquire Immune Deficiency Syndrome (AIDES) will be taught as part of the total learning experiences under the guidelines of sensitive and controversial issues, i.e. , appropriate in terms of grade, age, and subject, with the teacher serving as the facilitator.

480: Evaluation and Planning:

481: The school shall conduct an annual needs assessment of programs, services, activities, achievements, etc.

482: The annual assessment shall be presented to the Board by the Principal.

483: Changes in programs, services, activities, policies, etc. should be based on the result of the needs assessment.

484: the annual needs assessment and evaluation should dictate how the budget will be structured for the next academic year.

485: The school will comply with the provisions of OIEP School Reform, Goals 2000 and other requirements, in conducting school program evaluations and needs assessments.

486: The Principal will provide the Board with his/her annual goals for the new academic year. Such goals may be amended by the Board to accommodate what it views as important and credible activities for the year.

SECTION 500 - PUPIL PERSONNEL SERVICES

500: PUPIL PERSONNEL SERVICES

Pupil personnel services shall include activities related to guidance, social work, testing, counseling, and other supportive services. Services will be provided by School, Indian Health Services, country social service agencies, and the Bureau of Indian Affairs.

501: Student Census: The Board is responsible for validating the student count, indicating the Indian School Equalization Program (ISEP) student count has been accurately recorded for all eligible students and programs in compliance with specifications under 25 CFR, The Indian School Equalization Program, and that the Turtle Mountain Education Line Officer, the Principal, and President of the Board has testified and confirmed the correctness of the count.

502: Admissions: The school shall permit both Indian, as defined in 25 CFR 3 lh.2 (n), and non-Indian in providing instruction, transportation, food services, support services, extra curricular activities, etc.

502.2 : The school shall adhere to the student attendance requirements as outlined in the North Dakota Century Code and 25 CFR.

502.3 : A child must be five years old by midnight August 31st in order to register in kindergarten. A child must be six years old by midnight August 31st in order to register in first grade. Any child, who by reason of special talents and abilities as determined by a series of developmental and readiness screening instruments approved by the State Department of Public Instruction and administered by the school may start school at a younger age.

502.4 : Under no circumstances shall a child start school that school year if he/she is not five years old by January 1st, if challenging first grade.

503: Student Enrollment

503.1 : All students will be required to complete and submit pre-registration forms for summer school and school year attendance. (See attached forms)

503.2 : All students that enroll must submit verification of their CIB' s, birth certificates, proof of guardianship/custody, social security number.

510 ATTENDANCE:

Compulsory school attendance is expected of all students pursuant to 25 CRF, Tribal, ND State law, see North Dakota Century School Code. Sections 15-34, 1-01, and 15-34, 1-04. The Principal shall carry out these laws and appropriate attendance policies.

511: Parent responsibility: Parents, guardians, and/or other persons having, charge, control, custody of a school age child are responsible for regular and punctual attendance.

512: Absences, Excuses, and Truancy:

512.1 : Parents may excuse their child (ren) from class for such justifiable reason as personal illness, death in an immediate family, medical appointments, emergencies, or other valid reason acceptable to the Principal.

512.2 : An absence will be determined unexcused when it occurs with the knowledge of the parent or guardian but for reason not acceptable to the Principal.

512.3 : If a student is absent due to illness, or for a medical appointment, a doctor's verification is required and in this case the absence is excused.

512.4 : All pupils are required, upon returning to school after an absence, to bring to the office a written statement, phone call, or note signed by the parent or guardian, giving the reason for the absence. In the event a student is tardy, a slip should be obtained from the office before the student begins classroom work.

512.5 : Students will, in all cases, be provided the opportunity to make up the missed schoolwork.

513: Attendance Follow-up

513.1: School social worker will conduct a home contact when a student has missed 10 unexcused days of attendance. Verification form will be completed as to contact and reason for absence.

520 STUDENT CONDUCT, RIGHTS AND RESPONSIBILITIES:

It is believed that both parents and teachers desire a high standard of conduct on the part of children. It is also believed that children would rather observe good rules than disobey rules. If this is true, then parents, teachers, and pupils each have a responsibility for acceptable behavior of pupils in their various relationships with the school and its programs. The school does not expect to have a part in children's conduct off the school grounds.

521: Student Rights and Responsibilities:

521.1 : Pursuant to 25 CFR Student Rights and Responsibilities, the school shall provide appropriate printed materials describing the rights and responsibilities of students.

521.2 : 25 CFR shall be used to comply with all applicable right responsibilities, and due process afforded students.

521.3 : A handbook of students ' rights and responsibilities will be provided including a copy of the federal regulations governing such rights.

522: Conduct, Behavior, and Discipline:

522.1 : Positive, constructive, moral and ethical conduct of students shall be expected. Proper order shall be maintained at all times in all school activities. Student government shall be encouraged and granted as it results in growth and development for students.

522.2 : The lack of respect for the right of other and the disregard of property, which young people may develop, shall be corrected so that the offender shall feel free that she/he should abide by the rules of his/her society.

523: Discipline: Corporal punishment to any student by any staff person of the school is prohibited. A pupil may be restrained or removed from the school, by the Principal, if a life-threatening situation exists.

524: Guidelines for Students:

524.1 : The student shall develop printed guidelines that describe to students and parents that which is acceptable and desirable in student behavior and conduct, as well as describing the unacceptable behavior and conduct at any activity or ceremony sponsored by the school.

524.2 : Students and/or their parents shall be liable for damages intentionally or negligently inflicted on school property.

525: Research and Experimental Programs:

525.1 : All instructional materials including teachers' manuals, films, tapes, computers, visuals, or other supplementary instructional material , which will be used in connection with any research or experimentation

program or project shall be available for inspection by the parents or guardians of the children engaged in such program or project.

525.2 : No student shall be required to submit, without prior parental consent, to psychiatric examination, testing, or treatment in which the primary purpose is to reveal information concerning one or more of the following:

525.21 : Political affiliation;

525.22 : Mental and psychological problems potentially (embarrassing) to the student or his/her family;

525.23 : Sex behavior and attitudes;

525.24 : Illegal, anti-social, self-incriminating and demeaning behavior;

525.25 : Critical appraisals of other individuals.

530 HEALTHS AND WELL-BEING OF STUDENTS:

531: Health and Medical Requirements:

531.1 : In cooperation with the Quentin N. Burdick Memorial Health Care Facility, the Board will ensure that there is proper action taken in regard to the proper health and well being of its students.

531.2 : At the beginning of the school year, the school will receive from the parent notice of where a sick child may be sent in the event no one is at home at the time of illness .

531.3 : The Principal may remove or exclude any child whose physical condition would interfere with his/her ability to learn or would expose other students to infection. When a student has been prohibited from school attendance as provided above, the Principal may require a satisfactory certificate from one or more licensed

physicians verifying that such attendance is no longer a risk to the students or to others attending school.

531.4 : Other procedures shall be developed by the Principal to provide for a healthy and safe environment for students.

532: Injury and Medication:

532.1 : In the event of an illness or injury of a student while at the school or at a school event, the student will be sent to the school nurse/aid. If the accident is of a serious nature, parents will be notified immediately, and the youngster will be taken to the Quentin N. Burdick Memorial Health Care Facility (Indian Health Service) in Belcourt for immediate treatment.

532.2 : School personnel shall not administer medication to student except in special cases where the parent of whom the student has close family relationships; need a physician label on meds for the Individual receiving meds.

532.21 : Legally recognized privileged and analogous relationships, such as those lawyers, physicians, and ministers;

532.22 : Income, other than that required by law to determine eligibility for participation in a program of for receiving assistance under a program.

540 GUIDANCE, COUNSELING AND TESTING SERVICES:

541: Guidance and Counseling: This program shall be concerned with the mental and physical health and personality development of every student.

Guidance and counseling is part of the responsibility of all staff members in helping students become responsible, self-adjusted, productive, contributing members of the Tribe and community. Counseling services will also be provided by appropriate school, community, and Tribal counselors to fulfill the requirements of State law.

542: Testing Program: The testing program shall be designed to yield information of student achievement and student ability. Certified personnel will administer the tests and test result will be used as an aid in the evaluation of individual students and instruction programs designed to ensure student success in the home , school, community and Tribe.

542.1 : The school will administer standardized tests as may be required under federal and state regulations.

542.2 : Teacher made textbook and other tests will be used as needed and when appropriate. Diagnostic and specialized testing services will be provided as required. Legal guardian has provided, in writing, special and specific approval to administer certain medications.

543: Records: No information will be released concerning students except to proper authorities. All health records will be treated in a confidential manner.

544: Child Abuse and Neglect: CHILD ABUSE AND NEGLECT

Public Law 101-630 and Public Law 101-647

**"INDIAN CHILD PROTECTION AND FAMILY VIOLENCE
PREVENTION ACT OF 1990"**

These laws require that reports of abused Indian children will be made to the appropriate authorities in an effort to prevent further abuse, and that suitable background investigations are completed on individuals that work with Indian children. These laws also authorize such other actions as are necessary to ensure effective child protection in Indian country.

It is the purpose of this school to protect the health and welfare of children by encouraging the reporting of children who are known to be or suspected of being abused or neglected and to encourage the provision of services which adequately provide for the protection and treatment of abused and neglected children and to protect them from further harm.

1. " A person responsible for a child's welfare" means the child's parents, guardian, and foster parent, an employee of a public or private school or non residential child care facility , an employee of a public or private residential setting.
2. "Abused child" means an individual under the age of eighteen years who is suffering from serious physical harm or traumatic abuse caused by other than accidental means by a person responsible for the child's health or welfare, or

who is suffering from or was subjected to any act involving that individual I violation.

3. "Harm" means negative changes in a child's health which occurs when a person responsible for the child's health and welfare:
 - A. Inflicts or allows to be inflicted upon the child, physical or mental injury, including injuries sustained as a result of excessive corporal punishment; or
 - B. Commits, allows to be committed or conspires to commit against the child, a sex.
4. "Neglected child" means a deprived child as defined in Chapter 27-20, in the North Dakota Century School Code.
- 5.

PERSONS REQUIRED AND PERMITTED TO REPORT: TO WHOM REPORTED.

1. ANY physician, nurse, dentist, optometrist, medical examiner or coroner, any other medical or mental health professional, religious practitioner of the healing arts, schoolteacher or administrator, school counselor, addiction counselor, social worker, day care center or any other child care worker, police or law enforcement officer, or member of the clergy having knowledge of or reasonable cause to suspect that a child is abused or neglected shall report the circumstances to the department if the knowledge or suspicion is derived from information received by that person in that person's official or professional capacity. A member of the clergy, however, is not required to report such circumstances if the knowledge or suspicion is derived from information received in the capacity of spiritual advisor.
2. ANY person having reasonable cause to suspect that a child is being abused or neglected may report such circumstances to the department or the department's designee.

In order to assure students will not be abused by school employees, all employees will have an extensive background investigation done on them as per the requirements of the Bureau of Indian Affairs, and any other requirements that may be required or legislated by the Bureau, the State, or the Tribe, P.L. 101-637 and P.L. 101-640.

544.1 : The purpose of this policy is threefold: 1) provide protection for those children who are experiencing abuse and/or neglect; 2) provide prevention measures which reduce the incidence of child abuse and neglect, and; 3) provide assistance to parents, guardians, or others which enhance positive relationships with children.

544.2 : Any employee who knows or reasonable suspects that a child's health and welfare has been or appears to have been harmed as a result of abuse, neglect and/or sexual molestation, shall report or cause reports to be made in accordance with these procedures and policy. If a school employee has subsequent reason to suspect further abuse or neglect, additional reports shall be made.

545: Safety Regulations: The school Principal shall devise and cause to be printed a manual, which will detail the safety regulations for the school. These regulations shall include, but are not limited to; safety in the classroom, playground supervision, safety in school buildings, emergencies (fire, storm, etc.), school bus safety, and general vehicle safety on and around the school grounds and shall meet all state and federal requirements.

545.1 : There shall be specific plans described for purposes of evacuation of school buildings under any emergency circumstance.

545.2 : A monthly fire/tornado drill will be conducted as required by the Federal, State, Tribal and regulations.

550 FOOD AND TRANSPORTATION SERVICES:

551: Food Services: All students will be provided daily, free of charge, a daily breakfast and lunch meal. Food may also be provided for refreshment breaks, after school activities, etc.

551.1 : All food service employees shall pass a general health examination every year prior to the issuance of his/her first paycheck.

551.2 : Regulations pertaining to sanitation in kitchen, dress of cooks, and techniques in handling of food shall be the same regulations as those required by Federal, State or regulations.

551.3 : The head cook shall keep a record of all menus to be served. The menu will be followed and posted each week. Menu changes will be kept to a minimum; if there are changes, they will be announced in advance.

551.4 : Leftover food, which includes beverages, shall not be removed from the school by cooks or any other person without approval from the Principal or School Board.

551.5 : Training is provided annually for cooks and food service personnel in proper nutrition , food preparation, safety and sanitation. The Department of Public Instruction, Child and Nutrition Department offer training annually.

551.6 : The food service area will be inspected regularly, but at no time will it be less than what the Federal, State, or Tribal requires for public facilities inspection.

551.7 : All meals will, at minimum, meet the nutritional , preparation, storage , and food handling standards as regulated by the USDA for student food service programs.

551.8 : There will be absolutely no smoking in the kitchen or dining area.

552: Transportation:

552.1 : All eligible and qualified students will be provided free transportation to and from school, and to and from school sponsored events and activities.

552.2 : Student transportation services are a privilege afforded to students and is not a right; therefore, students are to abide by rules of conduct and behavior. Violation of such rules and regulations shall result in disciplinary actions with the possibility of students being denied bus-riding privileges to and from school , including those school-sponsored activities such as athletics.

552.21 : The North Dakota School Bus Driver ' s Handbook will be followed covering responsibility, behavior, driver safety, etc.

552.22 : The Principal shall, as part of this document, provide a written procedure and overall policy regarding student transportation privileges and responsibilities.

552.3 : The School's student transportation boundaries shall be established according to boundaries established by the Turtle Mountain Tribe pursuant to Federal regulations.

552.4 : In providing students with transportation services , the bus driver shall wait two minutes for students to get to the bus before exiting from that bus stop.

Exceptions may be made in cases where the distance from the bus to the child's home is of such a distance that could warrant a longer waiting time.

552.5 : Any other use of buses, besides the transportation of Dunseith Indian Day School students, shall not be allowed without written consent/approval by the Principal.

SECTION 600 -EDUCATIONAL PERSONNEL

600 GENERAL POLICY STATEMENT:

The success of a school system depends ultimately upon the quality of its staff, both certified and ancillary. Individuals, who are of high character and competence, collectively motivated as a team, and culturally sensitive towards accomplishing the vision, mission, and goals of the school, should staff the Dunseith Indian Day School. Diversity of preparation and points of view are important to a well-rounded and intellectually vigorous staff, and its members should be able, willing, and confident to working cooperatively and effectively.

601: The excellence of the entire staff greatly determines the success of a quality educational experience for the youth of the school. The Board is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the entire staff.

602: The School Board, in compliance with policies and procedures of the Bureau of Indian Affairs, under Recruitment and Hiring, 62-BIAM-11, and other such requirements as may be established, shall create the type and number of positions, which will enable the educational goals of the school to be realized.

610 QUALIFICATIONS:

Job qualification requirements shall be equivalent to those established by the appropriate licensing and certification authorities of the State, and must meet Bureau and Laws under No Child Left Behind regulations.

611: Teachers and other certified staff must meet the credentialing requirements of the State of North Dakota with majors or minors in the field of their

employment and must meet other requirements that are or may be established for school accrediting purposes.

611.1: Non-professional staff shall be high school graduates, or equivalent, and meet all other job requirements.

620 EMPLOYMENT PROCEDURES:

The School Board shall comply with standards set forth in 62-BIAM, 11.18 and 11.19, Recruitment and Hiring. In addition , the procedures for recommending concurrence or non-concurrence with hiring of educational personnel shall include:

621: The Principal shall provide the Board with the list of applicants for educational positions for their review.

622: The Board shall be notified of interviews, which may be held by the Principal so that the Board will have an opportunity to participate, as is appropriate, in interviewing prospective educational employees.

623: Subsequent to the interviews, the Principal will meet with the School Board and discuss their perceptions concerning the applicants. The Board may meet in executive session to study the applications and other pertinent information. Upon adjournment from executive session, the Board, by formal motion, shall determine its official recommendation to concur or not concur with the Principal's selection.

624: In employment selection, the Board's involvement will adhere with 62 BIAM.

630 PROCEDURES FOR RECOMMENDING THE HIRING OF A SCHOOL PRINCIPAL:

631: The policy on the hiring of the School Supervisor (School Principal) shall adhere to Section 11.200-B of 62 BIAM.

632: The Education Line Officer shall consult the Board prior to employment of a Principal for the School.

633: The Education Line Officer shall provide the Board with the list of applicants for the Principal position for their review and study.

634: The Board shall be notified of interviews , which may be held by the Education Line Office so that the Board will have an opportunity to participate, in interviewing prospective Principals.

635: Subsequent to the interviewing, the Education Line Officer will meet with the School Board to discuss prospective applicants. The Board will meet, to study the applicants and other information, which is pertinent, and by formal motion, they shall make an official recommendation regarding the hiring of a Principal.

636: The Secretary of the Board shall notify the Education Line Officer, in writing, of the Board's recommendation. This notification shall be made no later than thirty (30) days from the date of the consult between the Education Line Officer and the School Board concerning the employment of a Principal.

640 PROCEDURES FOR RECOMMENDING RENEWAL OR NON-RENEWAL OF EDUCATIONAL EMPLOYEES:

The Board shall comply with 62-BIAM in all aspects related to the renewal and non renewal of school personnel. In addition to these procedures, the following will be used in the renewal and non-renewal of school employees at the Dunseith Indian Day School.

641: The Principal shall inform the Board of performance standards which have been established for each staff member, and for which each certified staff member is evaluated against.

642: All teachers being offered reemployment shall be so notified as is specified in 62 BIAM. When it comes to the employee notifying the school of intent to accept the contract, the employee shall notify the school as outlined in 62 BIAM.

643: the Board shall be notified of the Principa l' s recommendations to renew or not renew an employee' s contract for subsequent employment. Such recommendation will include information supporting the decision to take the action recommended.

644: An appeal of the decision to renew or not renew an employee's contract may be made pursuant to procedures established by the Bureau of Indian Affairs under 62 BIAM.

650 PROCEDURES FOR RECOMMENDING DISCHARGE OF EDUCATION

EMPLOYEES:

The Principal and the School Board shall comply with 62 BIAM in all aspects regarding the discharge of education personnel at the Dunseith Indian Day School. The following procedures, which have been adopted by the School Board, will be used in the discharge of education personnel.

651: Whenever a person or group formally or informally approaches the Board or member of the Board concerning the discharge or possible discharge of an education employee, the Board or member of the Board will immediately refer the complaint or recommendation to the Principal. The Principal shall conduct an inquiry into the complaint or recommendation and report back to the School Board with his/her findings.

660 CONDITIONS OF EMPLOYMENT:

661: All policies, rules, and regulations concerning school personnel shall be in writing and made available to all personnel at the beginning of the school year.

662: The School Board, or any individual Board member, will not direct, control, interrupt, or interfere with the day-to-day duties and responsibilities of the employees, which includes the School Principal, at the Dunseith Indian Day School.

663: Employees shall not be eligible for overtime without prior written approval of the Principal.

664: All employees are required to perform their functions pursuant to Board policies, school rules, and Federal and State regulations.

665: Smoking on school grounds, in school facilities, and in school vehicles will not be permitted except in designated areas as determined by the Principal and adopted by the School Board.

666: All reductions-in-force and reassignments of staff shall be in accordance with applicable Federal laws and regulations.

667: All personnel must, as a condition of employment, meet all medical requirements of the Federal and State governments.

670 LEAVE SYSTEM:

The leave system for all employees shall be pursuant to Federal laws (62 BIAM) and regulations. Where an employee is hired under tribal authority the leave system for those employees shall comply with their respective policies and procedures under which they were hired. A copy of all leave benefits will be made available to all employees by the school Principal. The leave benefits for staff shall be a portion of each year's in-service programs at the beginning of the school year.

680 PROFESSIONAL GROWTH:

All teachers and other professional staff holding positions requiring state certification shall abide by these rules and regulations as a condition of their employment.

681: In addition to meeting the above requirements, each teacher shall participate in a minimum of sixty-four (64) clock hours of in-service training during the same specified time period. The in-service training may be substituted with college credit at the ratio of one semester hour to sixteen (16) contact/clock hours.

682: Teachers new to the state or returning to teaching after an absence of at least two years will have two years to obtain the hours specified in #681 above.

683: Teachers employed less than half of the normal school day are exempt from the professional growth requirements.

684: The Principal shall approve and monitor the in-service hours accrued by employees/teachers.

685: Teachers and other non-professional staff may attend college classes for professional advancement or improvement provided their regular duties are not adversely affected. Prior approval of the Principal is required.

686: The school may issue limited scholarships to its staff for the purpose of individual professional development. These scholarships will be limited and dependent on available funds for such purposes. The Principal shall issue guidelines and a policy to be used by the school to award such scholarships.

687: In cases where an employee was issued a scholarship or financial resources to attend educational course or training and the employee did not attend, he/she must return the money immediately . In the event the employee does not return the money immediately, the school has the authority to take adverse action against employee.

SECTION 700 - SCHOOL - COMMUNITY RELATIONS

700 GENERAL POLICY: The Board recognizes its obligation to the children, parents, and people of the community, just as the Board derives its powers from the people, so is it responsible for keeping the people informed of School Board actions and of changes in policy and procedures. In the spirit of openness, the Board pledges itself to the following measures:

701: The Board shall allow members of the general public to attend all Board meetings.

702: The minutes of the Board meetings shall be open and available for members of the public to read upon request.

703: Public hearings will be according to appropriate community and Federal laws and regulations.

704: Public media representatives will be allowed to attend Board meetings.

705: The Board will seek advice and counsel from general public when additional information is needed.

706: The Board will cooperate and communicate with other school boards P.L. 95-561, Tribal, Public (Indian and non-Indian) and other agencies when it is determined to be in the best interest of the children, the school, and the community served.

710 RESPONSIBILITY OF THE BOARD:

711: The Board will review the policy manual annually. This annual review shall take place at the annual meeting in July. Prior to the annual review, the Board shall encourage community members and school employees to make known to the Board their views on educational objectives and policies.

712: Two-way communications between the community and Board is essential to interpret the purposes, needs, and achievements of the school.

720 RESPONSIBILITIES OF SCHOOL PERSONNEL:

721: It shall be the responsibility of the Principal to provide continuous programs of communication and information (through the Board) to the community that informs them of the school's objectives, programs, and accomplishments.

722: Teachers and other local education employees, other than the Principal, shall furnish no one, except appropriate school officials, any list of names and/or addressee of students, of teachers, or of parents; nor shall they release information to the media without the express written approval of the Board.

723: Staff will not receive phone calls during the school day unless emergency.

730 PUBLICATIONS AND ACTIVITIES:

731: School publications and activities prepared by school children or the staff for release to parents of the children shall be the responsibility of the Principal.

Activities designed in the same manner, i.e., Parents Night , shall also be the responsibility of the Principal.

732: The Principal/Board must approve publications or activities, which involve visual presentations designed for the general community. Any such publications or presentations must be determined to be of competent journalistic nature, factual, and in good taste.

740 SCHOOL DOCUMENTS/STUDENTS RECORDS:

741: School documents which pertain to the functions of the school, curriculum , administration, finance, and programs are generally public documents, which may be made to the public.

742: Access to school records shall be granted to parents/guardians, and to others who need to have access to the information, in accordance with regulations of the Privacy Act and other pertinent community and federal regulations, and the school' s records system.

742.1 Records, which relate to handicapped students , are governed by the regulations of P.L. 94-14, Education of the Handicapped, and Individuals with Disabilities Education Act (IDEA).

750 NEWS RELEASES, AND SCHOOL MEETINGS AND ACTIVITIES:

News releases to the press of any nature will be released through the office of the Principal. When any newsworthy event or other subject is to be released that might stir controversy, it must be cleared through the President of the Board prior to release.

751: In reference to school meetings and activities, every effort will be made to announce them so the community will have the opportunity to participate. The school shall publicize news of open houses, exhibits, displays, productions, sports events, and Parent-Teacher conferences with the Principal as the responsible party.

760 PUBLIC PARTICIPATION:

761: Visits to the school: The Board encourages parents and other community members to visit the school. If the visit takes place during school hours, all visitors are requested to comply with regulations established by the school administration.

762: Interviewing students: Should any person request an interview with a student during school hours, or at any time the student is under the care and supervision of the school, such request shall be made through the office of the Principal who will then decide whether or not to grant the interview and the conditions under which it will be granted. (Without Parental Consent or Presence)

763: Business or Sales: No sales or other commercial business shall be conducted by or with teacher, students, or other educational personnel on the school grounds during the instructional portion of the school day.

763.1 : Representatives of education services supplies and products shall be welcomed as a means of keeping the staff abreast of the latest educational products and services available to schools. However, their activities must necessarily be controlled so as not to interrupt the school or take undue time of the Principal. The Principal shall develop regulations to govern visits of sales representatives.

763.2 : No one shall set or offer for sale any subscription, policy, service, article or thing whatsoever to any teacher or student in the school while such teacher or student is upon the school premises.

764: Individual (Community) Assistance to School Personnel:

764.1 : The Board encourages qualified and interested community members to volunteer their time in the school where needed. Any individual who volunteers his/her time to some activity at the school will, prior to volunteering, comply with background check requirements as specified by the Bureau of Indian Affairs.

764.2 : In cases where volunteer or chaperones do so for a period of more than three days, the school will need to abide by the requirements of background checks of such volunteers. This is done for the safety of students attending the school.

764.3 : The indigenous qualities of our Turtle Mountain culture, history, and life style can best be transmitted to our children through the adult community members who have knowledge and wisdom. The Principal shall develop guidelines, which make it possible for volunteer use of community members and shall maintain a roster or listing of such volunteers, their specific competencies and availability.

770: PARENT-TEACHER ORGANIZATION

The Board welcomes parents in their child's education, and the contribution a parent organization can make.

771: The Principal and teachers shall cooperate with any parent-teacher organization where the goals are to assist on obtaining a better education for all students.

772: All parent organizations (i.e., PAC, PTO) shall be under the general direction of the Board. Bylaws of such groups will be submitted to the Board for approval or acceptance.

780 RELATIONSHIPS BETWEEN THE PUBLIC AND SCHOOL

PERSONNEL:

781: Political Activities: Federal law prohibits an employee of the government or from Board members taking an active part in political management or in political campaigns of a national nature. Political activity is permitted at the municipal level when it is in the domestic interest of the employee and individual to permit that political participation.

781.1: Any discussion of politics in the classroom is to be handled in such a manner as to give unbiased information. The teacher

shall not impose, attempt to impose , his/her point of view or political philosophy upon the students.

790 RELATIONS BETWEEN PUBLIC AND STUDENTS

791: Public Performance by Students:

791.1: Teachers and administrators are encouraged to allow student to perform for public/community functions when such performances contribute to the educational process and objectives the school ' s curriculum. Scheduled activities shall include those activities which have widespread comm unity interest. Any participation of school sponsored student groups in parades or activities outside the community and/or which require overnight accommodations must be approved by the Principal prior to the event.

792: Contest for Students: Contests or other activities involving participation by students where the granting of awards or prizes to students is done by an outside agency may be permitted in advance by the school Principal.

793: Fund Drives: The school, including student body, shall not participate in general fund drives or solicitation on school grounds except as may be authorized by the Principal. If such fund drives are approved, proper accounting (see Student Activity Fund regulations in 25 CFR) will be the responsibility of the sponsoring school official and the school Principal.

794: Zero Tolerance: The Dunseith Indian Day School will enforce Zero Tolerance regarding threats, violent acts, sexual harassment and instigating any of the above mentioned.

795: Student Attendance: Students enrolled at the Dunseith Indian Day School, whom surpass the 20-day limit of unexcused absences must attend summer school to be promoted. (Based on availability of summer school).

796: Field Trips: Parental consent will be required before students take part in any scheduled field trips. All field trips scheduled will be of an educational nature. It is the responsibility of the classroom teacher taking the trip to have the permission slips signed by parent or guardian prior to departure. A parental consent for field trips will be sent home at the beginning of each new school year, this signed consent form will cover all scheduled field trips for the year. In the event a student displays behavior problems, the school may request the parent or guardian to accompany their child.

797: Graduation: FACE, Kindergarten and Eight Grade will participate in Graduation. The Graduation is a celebration, which acknowledges the completion of FACE, Kindergarten, and Eighth Grade at the Dunseith Indian Day School.

798: Student Promotions: Students enrolled at the Dunseith Indian Day School will be promoted solely on academic merit, unless otherwise mandated by Special Education Laws.

799: Parental Option: Parents of students enrolled at the Dunseith Indian Day School will be given the option to sit with their child instead of out of school suspension. Students with behavior concerns may be required to complete a psychological assessment pending completion of assessment, the parents may be required to sit with their child.

800: Official Policy: If any disputes arise, the Dunseith Indian Day School Board Policy Manual will be referred as official policy.

801: Homebound Services: Students are eligible to receive homebound instruction upon the request of parents and with the approval of the educational team.

801.1 : Students are eligible for homebound services due to medical impairments or continuous behavior infractions that result in safety issues of other students or staff.

801.2 : Homebound students shall receive the required hours of instruction in accordance with the State of North Dakota's educational requirements.

801.3 : Homebound status will be monitored on a weekly basis, and a verification form will be completed by the teacher. The student's educational team will review the status of homebound students a minimum of every three weeks or as needed.