

Lakǰól'iyapi Wahóǰpi

Policy Book

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OUR PHILOSOPHY

The Lakhól'iyapi Wahóhpi is dedicated to educating our youngest tribal members in a high quality early childhood Lakota/Dakota immersion setting bringing parents and community together for the revitalization of our language, values and traditions. We create learning environments that respect each child, their skills and abilities, and honor their heritage with hands-on experiences that are shared directly with parents and care givers. Our sacred children possess the capacity for dual language that will preserve and strengthen our Standing Rock Oyate.

APPLICATION/ ENROLLMENT/FEES AND PAYMENTS

Applications:

New applications will be accepted:

- at the beginning of each school year in August if there are openings in the program;
- for students who are 3 years old by August 1st of that current school term.

New students will be accepted into the program based on the current number of students in the program, number of staff, and amount of funding. The Lakǰól'iyapi Wahóǰpi reserves the right to admit students who turn 3 after the August 1st deadline if the situation in the program allows it and the student is potty trained.

An application packet can be picked up from the director in the family support building on the campus of Sitting Bull College. Application packets consist of:

- Application Form
- Authorization to Pick Up Child
- Immunization Record Form
- USDA Form
- Child Information Form
- Payment Plan
- Parent/Media Release Form
- Emergency medical and transportation release form

Returning students will need to complete these forms to ensure updated information is on file.

All applications will go through an interview process to determine if the Lakǰól'iyapi Wahóǰpi is appropriate for the students and their family.

Once a student and their family are accepted and enrolled then all policies and procedures within the Lakǰól'iyapi Wahóǰpi program must be followed. Please review all policies and procedures in this handbook and sign the acknowledgement document in the appendix.

Tuition/Payments

Tuition will be charged weekly at the rate determined by the project director and approved by the Sitting Bull College Board of Trustees. Tuition will be charged for the instructional week whether the student is in attendance or not. Tuition will not be charged for holidays as noted on the school calendar. All tuition payments will be utilized for the sustainability of the Lakǰól'iyapi Wahóǰpi. An agreement between the Lakǰól'iyapi Wahóǰpi and the parent will be signed regarding tuition payment schedule.

Tuition payment requests will be sent every Monday and payment is due by the Friday of that same week. If there is no school on a Monday due to a holiday then tuition payment requests

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will be sent on Tuesday. All payments are to be submitted to the Accounts Receivable Technician, Financial Center Building. Tuition payments are to be made out to Sitting Bull College Lakǰól'iyapi Wahóǰpi.

If the parent receives child care assistance, please provide the Lakǰól'iyapi Wahóǰpi with a copy of the letter you received. The director will submit all child care assistance information to appropriate agencies. The agency will send payment directly to the accounts receivable technician at the financial center building on Sitting Bull College campus.

If a check is returned for non-sufficient funds, the check will automatically be sent to a collector. Once this has happened, checks will no longer be accepted and parents will need to make other arrangements for payment, such as cash, money order or debit/credit card (Visa or MasterCard).

Sitting Bull College and the Lakǰól'iyapi Wahóǰpi will take the parent to court for any unpaid balances over \$250. Should this measure have to be taken, the parent will not be able to utilize services in the future.

ATTENDANCE

The children's attendance in the Lakǰól'iyapi Wahóǰpi program is vital for the children's learning of our language daily instruction is planned based on every child being in attendance for the entire day.

Daily Attendance

Our Program goal is to maintain perfect attendance. To attain our goal, children will be dismissed from the program for excessive absenteeism as follows:

Excused – 20 days (consecutive and/or cumulative) of excused absence will result dismissal of the child from Lakǰól'iyapi Wahóǰpi program. Students will be allowed 10 excused absences per term. For any absences beyond 10 days, parents can appeal to the attendance committee for continuation in the program. Parents must notify the director they would like to appeal and the director will set up a meeting. The attendance committee will consists of the director, SBC education director, and the Lakǰól'iyapi Wahóǰpi Program teachers. The first term runs from July through December and the second term runs January through June.

Unexcused – Five days of unexcused absence will result dismissal of the child from the Lakǰól'iyapi Wahóǰpi program. (consecutive and/or cumulative)

Any child who has five consecutive days of unexcused absences and cannot be contacted by phone or home visit will be dismissed from the program.

Excused Absences are:

- Illness or quarantine of child, parent, or sibling (Illness lasting more than three (3)) consecutive days must be verified by a medical doctor).
- Medical appointment of child or other family member
- Family emergency (may include car accident, lack of transportation, death of family member, catastrophe)
- Severe weather conditions that prohibit travel to and from school
- Official or legal agency appointments
- Court-ordered visitation
- Cultural and Language Activities
- Advanced notification of absence by the morning of the absence.

Unexcused Absences are:

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- Illnesses lasting more than three(3) consecutive days, which have not been verified by a medical doctor
- Child did not want to go to school
- Parent/child overslept
- Any absence for which a specific reason is not given
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It is the responsibility of the parent(s) to contact the Lakǰól'iyapi Wahóǰpi program if their child is going to absent. If the parent does not contact the Lakǰól'iyapi Wahóǰpi program, the director will do the following:

1. After the second day of no-contact, the director will call the family.
2. On the third day of no-contact, the director will write a letter, send an e-mail or visit the family.
3. Any child who has five consecutive days of unexcused absences and cannot be contacted by phone or home visit will be dismissed from the program.

Tardiness:

The Lakǰól'iyapi Wahóǰpi Program plans for the children to attend every day that he/she is scheduled. Tardiness is disruptive to the learning process of the student thus a child is tardy if they arrive at school after **8:30 AM** when breakfast begins. Breakfast is an important part of the instructional time with the students. If a child arrives after 9:30 they will be considered absent for the entire day. Children will be penalized by the Lakǰól'iyapi Wahóǰpi Program for excessive tardiness as follows:

Unexcused – Ten tardies. If a child arrives after 9:30am the child will be considered absent for the entire day. Ten unexcused tardies will equal 1 unexcused absence. (consecutive and/or cumulative)

Excused – Excused tardies will not count against children as long as there is documentation. Excused Tardies are:

- Medical Appointments
- Family emergency (Transportation, Family Illness)
- Road Construction
- Severe weather conditions or traffic that adversely impacts travel to and from school

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Unexcused Tardies are:

- Child does not want to go to school
- Parent/child overslept
- Any tardy for which a specific reason is not given

It is the responsibility of the parent(s) to contact the Lakǰól'iyapi Wahóǰpi program if their child is going to be late.

PARENTS

Parent Commitment and Involvement

All new parents will be required to attend orientation session to review policies and procedures for the Lakhól'iyapi Wahóhpi.

Parents primary responsibility with respect to this immersion project is learning the language and helping their child learn the language. Because of this responsibility, parents will be asked to sign a statement of commitment stating their commitment to the program. It is the responsibility of the family to identify at least one language learner (parent/guardian) who will attend the language training that is outlined on the statement of commitment. The statement of commitment includes a commitment to the following performance outcomes:

- Attendance
- Language Learning
- Assessment
- Tuition

If the parents do not adhere to the statement of commitment to language learning or the program and have not made progress toward their language goals, the child will be dropped from the Lakhól'iyapi Wahóhpi. Before a family is dismissed from the program for failure to adhere to the statement of commitment they will be notified by the director.

Parent Concerns

It is the policy of Sitting Bull College and the Lakhól'iyapi Wahóhpi that all families have at their disposal specific and equitable procedures, which afford due process for resolving grievances.

A grievance is a result of an alleged unfair, inequitable or discriminatory interpretation, application, or implementation of college policy or the Lakhól'iyapi Wahóhpi policy or procedure.

To assist families, staff members, and the college in arriving at a fair and unbiased decision the following procedure will be used for resolution.

1. The family must discuss the issue/grievance with the teacher or staff member with whom the issues stems.
2. If the matter cannot be settled at this point the family then has the responsibility to confer with the director. The grievance must be presented to the project director in writing.
3. The director then is required to set up a meeting within five (5) working days between the family and the teacher or staff member. The family has the option of asking one of the Sitting Bull College counselors to attend the meeting with the family.

4. If the family does not consider the issue resolved, then they can request a meeting with the Education Director. The decision of the Education Director is final and there are no further means of appeal that can be made.

STUDENTS

Appropriate Dress

The children shall be required to dress appropriately for the learning activities. The children are to be dressed for comfort and the clothing must be seasonally appropriate. They are to wear plain clothing with no writing, graphics, jewels, or sparkles. Plain polo shirts, long or short sleeve t-shirts, jeans, pants and shorts in basic solid colors are acceptable. Girls are also allowed to wear plain skorts and leggings. Jeans with rips are not allowed. Each child is required to have one extra set of clothing (with name labels) at the nest at all times. Please bring a blanket for your child to make naptime more comfortable for them. The blankets will be washed weekly by the staff.

Confidentiality

All employees of the Lakhól'iyapi Wahóhpi will be required to keep all information regarding the children and families they serve confidential. There will be no release of information about your child without your signed consent. A parent release form is provided in the appendix. FERPA: The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program of the US Department of Education. FERPA gives parents certain rights with respect to their children's education records. Parents or eligible students have the right to inspect and review all of the students' education records maintained by the Lakhól'iyapi Wahóhpi . The Lakhól'iyapi Wahóhpi is not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. The Lakhól'iyapi Wahóhpi may charge a fee for copies. For additional information or technical assistance you may call (202) 260-3887 or TDD (202) 260-8956 or contact: Family Policy Compliance Office US Department of Education 400 Maryland Ave Washington DC 20202

Custody

If necessary, parents must provide the Lakhól'iyapi Wahóhpi with all legal documents that prove custody of a child. There will be no parental visitation by the non-custodial parent without written permission by the custodial parent in advance of the visit. The Lakhól'iyapi Wahóhpi will inform the custodial parent/guardian and the police of an attempted visit and provide necessary documentation to the police if a non-custodial parent attempts to remove the child.

Abuse

State and tribal law requires that any suspected physical, emotional or sexual abuse and/or neglect be reported to the local authorities. Any evidence or suspicion of abuse will be documented and reported to the director and local authorities.

A background check is completed on each staff member. Cameras in each room record all movements of children and the staff. If a parent suspects abuse, they should discuss their concern with the director immediately.

Special Needs Children

The Lakǰól'iyapi Wahóǰpi is open to serving children with special needs. The special needs team (the child's health care professionals, the licensing agency, and facility representative) will determine if the facility is capable of meeting the unique needs of the child.

Emergency Procedures

Plans are posted in each room for emergency exit procedures. These exit procedures are practiced monthly with the staff and children in accordance with Sitting Bull College policy and procedures.

Toys

The children are not allowed to bring toys from home unless requested by staff. Toys will be given to parents at the end of the day.

ARRIVAL AND DEPARTURE

Arrival time is at 8:00. Departure is no later than 4:30. Parents must make sure the child is signed in when they drop off their student and signed out when they leave the premises.

Students must be dropped off at the Lakhól'iyapi Wahóhpi by parents or approved contacts on the authorized departure and emergency contact form on file. If the person picking up your child is not on your consent form, written permission needs to be submitted to the Lakhól'iyapi Wahóhpi by the parents the morning of the expected departure in order to release the student. Picture identification will be required. If there is an emergency the parent shall contact the Lakhól'iyapi Wahóhpi program by phone at 854-8140 to authorize someone not on the list to pick up your student.

Security

For security purposes, the north door will be kept locked between the hours of 9:00 a.m. and 4:00 p.m. All security procedures in the Sitting Bull College security manual will be followed.

Inclement Weather

Listen to KLND, KOLY, KXMB or KFYZ radio/TV stations for school closing information. Closings are listed on the SBC website. If the college is closed (meaning that there are no classes and the employees do not report for work), then the nest will also be closed. The Sitting Bull College Alert system will also be used. It is the family's responsibility to sign up for the alert system.

Transportation

Student transportation must be provided by the parents.

Under the Influence

If a staff member has reason to believe that anyone entering the Lakhól'iyapi Wahóhpi is under the influence of drugs or alcohol, it is their duty not to release any child and to call the proper authorities including campus security. If you are a college student your behavior will also be reported to the counselors at Sitting Bull College.

VOLUNTEERS

Parents and Community Members

Parents and guests are not considered volunteers and do not need to go through the background check process unless they are scheduled to help in the classroom for more than 8 hours per week or are routinely scheduled to help in the classroom. Parents and guests will not be allowed to be unsupervised with students, unless it is their own child. Lakǰól'iyapi Wahóǰpi teachers or staff will be in the same room with the parents and guests at all times.

The Lakǰól'iyapi Wahóǰpi shall not allow any volunteers in any position where he/she has contact with or control over children if that individual has been found guilty of or entered a plea of nolo contendere or guilty of any offense under federal, state or Tribal law involving a crime of violence, sexual assault, molestation, exploitation, contact or prostitution or other crimes against persons. Volunteers serving in the classroom will be required to go through a federal, tribal, and state background check before being allowed to volunteer in the classroom. The Lakǰól'iyapi Wahóǰpi will pay for the background check provided the volunteer passes. A 24 hour notice is required for any volunteers

WELLNESS

Meals

Meals will consist of breakfast, lunch and a snack. Meals at the Lakǰól'iyapi Wahóǰpi will be served family style and will be used as instruction opportunity.

If a child celebrates a birthday, please let the teachers know and the parents can bring a treat for everyone in the classroom. Only prepackaged food will be allowed. The Lakǰól'iyapi Wahóǰpi will not allow homemade food to be distributed.

Food Allergies

Please notify the Lakǰól'iyapi Wahóǰpi in your application if your child has allergies and or requires a modified diet. Appropriate substitutions will be made, if possible. A medical statement is required if an alternative meal is required.

Medications/Immunizations

The Lakǰól'iyapi Wahóǰpi will not administer medications except for the medication necessary for children who have allergies and may require medication for an allergic reaction.

The Lakǰól'iyapi Wahóǰpi recommends immunizations but immunizations are a decision that the family will make. Due to possible complication from immunizations, you must keep the child home for 24 hours after an immunization. If your family elects to not immunize your child a written statement is to be provided to the director, stating your child is not immunized.

Medical Emergencies

A medical emergency is an injury or illness that possesses an immediate risk to a person's life or long term health. If an emergency to a student should occur the following procedure will be followed by the staff.

1. Separate child from other children
2. Call parents at work or school
3. Contact doctor/nurse
4. Transport child by parent or ambulance to IHS

The Lakǰól'iyapi Wahóǰpi is not responsible for the cost of medical aid, transportation, and /or treatment due to accidents or illnesses while at the Lakǰól'iyapi Wahóǰpi .

If we are unable to locate a parent or authorized adult, the Lakǰól'iyapi Wahóǰpi will need authorization to transport student and obtain medical treatment. A form for a release for treatment and transportation can be found in the appendix

All incidents of illnesses and emergencies will be recorded on an incident form provided by the Lakǰól'iyapi Wahóǰpi. This form will include all pertinent facts about the incident/accident. The staff member witnessing the situation will sign the form. A copy of the incident form will be given to the parent and kept on file at the center.

Sick Children

The Lakǰól'iyapi Wahóǰpi operates as a well-child care facility.

Do not bring a child to Lakǰól'iyapi Wahóǰpi if they have a fever over 100 degrees, diarrhea, vomiting, unexplained rash, a contagious illness. The child will not be allowed back into the classroom until they have been symptom free for 24 hours. A doctor's statement will be required for the student to return if they have had a contagious illness.

If a child is considered "too sick" by teachers or director to remain at the Lakǰól'iyapi Wahóǰpi, the parent or designated person will be called and asked to pick them up or have someone pick them up as soon as possible. If a parent refuses to take a sick child home, the director will file medical neglect with Child Protection Services (CPS).

Head Checks

Head checks will be done weekly. Head lice/nits are considered contagious. To prevent an outbreak, if the child is found to have head lice/nits they will be separated from the group and the parent/guardian will be called. Before the child can return to the center his/her head needs to be completely lice/nit free. Upon arrival back to the Lakǰól'iyapi Wahóǰpi the staff or director will check the child's head to make sure there are no more lice/nits.

DISCIPLINE

The Lakhól'iyapi Wahóhpi staff will guide the child's behavior in a positive manner through various techniques. These include encouragement in a positive and reassuring manner and receiving positive gestures through daily routines. The staff will anticipate problems when possible and give reminders, offer choices, and clarify messages to the child. Consequences of decisions will be explained to the child.

If a child exhibits consistent inappropriate behavior, the situation will be discussed with the parents. A plan of improvement will be created with alternatives to the behavior. If the child is unable to make the changes and it infringes on the daily routine and activities of the other children and the staff, the child will be released from the program.

Biting

The Lakhól'iyapi Wahóhpi does not allow any child to bite. If the child begins biting other children, the director will sit down and work out a plan with the parent to help the child stop this behavior. If a child bites twice within one day, they will be sent home. If the child bites four times within a week then that child will need to be kept at home for the rest of the week.

POLICY CHANGES

Procedure

Anyone can review policy and bring ideas forward to help improve The Lakǰól'iyapi Wahóǰpi program. It is important that there be a process in place so all involved with the Lakǰól'iyapi Wahóǰpi program can express their opinion if they chose. Parents can bring ideas or concerns to the director or parent representative that serves on the Leadership Team for the Lakǰól'iyapi Wahóǰpi program. The Leadership Team will review the concern or idea to see if it is policy related. When the Leadership Team considers a change in policy or adding a new policy for for the Lakǰól'iyapi Wahóǰpi program, the following procedure will be followed:

1. The proposed policy change or addition will be included in the agenda that is to go out to all Leadership Team members and parents.
2. Anyone interested in the policy change or addition can come to the Leadership Meeting or have the parent representative voice their opinion
3. If the Leadership Team approves a policy change or addition it will then go to the governance committee for approval.
4. Once the governance committee approves the policy change or addition it will then go to the Sitting Bull College Board of Trustee's for final approval.