

Wahóŋpi Kij

The Nest at Sitting Bull College



Wóopŋe Wówapi

Policy Book

SBC Board Approval: July 2023

DISCLAIMER- Terms, conditions, fees, admissions, Sitting Bull College (SBC) rules and regulations, SBC and Wahóŋpi Kij calendar and other regulations affecting the student body set forth in this policy book are in accordance with information available at the time of publication. Sitting Bull College reserves the right to change these conditions when necessary. Therefore, this document should not be considered a contract between the student and the institution. A separate contract will be created to legalize child enrollment and payment schedule.

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About Us

Our Mission

To revitalize our Dakota/Lakota language, equipping students with the tools necessary to achieve high standards of learning and to become conscious decision-makers, life-long learners and quality citizens of our people and communities.

Additionally, we take pride in offering a safe and nurturing Dakota/Lakota language enriched learning center, catering to the children of Sitting Bull College students.

Our Vision

To empower students through Dakǎód / Lakǎól Wóečhuŋ to become confident, self-directed, self-aware and respectful life-long learners.

- Towards Dakota/Lakota Normalization in our Communities
- Towards True Sovereignty & Self-Determination
- Towards A Relevant Education that Empowers the Future of our Nation

Our Families

Our families provide the foundation for our work. Wahóǎpi Kiŋ recognizes that language revitalization efforts cannot successfully be implemented without the entire family. Our program is committed to supporting all families in learning, reinforcing, and maintaining our Dakota/Lakota language in the home by providing family language classes, resources and opportunities to use the language.

Our Philosophy

Wakǎnyeža kiŋ lená épi čha táku waštéšte iwíčhuŋkičiyukčanpi kte.

Let us put our minds together and see what life we can make for our children. - *Laláunyanpi Tǎthǎŋka Íyotaka*

Wahóǎpi Kiŋ is dedicated to educating our youngest tribal members in high quality Dakota/Lakota language immersion and Dakota/Lakota language enriched settings, bringing families 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 families and care-givers. Our sacred children possess the capacity for dual language that will preserve and strengthen our Standing Rock Oyáte.

Program Objectives

- Revitalizing and maintaining the Dakota/Lakota language;
- Sharing Dakota/Lakota ceremonies, songs, dances and promoting traditional cultural understandings and practices;
- Promoting the principles of wičhózani (good health), wólakǎhota/wódakǎhota (peace), and wówaš'ake (strength) given to us by the Creator;
- Preparing students to be active participants in Dakota/Lakota society as well as the world;
- Empowering and encouraging students to have pride in, understanding of, and knowledge of past and present Dakota/Lakota culture, values, protocols, conduct and beliefs;
- Teaching students to respect Elders and the knowledge they possess;
- Teaching students to treat all living beings with compassion, love and respect – Mitákuye Oyás'iny;
- Supporting students in holding a positive self-concept and in becoming responsible, self-directed, self-aware citizens;
- Preparing students to be leaders, ambassadors and teachers of Dakǎhód / Lakǎól Wóečhuŋ for future generations.

History of Wahóǎpi Kiŋ

2006 – Kampus Kids Learning Center

Kampus Kids opened in 2006 with the purpose of providing daycare, a critical service, to SBC Students. Kampus Kids later became Kampus Kids Learning Center.

2012 - Lakǎól'iyapi Wahóǎpi – “Lakota Language Nest”

The Lakǎól'iyapi Wahóǎpi opened its doors in 2012, with the goal of creating an age-appropriate Dakota/Lakota Language Immersion preschool that embodied the best practices in early-childhood education (Montessori), language immersion methodology, and family engagement.

2015 - Wičhákini Owáyawa – “New Life for the People School”

The Wičhákini Owáyawa began in 2015 with the goal of expanding the Dakota/Lakota language immersion learning opportunities provided through the Lakǎól'iyapi Wahóǎpi into higher grades. The Wičhákini Owáyawa is a bi-lingual Dakota/Lakota immersion school, approved to serve students kindergarten to 8th grade. The Wičhákini Owáyawa is a North Dakota State Approved Non-Public School

2020 - Merging and becoming “Wahóǎpi Kiŋ”

In 2020 the Kampus Kids Learning Center – the daycare center for Sitting Bull College merged with the Lakǎól'iyapi Wahóǎpi, becoming Wahóǎpi Kiŋ (The Nest), to allow for the successful language immersion programming to expand down in age to serve infants and toddlers and the families of Sitting Bull College students.

Wahóŋpi Kiŋ School

Classrooms of Wahóŋpi Kiŋ

There are up to three (3) classrooms at Wahóŋpi Kiŋ dedicated to language immersion and one language and culture enriched classroom dedicated to SBC Students and Wahóŋpi and SBC Staff children.

Hokšičala Othí

Infant/Toddler room is a Dakota/Lakota and English bilingual immersion environment serving students aged 0 to 2+ years old.

Wakŋányeža Othí

Dakota/Lakota language enriched environment serving 14 months – 12 year old students. The Wakŋányeža Othí is a Dakota/Lakota language and culture enriched environment whose primary focus is serving the SBC Student, Wahóŋpi staff, and SBC staff.

Lakŋól'iyapi Wahóŋpi

100% Dakota/Lakota Immersion Primary Montessori environment serving students 2.5 year old to 7+ years old.

Wičhákini Owáyawa

When students turn age 5 and are in an immersion environment, they are considered students of the Wičhákini Owáyawa State Approved Non-Public School. Depending on enrollment numbers of students age 5+ these students may be in a classroom on their own or blending in with the Lakŋól'iyapi Wahóŋpi students.

Wahóŋpi Kiŋ Location

We are located in the Family Support Center building on the Sitting Bull College campus. Our address is:

SBC Wahóŋpi Kiŋ / Immersion Nest
9299 Hwy 24
Fort Yates, ND 58538

Wahóŋpi Kiŋ Contact Information

Wahóŋpi Kiŋ Administration Phone: 701-854-8007 or 701-854-8080

General Wahóŋpi Kiŋ Email: immersionnest@sittingbull.edu

For a current school year staff listing and contact information, please see Wahóŋpi Website or contact Wahóŋpi Kiŋ Administration.

School Year

Hours of Operation

Staff: 7:45am – 4:45pm Monday through Friday

Students:

Classroom	Days	Hours
Hokšičala Othí	Monday - Friday	7:45am - 4:30pm
Wakhánýeža Othí	Monday - Friday (<i>Wahóŋpi and SBC Employee families</i>) Monday - Thursday (<i>SBC Student families and Community families</i>)	7:45am - 4:30pm
Lakhól'iyapi Wahóŋpi	Monday - Thursday	7:45am - 4:30pm
Wičhákini Owáyawa	Monday - Thursday	9:00am - 3:30pm

General Daily Schedule

Each classroom maintains its own daily schedule. These are the activities that occur each day in each classroom:

Time	Activity
7:45am - 8:00 am	Drop-Off
8:15am - 8:45 am	Breakfast
8:50am	Morning Songs and Prayers
11:30am - 12:00pm	Lunch (All other classrooms)
11:15am - 11:45am	Lunch (Hokšičala Othí)
2:45pm - 3:15pm	Snack
4:15pm	Closing Songs and Prayers
4:20-4:30pm	Pick-Up

Calendar & Closings:

Wahóŋpi Kiŋ operates as a year-round school, following a term calendar that generally aligns with the academic calendar of Sitting Bull College. For detailed information on specific dates, please refer to the "Seasonal and Term Calendar" and "Holidays" sections below.

Throughout the year, Wahóŋpi Kiŋ will periodically close for one or more weeks. These closures are necessary for deep cleaning, classroom preparation, mandatory training, and strategic/programmatic planning. Families will receive monthly and yearly calendars that outline the dates of these closures.

If Sitting Bull College is closed (there are no classes and employees do not report to work), Wahóŋpi Kiŋ will also be closed.

Seasonal Calendar

	Hokšičala Othí	Wak'hányeža Othí <i>(SBC Students + Community)</i>	Wak'hányeža Othí <i>(Wahóŋpi & SBC Employees)</i>	Lak'hól'iyapi Wahóŋpi / Wičhákini Owáyawa
Fall Term	Mid-August (Start of SBC Fall Term) - December	Mid-August (Start of SBC Fall Term) - December (End of SBC Finals Week)	Mid-August (Start of SBC Fall Term) - December	Mid-August (Start of SBC Fall Term) - December
Winter Term	January - May	January (Start of SBC Winter Term) - Mid-May (End of SBC Finals Week)	January - May	January - May
Spring Term	June	Mid-May (Start of SBC Summer Session) - June (End of SBC Finals Week)	June	CLOSED June
Summer Term	July - Mid-August	CLOSED July - Mid-August	July - Mid-August	July - Mid-August

*Note: for specific Closing and Start Dates, refer to monthly and annual calendars

Holidays

Please see the Wahóŋpi Kiŋ yearly calendar for observed holidays and in-service. If a holiday falls on a Saturday, the preceding Friday will be observed. If a holiday is on a Sunday, the following Monday will be observed. Other administrative or weather days will be granted as needed by the Sitting Bull College President.

Wahóŋpi Kiŋ will close to observe the following holidays, in accordance with the Sitting Bull College academic calendar:

- Martin Luther King Day
- Presidents' Day
- Thursday and Friday of Spring Break Week
- Good Friday
- Easter Monday
- Memorial Day
- Juneteenth (June 19)
- Battle of Little Big Horn Day
- Independence Day week
- Labor Day
- Indigenous Day (October 11)
- Veteran's Day
- Thanksgiving Day, one half day before Thanksgiving Day and the day after
- Chief's Day
- Christmas break (Christmas Eve through New Year's Day.)
- Other administrative days, TBD

Application & Enrollment

Application & Enrollment Windows

Wahóŋpi Kij will review applications during the stated windows below, with the main enrollment periods occurring annually in August and December. Summer term enrollment will be flexible and determined on a year by year basis guided by staffing, training and potential grant requirements.

Wahóŋpi Kij will only accept new students during the designated application and enrollment windows below.

- Wahóŋpi Staff families and SBC employee families will be eligible to apply outside of the designated windows below, under special circumstances only, and enrollment is dependent upon available classroom space.

Hokšičala Othí & Wakhánýeža Othí (Wahóŋpi + SBC Staff)

Term	Application Window	Enrollment Period	Start Date
Fall Term	July	August	Mid-August
Winter Term	December	December	January
Spring Term	April-May	April-May	June
Summer Term	April-May	April-May	July

Wakhánýeža Othí (SBC Students + Community)

Term	Application Window	Enrollment Period	Start Date
Fall Term	July-August	August	Start of SBC Fall Term
Winter Term	December	December	Start of SBC Winter Term
Spring Term	April-May	April-May	Start of SBC Summer Term
Summer Term	CLOSED		

Lakhól'iyapi Wahóŋpi / Wičhákini Owáyawa

Term	Application Window	Enrollment Period	Start Date
Fall Term	July	August	Mid-August
Winter Term	December	December	January
Spring Term	CLOSED		
Summer Term	April-May	April-May	July

Note: for specific Start Dates, refer to monthly and annual calendars

Application Step Overview

The application is a multi-step process:

1. Survey - Families who are interested in enrolling their child(ren) will fill out an online survey to determine the type of application process they will follow.
 - a. A paper survey available upon request
2. Interview - Interview process only required from families interested in enrolling their child(ren) in an immersion environment (Hokšičala, Lakšól'iyapi Wahóŕpi, and Wičhákini Owáyawa)
3. Space Review – Wahóŕpi Kiŕ will determine if there is space available guided by state mandated student to staff ratios.
4. Selection Process - Wahóŕpi Kiŕ will decide which families will be offered admission. Wakšárnyeža Othí will select based on a priority ranking (see below for priority groups) and first come first serve within that ranking
5. Offer of Admission, Denial, or Waitlist – Wahóŕpi Kiŕ will be offer a family an offer of admission, notice of denial, or notice of waitlist.
6. Acceptance of Admission – Families who are offered admission must accept their offer prior to the start of the enrollment period.
7. Enrollment Period – Upon acceptance into the program, the family will be invited to complete the full application package. The completed application must include payment of \$20 registration fee.

Wahóŕpi Kiŕ Application Process

SURVEY	
Families who are interested in enrolling their child(ren) in any classroom at Wahóŕpi Kiŕ will fill out an online survey (paper surveys will be available upon request).	
CLASSROOM TYPE: Dakota/Lakota Immersion	CLASSROOM TYPE: Dakota/Lakota Language Enriched
Community families, SBC Staff, and SBC Student families who want Dakota/Lakota Immersion Education for their child(ren) ages 0 - 7 years old	SBC Staff and Students families and community families who want Dakota/Lakota Language Enriched Preschool Services for their child(ren) ages 14 months - 12 years of age
INTERVIEW	INTERVIEW
Families interested in Dakota/Lakota Immersion Education will be invited to set up an interview. The interview will determine if the program is appropriate for the child and the family, based on their potential commitment to learning the Dakota/Lakota language,	There is no interview required for the Dakota/Lakota Language Enriched classroom.

<p>and participating in scheduled community and family engagement activities.</p>	
<p style="text-align: center;">SPACE REVIEW</p> <p>Wahóŋpi Kiŋ will review the staff and student ratios in the rooms listed below to determine the number of student spaces available:</p> <ul style="list-style-type: none"> • Hokšičala Othí (Age 0 – 2+) – Dakota/Lakota (Immersion is the only option available to this age group). • Lakǰól'iyapi Wahóŋpi (Age 2 to 7+) • Wičhákini Owáyawa (Age 5 up to 12) <p>* Maintaining legally required staff to student ratio is a determining factor for admitting new students. (see section “Maximum Classroom Sizes & Staff to Student Ratios”)</p>	<p style="text-align: center;">SPACE REVIEW</p> <p>Wahóŋpi Kiŋ will review the staff and student ratios in the Wakǰányeža Othí to determine the number of student spaces available.</p> <p>* Maintaining legally required staff to student ratio is the main determining factor for admitting new students. (see section “Maximum Classroom Sizes & Staff to Student Ratios”)</p>
<p style="text-align: center;">SELECTION PROCESS</p> <p>If it is determined that there is space available in one of the classrooms listed above, families will be prioritized based on their rating and responses during their interview.</p>	<p style="text-align: center;">SELECTION PROCESS</p> <p>If it is determined that there is space available in the Wakǰányeža Othí, the following families will be prioritized and selected on a first-come, first-serve basis:</p> <ol style="list-style-type: none"> 1. Full-Time SBC Students 2. Wahóŋpi and SBC Staff 3. Part-Time SBC Students 4. SBC Students wishing to enroll their children part-time 5. General Public/Community members
<p style="text-align: center;">OFFER OF ADMISSION OR DENIAL</p> <p>If a family is accepted into the program, the Wahóŋpi Kiŋ Administration will send them a formal offer of admission prior to start of the enrollment window.</p> <p>However, if it is determined that the Wahóŋpi Dakota/Lakota Language Immersion spaces are not suitable for a family or if there are no available spaces at the time, families will receive a letter of denial. In</p>	<p style="text-align: center;">OFFER OF ADMISSION OR WAITLIST</p> <p>If a family is accepted into the program, the Wahóŋpi Kiŋ Administration will send them a formal offer of admission prior to start of the enrollment window.</p> <p>However, if there are no available spaces at the time, the family's application will be kept on file for the duration of that term. In the event that a space becomes available during the term, families will be</p>

<p>such cases, families will be encouraged to reapply during the next application window.</p>	<p>contacted in the order in which their application was received.</p> <p>Once the term has ended, a new survey will be distributed to interested families for the next application cycle.</p>
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ACCEPTANCE OF ADMISSION

Families who are offered admission must accept their offer prior to the start of the enrollment period.

By accepting admission to Wahóŋpi program, families acknowledge that the program reserves the right to dismiss a child if the staff and teachers determine that they are unable to meet the child's needs or for various other factors. Please refer to the "Withdrawal/Dismissal from Program" section for further details.

By accepting admission to the Wahóŋpi program, families agree to attend a mandatory family orientation.

ENROLLMENT PERIOD

Upon acceptance into Wahóŋpi Kiŋ, families are required to complete the full Enrollment Packet, which includes all necessary details (listed below in the section titled "Enrollment Packet and Brightwheel").

To enroll their child(ren) in the Wahóŋpi program, families are also responsible for a \$20 Enrollment Fee. The completed enrollment packet must include a receipt of payment for this fee.

During the enrollment period, families who have indicated their desire to enroll their children part-time (for up to 25 hours or less) must set their schedule at this time. It is important to note that part-time enrollment is only available in the Wakŋáŋyeža Othí for children of SBC Students.

Please be aware that the enrollment packet must be filled out entirely before a child is considered officially enrolled in the program and allowed to start attending school.

Interview for Dakota/Lakota Immersion Environments

All families interested in enrolling their child in the Dakota/Lakota Immersion Environments of Wahóŋpi Kiŋ must participate in an interview process.

For children aged 0-14 months, the only available option is the Dakota/Lakota Immersion Environment, the Hokšičala Othí. Therefore, all families seeking placement for children in this age range at the Wahóŋpi must undergo an interview.

The only exception to the interview process is the SBC student priority environment, Wakŋáŋyeža Othí. Families looking to enroll their child in this particular program are not required to undergo the interview process.

Rationale for Interview

Parent and family commitment to learning the Dakota/Lakota language is crucial in the Dakota/Lakota Immersion Environments of Wahóŋpi Kiŋ. The interview process is designed to assess whether the Dakota/Lakota Immersion program aligns with the child and their family's goals, values, and level of commitment to language revitalization.

Learning the Dakota/Lakota language goes beyond just classroom instruction; it requires ongoing practice, engagement, and support at home. Families play a vital role in creating an immersive language environment for their child, reinforcing language learning outside of the school setting.

During the interview process, the program seeks to gauge the family's willingness to actively participate in language activities and support their child's language development at home. This evaluation helps ensure that families entering the Dakota/Lakota Immersion program are dedicated to the journey of language revitalization and will actively contribute to their child's language learning experience.

Interview Panel

The interview panel will consist of Wahóŋpi Kiŋ administration and at least two other staff members. The interview can take place either at a location on the Sitting Bull College campus or through online video conferencing tools.

Maximum Classroom Sizes & Staff to Student Ratios

Legal space and staff to student ratios determine the maximum legally allowable number of students per classroom. Wahóŋpi Kiŋ reserves the right to not fill to max capacity. Available spaces in each classroom will be determined by adequate safety, staffing, and staff to student ratios.

Preferred maximum classroom sizes:

- Hokšičala Room – up to 6 infants from first immunization to 2+ years old = minimum of two teacher/providers
- Wakhánŋyeža Room – up to 12 children ages approximately 14 months to 12 years old = minimum of two teacher/providers
- Lakhól'iyapi Wahóŋpi - up to 25 children ages 2+ years old to 7 years old = minimum of three teachers/providers
- Wičhákini Owáyawa - up to 20 children ages 5 years old to 14 years old = minimum of two teachers/providers

Maximum classroom sizes are determined by the following ND State standards of requirements.

- Infant to 23 months – 1 staff member to 4 infants
- 24 months to 36 months – 1 staff member to 5 children
- 3-5 years old – 1 staff member to 7 children
- 5-14 years old – 1 staff member to 15 children

Enrollment Packet & Brightwheel

Wahóŋpi Kin utilizes the preschool and childcare management software Brightwheel. A majority of the enrollment packet is completed in Brightwheel and will be made available to families when they are notified of their child's acceptance into the program. The enrollment packet must be completed in its entirety before a child will be considered enrolled and can start school.

The enrollment packet will consist of the following forms:

- Student Information Form
- Media Consent Form
- Pick-Up Authorization Form
- Emergency Contact Form- at least 3 contacts
- Tuition Consent Form
- Payment Agreement Plan Form
- Debt Payment Agreement Plan, if outstanding Wahóŋpi balance
- Childcare Assistance Documentation (if applicable)
- Custody Documentation (if applicable)
- Records Request Form (for documentation of prior school attended, ages 5+)
- Updated Immunization Records
- USDA/CACFP Forms
- Blanket School Trip Permission Form
- SBC Agriculture Program Permission Form
- COVID-19 Waiver
- Receipt of Enrollment Fee

Required Paper Copies

Most forms are completed electronically however all paper forms can be made available upon request.

The following forms must be completed via paper copy as parent/guardian signature is required or paper copy is required in their file:

- Updated Immunization Records
- USDA/CACFP Forms
- Blanket School Trip Permission Form
- SBC Agriculture Program Permission Form
- COVID-19 Waiver
- Payment Agreement Plan Form
- Debt Payment Agreement Plan, if outstanding Wahóŋpi balance
- Receipt of Enrollment Fee

Media Consent

Families are required to sign the “Media Consent Form” in their enrollment packet (also available in Appendices), either giving or declining consent for their child to be photographed and/or videotaped during school activities.

Photos and videos may be used for promotional and fundraising purposes, as well as for special news/media recordings. These visual materials may be featured on the Wahóŋpi Kiŋ website and social media platforms, as well as on Sitting Bull College's social media accounts and newsletters, all for promotional purposes.

Setting Schedules

ALL Wahóŋpi Kiŋ classrooms are in session from Monday - Thursday.

Students in all classrooms will only have the option of a 4 day week (Monday – Thursday) with a possibility of Friday care. For these classrooms, Friday care will be provided by either the Hokšičala Othí or the Wakŋáŋyeža Othí.

Wakŋáŋyeža Othí Friday Care:

Friday care in the Wakŋáŋyeža Othí will be limited to Wahóŋpi Staff and SBC Employee families only, upon request. Limited space is available. Friday care will not be available to SBC Student families or community families.

Hokšičala Othí Friday Care:

Families with students in the Hokšičala Othí program (infant/toddler, 0-2+ years old) will have the choice between scheduling a 4-day or 5-day week when enrolling their child. Due to developmental considerations and the significance of providing a consistent environment, Hokšičala Othí students typically have minimal interaction or extended periods of time in other classrooms; they participate briefly during morning and afternoon school opening and closing ceremonies each day. As a result, their care on Fridays and their weekly schedules are organized separately from the other classrooms at Wahóŋpi Kiŋ.

Part-Time Schedule (Up to 25 Hours or Less in a Week)

There is no part-time enrollment in the Hokšičala Othí, Lakŋól'iyapi Wahóŋpi and Wičhákini Owáyawa classrooms. These spaces have been created specifically to provide a Dakota/Lakota language immersion environment and daily and consistent attendance is crucial and required for language acquisition.

Part-time enrollment is only available for SBC student families with children in the Wakŋáŋyeža Othí classroom (ages 14 months to 12 years of age). At the beginning of each term (during the enrollment period), these families will be given the opportunity to set up their preferred schedule for up to 25 hours or less a week, Monday through Thursday. Wahóŋpi Kiŋ will work to accommodate the preferred schedules for part-time Wahóŋpi students when possible, but cannot guarantee services.

There is no drop-in possibilities outside of the agreed-upon schedule. Please see the “No Drop-In Services for Part Time Students” in the “Attendance” section for more information regarding this policy.

Part-time Wahóŋpi students (up to 25 hours or less/week) between the ages of 14 months to 12 years may be accepted with the following conditions:

- Wahóŋpi Admin and families will determine a set weekly schedule
- Full-time Wahóŋpi Kij applicants will have placement priority over Part-Time Wahóŋpi Kij applicants (see priority section above)

Family Orientation

All new and returning families must attend all scheduled orientation sessions.

At least two orientation sessions will be scheduled annually:

- The fall orientation will take place in August.
- The winter orientation will take place in January.

During the orientation sessions, various things will be discussed, included but not limited to

- Policy review
 - New Families must complete an Acknowledgment of Policy and Procedures (See Appendices)
 - All families must complete the Acknowledgment of Policy and Procedures when policy changes have taken place
- Monthly and term calendars
- Scheduling language trainings
- Introductions of new families, new staff, etc.

At this time, the policy agreements attached in the Appendices will be distributed and require signature.

Re-Enrollment

Once accepted into the program, families will be required to reapply or re-enroll if they wish to keep their child in the program. There are Term-by-Term Enrollment requirements and Annual Re-Enrollment Requirements

Term by Term Re-Enrollment

SBC Student Families whose children are enrolled in Wakŋáŋyeža Othí are required to re-enroll their child(ren) on a term-by-term basis after their initial enrollment. A survey will be sent during the specified enrollment period (listed above). Completing the survey and turning in their new SBC course schedule will meet the re-enrollment requirements and secure their child’s spot within Wakŋáŋyeža Othí.

Families of children in Hokšičala Othí, Lakŋól’iyapi Wahóŋpi, and Wičhákini Owáyawa, and SBC Employee families with children in Wakŋáŋyeža Othí will remain enrolled throughout the entire academic school year. Wahóŋpi Admin may reach out to families to confirm re-enrollment before the start of each subsequent term via survey.

Annual Re-Enrollment

A re-enrollment packet must be completed and a \$20 fee paid for all current Wahóǎpi Kij students intending to re-enroll in the next academic school year. This re-enrollment packet will be distributed in the summer and must be returned by the due date determined by the Wahóǎpi Admin. The following forms must be resubmitted annually. All other documents only need to be updated if there is a change in the information (i.e. address, billing etc.).

- Emergency Contact Form- at least 3 contacts
- Pick-Up Authorization Form
- Updated Immunization Records
- USDA/CACFP Forms
- Blanket School Trip Permission Form
- SBC Agriculture Program Permission Form
- COVID-19 Waiver
- Payment Agreement Plan Form
- Debt Payment Agreement Plan, if outstanding Wahóǎpi balance

Classroom Transitions

We are a mixed-aged classroom school, meaning there are no strict age limits in the immersion spaces. Instead, we focus on each child's individual developmental readiness to progress into the next leveled classroom. Families will be promptly notified when their child is deemed ready to transition to the next classroom level, ensuring a smooth and appropriate educational journey for each child.

If a family wishes for their child to not transition into the next leveled classroom, they may reach out to Wahóǎpi Admin to discuss their options.

Returning Students

Students who have previously been enrolled at the Wahóǎpi Kij and have left may return (given adequate space and staff-to-student ratio allowances). They may be admitted on a case by case basis, provided that:

1. The family completes the interview process;
2. Wahóǎpi Kij Admin agrees to admit the family; and
3. The family completes the enrollment packet;

If the family has an outstanding balance with Wahóǎpi Kij that exceeds \$480, the family will make a payment plan for both the new billing and for the outstanding balance (see "Debt Payment Plan Agreement" section).

Families (Parents/Guardians):

Parent-Teacher Conferences

Wahóŋpi Kiy teachers and staff may hold at least two (2) Parent-Teacher Conferences throughout the year. Parent Teacher Conference attendance is mandatory. Each family must have at least one (1) family representative (parent/guardian) present at the conferences. If no family member can come in-person, a phone, or web-based online conference will be scheduled.

Family Commitment & Involvement

Families (parents/guardians) enrolling their child in Wahóŋpi Kiy Program will take an active role in their child's education.

Furthermore, those families enrolling their child(ren) in the Dakota/Lakota language immersion classrooms within Wahóŋpi Kiy will have additional responsibilities. These families' primary responsibility with respect to the program is learning the language and helping their child(ren) learn the language. Because of this responsibility, families will be asked to sign a Family Statement of Commitment, included in the Appendix. The statement includes a commitment to the following performance outcomes:

- Language Learning
- Language Assessment
- Attendance

If the family misses three (3) family language activities in a row, without advance notice and rescheduling, the family will be required to meet with Wahóŋpi Kiy Administration about the issue and may be asked to enter into an additional commitment contract. Wahóŋpi Kiy reserves the right to dismiss the child from the program if the family fails to adhere to their contract.

Attendance:

At Wahóŋpi Kij, daily and consistent attendance is crucial for our students' language development and cultural immersion experience. Regular attendance ensures that children receive continuous exposure to the language, allowing them to build fluency, cultural understanding, and strong connections with their peers and teachers. By attending every day, children will maximize their language learning potential and fully benefit from the cultural and language immersive environment we provide. As such, we strive to maintain consistent attendance. Daily instruction is planned based on every child being in attendance for the entire day.

Acceptable Means of Notifying the School of Absences or Tardies

Acceptable means of notifying the school of absences or tardies include the following:

- Brightwheel
- Email Wahóŋpi Kij Administration via immersionnest@sittingbull.edu
- Call Wahóŋpi Kij Administration 701-854-8007 or 701-854-8080
- Post in the Wahóŋpi Kij family chat

Mandatory Start-Up Days

Attendance during the initial "Start-Up Days" is especially crucial in facilitating a positive classroom community. Therefore, attendance in the **first two weeks of school is MANDATORY** so that students can begin to establish the daily routine. Should a student miss school within the first two weeks of their first term, Wahóŋpi Kij Administration will meet with the family to discuss the child(ren)'s continuation in the program.

No Drop-In Services for Part-Time Students

Students enrolled on a part-time schedule, which entails up to 25 hours per week or less, must strictly adhere to their agreed-upon schedule created during the enrollment period. Wahóŋpi Kij plans its staff schedules and professional development opportunities based on the number of students scheduled each day.

If a part-time Wahóŋpi student fails to attend their allocated hours, those missed hours cannot be made up. Services will only be provided during the agreed-upon scheduled time, and no flexibility or negotiation is possible for other parts of the day or week. The family will still be billed for the originally scheduled hours even if all hours are not used.

- For instance, if a student is scheduled from 10 am to 12 pm but arrives at 11 am, they cannot make up the missed hour at a different time on that same day or during that week and the child must still be picked up at 12 pm.

If a previously agreed-upon schedule is no longer suitable or effective for the family, they can contact Wahóŋpi Admin to discuss updating their child(ren)'s part-time schedule.

In cases where a student requires care outside of their regular part-time hours due to special circumstances, the family may request services, but there is no guarantee of availability. In such situations, the family must make a

request at least one week in advance. In the case of emergent special circumstances, the family must request services as soon as possible. Wahóŋpi Admin will assess whether services can be provided and communicate the final decision to the family.

Tardiness

Wahóŋpi Kiŋ program plans for children to attend every day that school is scheduled. Tardiness is disruptive to the learning process of the student and to the other students in the classroom. A child is tardy if they arrive at school after 9:00 AM.

- Breakfast is served before 9:00 AM. Breakfast is an important part of the instructional time with the students.
- If your child arrives after a meal has already been served and finished, please make sure your child is fed before arriving.
- Morning songs and prayers start around 8:50 AM. Morning songs and prayers are also an important part of our program.

It is the responsibility of the families to contact Wahóŋpi Kiŋ Program if their child is going to be late. If a child's tardiness becomes excessive, or if the family fails to communicate about the tardiness, the family will be required to meet with the teachers and Wahóŋpi Kiŋ Administration about the issue.

Absences

We expect families to communicate with us if their child(ren) will be unable to attend school. For planned absences, we require advance notification, and for unforeseen situations, we appreciate receiving notification by the morning of the absence, if possible. Communication can be made via the acceptable means listed in the section "Acceptable Means of Notifying the School of Absences or Tardies."

Failure to maintain good communication regarding absences may result in a meeting with Wahóŋpi Kiŋ Administration and could potentially lead to removal from the program.

Excused Absences

Excused absences are those absences that both the school and the parent/guardian approve.

Excused absences include:

- Illness or quarantine of child, parent, or sibling;
 - Any illness lasting more than three (3) consecutive days, families must submit a doctor's statement
 - Any illness that is contagious or requires prescribed medication, families must submit a doctor's statement which includes the date in which child is safe to return to school
- Medical appointment of child or other family member;
- Family emergency (may include car accident, lack of transportation, death of family member, other catastrophe, etc.);
- Severe weather conditions that prohibit travel to and from school;
- Official or legal appointments;

- Court-ordered visitation;
- Cultural, Spiritual, and Language Activities.

In order for an absence to be excused due to non-emergent situations, the family must communicate with Wahóŋpi Admin in advance.

Unexcused Absences

An absence is considered unexcused when:

- There is no communication from the family to school regarding the absences
- Or, the absence is not related to any of the situations listed above

Excessive Absences

An Excessive Absence is when a student is

- Absent for three consecutive days in a row with no communication with Wahóŋpi Kiŋ admin; or
- 6 unexcused absences total in a term

If a child's unexcused absences become excessive, or if the family fails to communicate about ongoing absences, the family will be required to meet with Wahóŋpi Kiŋ Administration about the issue and may be asked to enter into an attendance contract. If the family fails to adhere to their contract, it could potentially lead to removal from the program.

Arrival & Departure:

Arrival

The family is required to use the school's Student Management Information System – “Brightwheel” to sign their child(ren) in each day. This provides documentation of the child(ren)'s daily attendance, hours the child(ren) attended, and a log of the person who dropped off and picked up the child. USDA checks child's attendance during review for food reimbursements.

- Communicate with the Wahóŋpi Kij teachers and staff regarding any information you desire to share. Please be mindful of using the Dakota/Lakota language only in the language immersion classrooms. If you need to communicate something in English, please ask a teacher to step in the hall.
- Breakfast will be served from 8:15-8:45. The Wahóŋpi Kij meals are scheduled on a set schedule. If your child arrives after a meal has already been served and finished, please make sure your child is fed before arriving.
- Morning songs and prayers start at 8:50am, if you arrive during this time, feel free to join the circle. Families are encouraged and welcome to participate in morning prayer with us.

Students Must Be Awake at Arrival

At Wahóŋpi Kij, we kindly request that children must be awake when they arrive to school. Ensuring that children are awake upon arrival helps facilitate a smooth transition into the school environment, allowing them to feel more comfortable and engaged during the day's activities. We prioritize their well-being and readiness to participate in the learning experience, and being awake at drop-off contributes to a positive start to their day at our center.

Tardiness

The Wahóŋpi Kij program plans for children to attend every day that school is scheduled. Tardiness is disruptive to the learning process of the student. A child is tardy if they arrive at school after 9:00 AM. Please refer to the “Attendance” section for more information.

Departure

A family member or approved pick-up person is required to sign the child(ren) out each day via Brightwheel.

Closing prayers begin at 4:15pm each day. Families who wish to pick-up their children at this time, must wait until after closing prayers and songs to avoid disruption.

- Families may join their child or wait in the hallway, unless it is an emergency
- All children must depart by 4:30 PM.
 - If a child is not picked up by 5:30 or later without any communication, Wahóŋpi Kij reserves the right to call Child Protection Services (CPS).
- Children will only be released to those who are listed on the Pick-Up Authorization form

- A person not on the official Pick-Up Authorization form may pick up a child, only if a parent/guardian notifies Wahóŋpi Kiŋ in advance, in writing or by phone.
- Any new person picking up a child may be required to show a picture ID before signing the child out.

Access & Exits

For security purposes, Wahóŋpi Kiŋ main door entrance will be used all day for drop-off and pick-up times and will remain locked for the duration of the school day. Only families and authorized persons will be allowed into the Wahóŋpi learning spaces. All security procedures in the Sitting Bull College security manual will be followed.

Transportation to and from School

All transportation of children to and from school must be arranged by the family.

Standing Rock Public Transportation

The Standing Rock Public Transportation will provide transit services for children under the age of 18. To ensure that children are allowed to ride, parents/guardians are required to complete a registration/consent form and return to the Transportation Program to arrange the pickup/drop-off time. Children will be allowed to ride with or without a parent/guardian based on their willingness and pickup/drop-off location. Standing Rock Public Transportation reserves the right to review whether a child can ride alone on a case by case basis.

Students

Dress Code

Students are required to dress appropriately for learning activities. This includes being sent to school with the following clothing items:

- Weather appropriate clothing
- Inside and outside shoes

Each child is required to have one extra set of clothing at Wahóŋpi Kij at all times. Families are encouraged to label their child(ren)'s clothing.

Clothes that are soiled while at school will be sent home.

Outdoor Classroom

The outdoor environment is considered a part of the classroom and all classrooms may go outside daily (weather permitting). All students will participate in outdoor activities unless we receive a doctor's note stating the need to stay indoors due to illness. Families must ensure proper clothing is provided.

Clothing Requirements

We will adhere to the following guidelines:

When the temperature is:	Students must wear:
Lower than 40°F	Coats
40°F to 49°F	Long Sleeves or Coats
50°F higher	Short Sleeves or Long Sleeves

Air Quality

We will not take part in outdoor activities when the local air quality is deemed unsafe.

Extreme Temperatures

We will not take part in outdoor activities when the local wind chill reaches -15°F or below.

When the local temperature exceeds 95° F, we may not take part in extended outdoor activities.

Naptime

Students in Wahóŋpi Kiŋ (up to age 5) will have at least one nap daily. Students will not be required to sleep, but all children must have rest/quiet time.

Once a student turns 5, the family will determine if they want their child to continue napping.

Wahóŋpi Kiŋ staff may let an older child nap if they determine the child needs the rest.

Please bring a blanket for your child(ren) to make naptime more comfortable for them. Blankets brought from home will be regularly washed.

Special Needs Students

Wahóŋpi Kiŋ is committed to serving children with special needs, to the extent that we are able. To assess our capacity to meet the unique needs of each child, a special needs team consisting of the child's health care professionals, the licensing agency (e.g., Early Childhood Tracking), and the Wahóŋpi Kiŋ Administration will collaborate. Based on their evaluation, if it is determined that our facility is not adequately equipped to meet the specific needs of a child, we may not be able to enroll them in the best interest of their well-being. Additionally, in the event that we realize after a child has been with us for a while that we are unable to provide the appropriate support, we will work closely with the child's family and professionals involved to find the most suitable alternative placement for their continued development and growth. Our priority remains the well-being and best possible outcomes for all children in our care.

Toys

Children are not allowed to bring toys from home unless requested by staff. If a child brings a toy from home unannounced, the toy will be taken for the day and given to the parents/guardians at the end of the day. Wahóŋpi Kiŋ is not responsible for lost or stolen items brought from home.

Backpacks

Backpacks are not allowed. Cubby space is limited and backpacks take up a lot of the space and items from home are inevitably brought. Parents are asked to bring clothing, shoes, and school items in reusable bags or small sacks.

Infant/Toddler

Supplies

Families are responsible for supplying needed disposable diapers, wipes, creams, lotions, etc.

- Families will be notified when supplies need to be replenished.

- If supplies are not replenished and Wahóŋpi Kiŋ replaces the needed items, a \$10 charge for each replenished item will be reflected on the parent/guardian's billing.

Toddler Potty Training

At Wahóŋpi Kiŋ, we acknowledge the importance of potty training for toddlers aged 13 to 24 months. During this sensitive period of development, we implement a proactive approach to potty training by regularly sitting the toddlers on the potty every half hour. Our dedicated staff is attentive to their needs and provides consistent support during this learning process. By adopting this practice, we aim to create a positive and encouraging environment that fosters their growing independence and promotes successful potty training.

Health & Wellness:

Meals

Meals at Wahóŋpi Kiŋ will be served family style and will be used as instructional opportunity when possible.

Wahóŋpi Kiŋ is a member of North Dakota Child and Adult Care Food Program (CACFP) and follows all required guidelines and recommendations.

Meal Times

Meals are provided to every student in attendance at the following times:

Time	Meal
8:15am-8:45am	Breakfast (All Classrooms)
11:15am-11:45am	Lunch (Hokšíčala Othí)
11:30am – 12:00pm	Lunch (Wakŋányeža, Lakŋól'iyapi Wahóŋpi, Wičhákini Owáyawa)
2:30pm-3:00pm	Snack (All Classrooms)

Birthday Celebrations

If a child celebrates a birthday, please let the teachers know and the parents/guardians can bring a treat for everyone in the classroom. Wahóŋpi Kiŋ staff will not serve homemade treats to students with any listed allergies without the permission of the parents.

As part of our Birthday Celebrations, families will be asked to provide pictures of their child. One at birth and one for each year of their life.

Infant / Toddler Nutrition

At Wahóŋpi Kiŋ, we prioritize the nutritional well-being of our youngest students. This policy outlines guidelines for formula feeding and breastfeeding, ensuring that every infant/toddler's individual needs are met.

Formula Feeding

For students under the age of one, we offer Iron Fortified Infant Formula as a part of our program. Families have the option to accept or decline the formula offering, and they are welcome to bring their own preferred brand of formula. We understand the importance of accommodating personal preferences and dietary requirements, and we strive to work closely with families to ensure a seamless transition and consistent feeding routine.

Nursing Families

We welcome nursing and breastfeeding mothers to Wahóŋpi Kij and fully support their decision to continue providing breast milk for their infants. We recognize the numerous benefits of breastfeeding, including enhanced immune system development, optimal nutrition, and the emotional bond it fosters between mother and child.

For mothers who are breastfeeding and able to visit Hokšičala Othí to feed their child, we provide a comfortable area for this purpose. Families are encouraged to work with their child's teachers to arrange a nursing schedule that accommodates both the family's needs and the classroom's routine.

Breastmilk

Families have the option to bring expressed breastmilk for their child. To ensure proper handling and identification, the bottle, bag, or container containing the milk must be labeled clearly with the child's full name, as well as the date and time the milk was expressed. Wahóŋpi Kij strictly adheres to a policy of not accepting any unlabeled containers, bottles, or bags, and we will not use any unlabeled milk that may have been accidentally accepted.

Milk Consumption

In compliance with the Child and Adult Care Food Program (CACFP) requirements, children aged 1 to 2 years will be served whole milk during breakfast and lunch. This ensures that the nutritional needs of these children are met while adhering to program guidelines.

Food Allergies & Special Dietary Needs

We are committed to accommodating children with food allergies or special dietary needs. Appropriate substitutions will be made, when possible.

Please notify Wahóŋpi Kij in your application if your child has allergies and or requires a modified diet. A medical statement from a physician, describing any foods or drinks that the child is not permitted to eat, is required.

Medications

Wahóŋpi Kij will not administer medication to any children.

Families are responsible for administering any required medication to their child. For example, if an infant/toddler requires pain reliever for teething, the family must come to Wahóŋpi Kij to administer the medication directly.

The only exception is for the medication necessary for children who have allergies and may require medication for an allergic reaction, see below:

Epinephrine (EpiPen)

Epinephrine (EpiPen) is the only medication that Wahóŋpi staff or teachers are authorized to administer. They may administer it solely to a student with a known allergic reaction and medical documentation, when necessary.

Upon enrollment in the school or when a new medical diagnosis is made, families must provide the Epinephrine and all relevant medical documentation. The Epinephrine will be securely stored at the school, and all Wahóŋpi staff will be informed of its location.

To ensure preparedness and safety, all Wahóŋpi staff undergo training on how to use an EpiPen in their required First Aid training (see "CPR/AED and First Aid" section for more information).

Immunizations

The North Dakota Department of Human Services requires that all children attending a Child Care Facility or School maintain an up to date immunization record in their child care file. As your child receives new immunizations, please give a copy to Wahóŋpi Kiŋ Administration. Due to possible complications from immunizations.

Families must keep the child(ren) for 24 hours after an immunization.

Exemptions

Students may be exempt from immunization requirements for the following reasons:

- **Medical Exemption:** Requires a certificate signed by a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child.
- **Philosophical, Moral or Religious Belief Exemption:** Requires a certificate signed by the parent or guardian whose sincerely held philosophical, moral or religious belief is opposed to such immunization.
- **History of Disease Exemption:** Requires a certificate signed by a physician stating that the child has a reliable history of chickenpox disease or other diseases.

For more information regarding immunizations please visit the North Dakota Department of Health – Immunizations website: <https://www.ndhealth.gov/Immunize/Schools-ChildCare/>

Incidents/Accidents

Ensuring a safe environment is very important to us at Wahóŋpi Kiŋ. We strive to create a secure, nurturing, and safe space for all our students. However, we recognize that despite our best efforts, accidents and incidents can still occur during child exploration, work, and play.

Incident

An incident refers to a situation where one child is involved with another child. It typically involves some form of interaction between the children that may result in harm or unintended consequences. For example, if a child bites another child during playtime, it would be considered an incident.

Accident

An accident refers to a situation where only the child is involved. It typically involves an unexpected event or mishap that leads to harm or injury to the child without the direct involvement of another child. For instance, if a child climbs on a ledge and accidentally falls, resulting in an injury, it would be classified as an accident.

Protocol

In event of a minor accident/incident at Wahóŋpi Kiŋ, staff will:

- Tend to injuries that resulted from accident/incident.
- Complete a written report to document the accident/incident.
- Notify family upon pick-up or sooner depending on severity of the injury.

Notification & Documentation

The injury or illness will be recorded on an accident or incident form provided by Wahóŋpi Kiŋ. This form will include all pertinent facts about the incident or accident.

- The staff member witnessing the situation will complete and sign the form:
- The family member or parent/Guardian is required to sign the report acknowledging that they received notice of the accident/incident;
- The Parent/Guardian will receive a copy of the accident/incident report
- The Wahóŋpi Kiŋ will keep a copy on file

Accident/incident reports will be turned into the principal's office at the end of each day for filing.

In event of a major accident/incident at Wahóŋpi Kiŋ, refer to the "Medical Emergencies" section below.

Accidents in the Home

When accidents occur in the home, with evidence of injury, please notify Wahóŋpi staff and teachers of the occurrence:

If staff sees evidence of an injury on a child that did not occur at the Nest, the staff will document the injury and ask parents for information on the accident and be instructed to fill out the appropriate paperwork, if necessary.

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. Parents/Guardians will be contacted
3. Doctor/nurse (listed on enrollment forms) will be contacted
4. Child will be transported by parent/guardian or ambulance to IHS

In the event of a life-threatening situation, staff will:

1. Provide life-saving measures, if necessary (see “CPR/AED and First Aid” below)
2. Contact local health officials (IHS) to send for ambulance
3. Contact Family and SBC Security

Wahóŋpi Kij is not responsible for the cost of medical aid, transportation, and /or treatment due to accidents or illnesses while at the school.

If we are unable to locate a parent or authorized adult, Wahóŋpi Kij will need authorization to transport the student by ambulance and obtain medical treatment. A form for a consent for treatment can be found in the Appendix.

The injury or illness will be recorded on an accident or incident form provided by Wahóŋpi Kij, the same protocol for minor accident/incidents will be followed regarding documentation (see “Notification and Documentation”).

CPR/AED and First Aid

All Wahóŋpi staff, interns and volunteers will be trained in CPR/AED and first aid and may provide the necessary medical attention if required. Wahóŋpi staff are not liable for medical complications that may result from providing CPR/AED or First Aid.

Sick Children

The Wahóŋpi Kij operates as a well-child care facility. Protecting the health and well-being of our children, staff, and families is part of our mission. This means that if the child is not feeling well, the family is encouraged to make other arrangements for their care until they are feeling well. If a child has symptoms of a contagious illness, Wahóŋpi Kij staff will request a doctor's statement to determine if the illness is contagious or requires medical treatment.

As a program deeply connected to our culture, language, and the well-being of our community, we work closely with elders, who are the bearers of our nation's language and culture, and infants/toddlers, who represent the future of our nation. Both of these groups are exceptionally vulnerable, and we are highly committed to ensuring their well-being and safety.

Illness at School

If an illness or symptom prevents a child from participating comfortably in school activities, if a student is considered “too sick” by teachers or Wahóŋpi Kij Administration, or if a student exhibits any of the illnesses listed in the “Illness and Exclusion” section below the family will be called and asked to pick them up or have someone pick them up as soon as possible.

Once called, families must pick up their sick child within a reasonable amount of time. If a family refuses to take a sick child home, Wahóŋpi Kij Administration may file medical neglect with Child Protection Services (CPS).

Illness and Exclusions

Do not bring a child to Wahóŋpi Kiŋ if they have a fever over 100 degrees, diarrhea, vomiting, unexplained rash, or a contagious illness. The child will not be allowed back into the classroom until they have been symptom free for 24 hours.

If the child is sick enough to require prescription medicine (Conjunctivitis or Pink Eye, strep throat, bronchitis, pneumonia, rashes, hand foot mouth disease, or other undetermined illness, etc.), Wahóŋpi Kiŋ will require the parent to keep the child home until they have been on the medication for 48 hours and are no longer considered contagious.

Wahóŋpi Kiŋ will temporarily exclude a child or send the child home as soon as possible if one or more of the following conditions exist:

- Illness prevents the child from participating comfortably in activities as determined by the teacher/provider.
- If the child will not play, cries, whines, wants to be held constantly, or has a continuous cough.
- Illness results in a greater need for care than the teacher/provider can provide, thereby, compromising the health and the safety of the other children as determined by the teacher/provider.
- Symptoms and signs of possible severe illness such as:
- Lethargy, uncontrolled coughing, irritability or persistent crying, difficulty breathing, wheezing, or other unusual signs for the child
- Fever with behavior changes or other symptoms:
 - For children under 3 months old:
 - Armpit temperature 99°F or higher
 - Rectal temperature 100.4°F or higher
 - If young babies have a fever, they need to see a doctor immediately
 - For children age 3 months to 4 years old:
 - Rectal or forehead temperature: 100.4° F or higher.
 - Armpit temperature 99°F or higher
 - For children 4 years old and older:
 - Rectal, Forehead or Ear temperature: 100.4° F or higher.
 - Oral (mouth) temperature: 100° F or higher.
 - Under the arm (armpit) temperature: 99° F or higher.
 - A child needs to be fever free for a minimum of 24 hours before returning to Wahóŋpi Kiŋ; that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.
- Conjunctivitis (pink eye) with white or yellow discharge:
 - The child may return to care 48 hours after treatment has started and no discharge is present
- Diarrhea:
 - If the child has two loose stool diapers in one day
 - If causing “accidents” for toilet-trained children
 - If stool frequency exceeds two or more stools above normal for the child
 - Children are allowed to return to child care once the diarrhea resolves with the exception of the following:
 - Salmonella, until three negative stool cultures
 - Shigella, until two negative stool cultures

- E. Coli, until two negative stool cultures
 - Cryptosporidium, until cleared by a health care provider
 - G Intestinalis, until cleared by a health care provider
 - Blood in stools not explained by dietary change, medication, or hard stools.
- Vomiting illness
 - Single episode of vomiting
- One episode if other symptoms are present or if child has recent history of a head injury
- Abdominal pain
- Persistent pain that continues more than two hours
- Intermittent pain associated with fever or other signs or symptoms
- Mouth sores with drooling (except for canker sores, thrush)
 - A health care provider or health department official must determine that the child is noninfectious before returning to Wahóŋpi Kiŋ
- Hand, foot and mouth disease
 - After lesions crust over
 - For mouth sores only, a minimum of four days from onset of illness
- Rash with fever or behavior change
 - A health care provider or health department official must determine that symptoms do not indicate an infectious disease before returning to Wahóŋpi Kiŋ
- Impetigo
 - After treatment has started and as long as lesions are covered
- Strep Throat
 - After child has been treated for 48 hours
- Pertussis (whooping cough)
 - After five days of antibiotic treatment

We understand that clear runny noses (non-mucous) may be caused by teething or allergies and these conditions must be communicated by the family.

Any other symptoms or communicable diseases are listed in the Childcare Aware of North Dakota Exclusion Guidelines for Child Care.

Head Checks

Head lice are considered contagious. As a preventative measure, head checks will be conducted weekly. In order to reduce the spread of lice, if a child is found to have head lice or nits they will be separated from the group and the family will be contacted to pick up their child as soon as possible. Before the child can return to school, their head needs to be completely lice and nit free. Upon arrival back, Wahóŋpi Kiŋ will check the child's head to ensure that no live lice or nits are present.

Behavior Management:

Wahóhpi Kij staff will guide every child's behavior in a positive manner through various techniques. These include encouragement in a positive and reassuring manner. The teachers and 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 any of the inappropriate behaviors listed below, a notification will be sent to the family.

If a child consistently exhibits inappropriate behavior, the situation will be discussed with their families. A plan for improvement will be devised, offering alternatives to address the behavior. However, if the child is unable to make the necessary changes and their actions continue to disrupt the daily routine and activities of other children and staff, Wahóhpi Kij reserves the right to dismiss the child from the program.

Biting

Wahóhpi Kij does not allow any child to bite. If a child begins biting other children, Wahóhpi Kij Administration will sit down and work out a plan with the parent/guardian 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. Continued biting will result in Wahóhpi Kij Administration setting a meeting with the family, and further continued biting may result in dismissal from the school as noted in the beginning of this section.

Inappropriate Language and Materials

The use of inappropriate language, including but not limited to profanity, gestures, symbols, verbal or written expressions, is strictly prohibited at Wahóhpi Kij during school hours and all school-sponsored activities. Additionally, materials containing inappropriate illustrations (such as drawings, paintings, photographs, etc.) are also not allowed. Any violation of this policy will result in the family being notified, and appropriate measures will be taken to address and correct the behavior.

Inappropriate Touching

Inappropriate touching is strictly prohibited at Wahóhpi Kij. This includes any form of physical contact that is not appropriate, respectful, or consensual. Wahóhpi Kij takes any such incidents seriously and will promptly notify the family if any inappropriate touching behavior is observed. As mandated reporters, our staff may be required to report such incidents to the appropriate authorities depending on the circumstances, in accordance with legal obligations and child protection protocols. Continued inappropriate touching will prompt Wahóhpi Kij Administration to schedule a meeting with the family to address the issue. Further continuation of such behavior may ultimately result in the possibility of dismissal from the school, as noted in the beginning of this section. The school is committed to creating a safe and respectful environment for all students and staff, and this policy aims to uphold those values while adhering to legal requirements to ensure the well-being of our students.

Self-Harm/Self-Injury

Wahóŋpi Kij is deeply concerned about the well-being of all our students, and we take any instances of self-harm or self-injury seriously. If a child is observed inflicting physical harm on their body, we will immediately notify the family. Self-injury is defined as any deliberate, non-suicidal behavior that causes physical harm to oneself and is aimed at relieving emotional distress. Such behaviors may include cutting, burning, banging, or bruising, among others (source: <http://www.lifesigns.org.uk/wp-content/uploads/2015/02/schools-self-injury-policy-v2.pdf>).

In the event of continued self-harming behavior, Wahóŋpi Kij Administration will arrange a meeting with the family to address the issue and explore appropriate support mechanisms. However, if the self-harm persists, it may result in the possibility of dismissal from the school, as mentioned in the beginning of this section. Our ultimate goal is to provide a safe and nurturing environment for all children in our care, and we are committed to taking necessary measures to ensure their well-being.

Bullying and Harassment

The Wahóŋpi Kij does not tolerate bullying or harassment.

Both bullying and harassment include conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics that may be defined by the state or local educational agency. This also includes association with a person or group with one or more of the above mentioned characteristics, whether actual or perceived.

Wahóŋpi Kij staff will be given instruction on how to prevent bullying and harassment. This will also include instruction on the process for filing complaints and the process/ consequences that will result from the complaint. All staff members will take reasonable measures to prevent bullying and harassment and any such acts that come to their attention.

Bullying

"Bullying" is defined as written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities by placing a student or students in reasonable fear of physical harm or mental distress.

Harassment

"Harassment" is defined as written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities because the conduct is so severe, persistent or pervasive.

Procedure

All allegations of bullying or harassment shall be reported to Wahóŋpi Kij Administration, teacher, or staff member. Wahóŋpi Kij Administration is designated to receive complaints and will be responsible for investigating the allegations in a timely manner, notifying families regarding any incidents, and determining appropriate

disciplinary action. Disciplinary actions will be educationally relevant, considering the health, well-being, and safety of any students involved in the incident.

Disciplinary actions for bullying and harassment may include, but are not limited to:

- separation from the group/class
- verbal warning
- loss of opportunity to participate in school activities
- counseling/referral to outside agencies
- short term suspension

The specific consequences should be consistent, reasonable, fair, age appropriate and match the severity of the incident. Families who are not pleased with how matters are handled may appeal through the grievance process in this policy.

School Trips & Events

Wahóŋpi Kij will take school trips throughout the year.

These trips may include but not limited to:

- Local (On-Reservation) Day Trips
- Regional (On and Off-Reservation) Day Trips
- Regional (On and Off-Reservation) Overnight Trips

Wahóŋpi Kij will utilize school vehicles for these trips (limited space available, see “School Vehicle Transportation” below for limits and priority seating).

Children under 3 may not take school trips, unless transported by their own families.

Families are welcome to join and help chaperone and transport their own child(ren) for these trips.

During school trips, the Hokšičala Othí and Wakhánježa Othí classrooms will continue to be staffed.

Types and Notification of Trips

Local (On-Reservation) Day Trips

At Wahóŋpi Kij, we believe in providing enriching experiences for our students, including short local trips (on-reservation) planned in advance or spontaneously taking advantage of nice weather (i.e. Dakota/Lakota seasonal/traditional/spiritual activities, fishing, berry picking, etc.).

For these local trips, families can expect to be notified on the same day if their child will be participating.

We prioritize clear and timely communication to ensure families are informed and involved in their child's educational journey, fostering a collaborative partnership between the school and parents/guardians. Our goal is to create memorable and educational experiences for our students while keeping families well-informed and engaged throughout the process.

Regional (On/Off-Reservation) Day Trips

Wahóŋpi Kij also organizes longer regional day trips (may be on or off-reservation), which will be clearly indicated on the annual and monthly school calendars. These trips provide unique learning opportunities for our students to explore and experience Dakota/Lakota country.

For these regional trips, families will receive notification on the same day if their child will be participating.

We understand the importance of keeping families informed and involved in their child's educational journey. Students will return before the end of the day. Our commitment to providing enriching Dakota/Lakota educational experiences extends to regional trips, and we strive to maintain open communication and shared learning with families throughout these trips.

Regional (On/Off-Reservation) Overnight Trips

As an integral part of our educational goals, Wahóŋpi Kii embraces the opportunity to visit significant Dakota/Lakota sacred sites across Dakota/Lakota country. These trips hold tremendous value for our children and families, fostering healing from historical trauma and colonization's lingering effects. By visiting these culturally and spiritually significant locations, our children and families gain a unique chance to connect with their heritage and reclaim Dakota/Lakota knowledge. These experiences offer valuable teachings and wisdom passed down through generations, enhancing our understanding of our Dakota/Lakota ways of life. Through these meaningful experiences, we collectively affirm our connection to the lands that shape our identity as a sovereign nation.

While calendar and scheduling constraints may sometimes prevent us from attending all listed trips, we make every effort to take advantage of these enriching experiences whenever possible. These trips may span up to 3 or more days and are not mandatory for children and families to take part in.

Families are invited to join Wahóŋpi Kii on these trips and will be responsible for the care of their child(ren). Children who are 5 years and older may attend these trips without family chaperones.

Staff and student expenses will be covered on these trips. Furthermore, in order to foster inclusion and participation, Wahóŋpi Kii is dedicated to making every effort to offer family assistance, enabling families to partake in these transformative experiences. To facilitate this, fundraising efforts may be undertaken by Wahóŋpi Kii to provide the necessary family assistance; families may be asked to take part in the fundraising efforts.

Notification of the trip will be provided at least a month in advance, and within a week, specific trip details will be shared.

Please note that due to limited space in school vehicles, care for children not participating in these trips, may be provided at Wahóŋpi Kii for the duration of the trip. We are deeply committed to creating immersive and educational experiences for our students while offering support and inclusion for all families.

School Trip Permissions

For all children enrolled in the Wahóŋpi program, it is essential to have family permission on file for school trips.

A blanket permission slip will be included in the application packet and will cover all school trips.

- Families are encouraged to utilize the blanket permission slip.
- If families choose to give permission on a trip-by-trip basis, they will be asked to fill out a one-time permission slip for each field trip.

If families choose not to grant permission for their child to participate on day trips, they must come pick up their child(ren) during the duration of the trip.

School Vehicle Transportation

Wahóŋpi school vehicles have limited space and a prioritization system will be utilized for trips to determine which students travel with the school. For example, in a 12 passenger van, there are approximately 8-10 seats for students, depending on chaperones who may or may not be riding in the school vehicle.

Wahóŋpi Kii students (those who are 5 years old and older) will be the priority group for school trips. If a space opens up (i.e. student is being transported via parent/family) the next oldest student in Wahóŋpi Kii will be allowed to take the trip.

Extra-Curricular Activities

Wahóŋpi Kii regularly hosts, partners with, and participates in extracurricular activities for the educational and cultural benefit of the students. These activities include but are not limited to the following:

Sitting Bull College campus activities

Wahóŋpi Kii is situated on the Sitting Bull College campus, and as such a number of SBC programs extend services to enhance Wahóŋpi Kii curriculum. These activities include but are not limited to:

- Horsemanship (Requires special permission form, included in Wahóŋpi Enrollment Packet)
- Traditional Art lessons
- Library visits

Taking part in other School Activities

Wahóŋpi Kii students are often offered the chance to take part in school activities offered at other local schools. These include but are not limited to the following:

- Sports (wrestling, basketball, cross country, etc.)
- Arts (painting, beading, etc.)
- Traditional Activities (drumming, singing, language bowl, etc.)

Hosting/Partnering/Participating in Community Events

Wahóŋpi Kii often hosts or partners with local and regional programs and organizations to provide Wahóŋpi students and the larger community access to traditional teachings. Wahóŋpi Kii also participates in community activities and events. These include but are not limited to:

- Traditional Teachings
 - Buffalo butchering
 - Powwow
- Community Events
 - Language Bowls
 - Graduations
 - Celebrations

Community Event Disclaimer

When Wahóŋpi Kii hosts a community event, we want to clarify that the school will not assume responsibility for incidents involving other students, thefts, or any other unforeseen circumstances. While we strive to provide a

safe and secure environment during our events, we kindly request that all attendees exercise caution and take necessary precautions to safeguard their belongings and ensure the well-being of themselves and their families. Please be advised that any participation in Wahóŋpi Kiŋ's community events is voluntary and at the attendees' own risk. We encourage all attendees to stay vigilant and look out for their own and their children's safety during these occasions.

Additionally, we would like to emphasize that visiting schools will be responsible for their own students during community events. Wahóŋpi Kiŋ cannot provide chaperoning services for children or minors who are not part of Wahóŋpi Kiŋ.

Tuition & Billing

All tuition payments will be utilized for the sustainability of Wahóŋpi Kij.

All families (parent/guardian) will enter into a Payment Agreement Plan, agreeing to a tuition payment schedule.

Fees

There is a \$20 Enrollment Fee for all families wishing to enroll their child(ren) in the Wahóŋpi program. The fee is payable via the means listed below for tuition payment, see “Forms of Payment.”

Tuition

Tuition will be charged monthly at the rate determined by Wahóŋpi Kij Administration and approved by the Sitting Bull College Board of Trustees.

- Tuition will only be charged for the instructional days on the school calendar.
- Tuition will not be charged for holidays as noted on the school calendar or for unscheduled canceled school days as determined by SBC administration (i.e., inclement weather days).
- Tuition will not be charged for non-instructional days (i.e. Professional Development days).
- Tuition will be charged for the instructional week whether the student is in attendance or not.
- Tuition will not be charged for individual days that a child is not allowed to attend school due to a contagious illness (i.e. COVID, RSV, Strep, etc.). Families must submit a doctor’s note:
 - The doctor’s note must state that the child is unable to attend school due to the contagious illness
 - The doctor’s note should indicate when the child is deemed safe to return to school
- Tuition will not be charged for individual days in which the child(ren) and their family are attending Dakota/Lakota spiritual or cultural activities or events. Family must request to not be charged in advance:
 - Request must include the dates and the nature of the event (i.e. Dakota/Lakota sundance, naming ceremony, etc.).
 - Wahóŋpi Kij reserves the right to deny any request.

On a case-by-case basis, Wahóŋpi Kij Administration may approve other situations in which a family is not charged tuition.

Tuition Rates

There are various rates for tuition for Wahóŋpi students. The difference may depend upon the age of the child and whether or not the child is in a Dakota/Lakota language immersion environment.

	Under Age 5 Rate	Over Age 5 Rates	
		in Dakota/Lakota Language and Culture Enriched Environment Wakǵáŋyeža Othí	In Dakota/Lakota Language Immersion Environment Lakǵól'iyapi Wahóŋpi Wičhákini Owáyawa
Daily/Hourly Rate	\$30 per day	\$30 per day \$20 per day for Part-Time (up to 25 hours or less a week)	\$10 per day
Maximum Weekly Rate	Four-Day Week: Maximum \$120 per week Five-Day Week: Maximum \$150 per week	Part-Time Week: Maximum of \$100 per week Four-Day Week: Maximum \$120 per week Five-Day Week: Maximum \$150 per week	Four-Day Week: Maximum \$40 per week Five-Day Week: Maximum \$50 per week

Tuition Rate Incentive for Multiple Students in Immersion Environment

Recognizing the importance of revitalizing the Dakota/Lakota language within our community, we emphasize the need for the whole family to embrace the responsibility of learning the language. Learning an Indigenous language is a significant endeavor that is best achieved when the entire family actively participates in the process. In order to support families in their commitment to revitalization, we offer a discounted tuition rate for families who enroll multiple children in Wahóŋpi Kiŋ's Dakota/Lakota Language Immersion Environments (Hokšičala Othí, Lakhól'iyapi Wahóŋpi, and Wičhákini Owáyawa). This discounted rate aims to alleviate the financial burden and encourages families to engage in the collective effort of revitalizing the Dakota/Lakota language.

	Under Age 5 Rate for Children in Dakota/Lakota Language Immersion Environment Only	Over Age 5 Rate for Children in Dakota/Lakota Language Immersion Environment Only
1 Child from Family	\$30 per day Weekly maximums same as above	\$10 per day Weekly maximums same as above
2 Children from Family	\$20 per day per child Four-Day Week: Maximum \$80 per week per child Five-Day Week: Maximum \$100 per week per child	\$7 per day per child Four-Day Week: Maximum \$28 per week per child Five-Day Week: Maximum \$35 per week per child
3+ Children from Family	\$15 per day per child Four-Day Week: Maximum \$60 per week per child Five-Day Week: Maximum \$75 per week per child	\$5 per day per child Four-Day Week: Maximum \$20 per week per child Five-Day Week: Maximum \$25 per week per child

Note: These rates are only available to families who are *not* on State or Tribal Child Care Assistance.

Tuition Rate for SBC Employees

Sitting Bull College Employees will receive a 10% tuition reduction.

Forms of Payment

Cash, money order, debit/credit card, ACH Payment or payroll deductions will be accepted as forms of payment for Wahóŋpi Kiŋ.

Tuition Payment

Families will be required to set up payment in one of the following ways:

- Brightwheel online tuition billing and payment
- SBC Financial Aid - SBC Students
- Accounts Receivable Technician
- State or Tribal Child Care Assistance Program

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 Wahóŋpi Kij.

Important Information Concerning Tuition Payments

Payment requests will be emailed monthly and are due within the month.

SBC Student

- Complete “Payment Plan Agreement” and/or “Student Aid Authorization” form to determine payment options, amount to be charged, and payment schedule
- Any State or Tribal Child Care Assistance program assistance will be applied first
- Any remaining balance and/or co-payments that are not covered by child care assistance program, or other assistance program, will be deducted from the SBC Student’s Financial Aid Disbursements the day of disbursement
- Any remaining balance that exceeds \$480, the SBC Student must enter into a “Debt Payment Agreement Plan”

SBC Employees

- Complete “Payment Plan Agreement” form to determine payment options, amount to be charged, and payment schedule
- Any State or Tribal Child Care Assistance program assistance will be applied first
- Any remaining balance and/or co-payments that are not covered by child care assistance program, or other assistance program, the SBC Employee must enter into a “Debt Payment Agreement Plan”
- Any remaining balance that exceeds \$480, the SBC Employee may sign a payroll deduction agreement, guided by the SBC Policies and Procedures “Financial Obligations”, chapter VII, section 14.

Community Members

- Complete “Payment Plan Agreement” form to determine payment options, amount to be charged, and payment schedule
- Any State or Tribal Child Care Assistance program assistance will be applied first
- Any remaining balance that exceeds \$480, the SBC Student must enter into a “Debt Payment Agreement Plan”

Child Care Assistance

Families are encouraged to seek child care assistance, when possible. The Wahóǎpi program has worked with the following on behalf of Wahóǎpi families:

- Standing Rock Sioux Tribe Child Care Assistance Program
- Sioux County Child Care Assistance Program
- Morton County Child Care Assistance Program
- Burleigh County Child Care Assistance Program
- Corson County Child Care Assistance Program
- MHA Child Care Assistance Program
- Cheyenne River Sioux Tribe Child Care Assistance Program

Families that receive any state or tribal child care assistance must provide Wahóǎpi Kij Administration with a copy of written proof of CCA verification. The family is responsible for any co-payments for child care assistance.

The Wahóǎpi Kij Administration team will submit all child care assistance information to the appropriate agencies. The agency provides direct payment to Sitting Bull College. It is not the responsibility of Wahóǎpi Kij to keep you informed of changes to your child care assistance payments

Note for SRST Child Care Assistance Recipients: The SRST Child Care Assistance Program report form is due on the last day of each month. Check is turned into Accounts Receivable during the first week of receipt of payment. The updated billing statement will be seen on the family's bill thereafter.

Note regarding school-aged children (age 5+) on child care assistance programs: Child care assistance programs cannot provide financial assistance for a child age 5 or older during regular mainstream school hours (9am - 3pm) during the regular school year. This rule does not apply in the summer term.

Other Tuition Assistance Options

If a family is ineligible for tribal, county, or state child care assistance programs and anticipates challenges in making tuition payments, they are encouraged to reach out to Wahóǎpi Administration for information regarding potential alternative funding options. Wahóǎpi Kij Administration can provide guidance and support in exploring potential avenues for funding, allowing families to find suitable solutions and ensure continued access to the program for their child(ren).

Unpaid Balances

Tuition must be below \$480 by the end of each month - if the family is unable to pay the required amount, the family must set up a Debt Payment Plan Agreement with the SBC Financial Center.

If a family has an unpaid balance of \$480 or above, and has not set up a payment plan with the Sitting Bull College Financial Center, the following actions will be taken:

- First notice of outstanding balance of \$480 or above will be given and the family must either make a payment or enter into a Debt Payment Agreement Plan

- If the balance continues to exceed \$480 by the following month, a second notice of outstanding balance will be given and the family must enter into Debt Payment Agreement Plan
- If the balance continues to exceed \$480 and no Debt Payment Agreement Plan has been implemented, Sitting Bull College Financial Center may take the parent/guardian to court for any unpaid balances and the child(ren) may be dismissed from the program.

If a family has a delinquent bill or outstanding balance and consistently fails to follow through with the agreed upon Debt Payment Agreement Plans, refuses to set up a Debt Payment Agreement Plan, or fails to respond to any notice given, Wahóŋpi Kij reserves the right to dismiss their child from the program.

Debt Payment Plan Agreement

The Debt Payment Agreement Plan form provides families with the necessary requirements for a debt payment agreement. The form lays out payment amounts, payment scheduling, and payment methods.

Families with outstanding balances beyond the current academic year will not be allowed to re-enroll in Wahóŋpi Kij unless they agree to a new Debt Payment Agreement Plan.

The payment plan amount must be in addition to the current tuition/billing rate. Here's an example to illustrate this:

- Current tuition/billing rate for a full-time student attending 5 days a week is \$150. The payment plan must be in addition to this amount.
- Weekly rate: \$150 (tuition/billing rate) + \$50 (Debt Payment Plan Rate) = \$200 total due weekly.

Safety and Security:

SBC Security Department

In situations where a specific policy is not outlined in this policy book, Wahóŋpi Kiŋ will adhere to the guidance of the Sitting Bull College Security Department and follow all protocols specified in the SBC Emergency Action Guide. Our commitment to safety and security remains paramount, and we will rely on the expertise and procedures established by the college to address any unforeseen circumstances or emergencies. Additionally, in all cases of emergencies, the SBC Security Department will be notified immediately to ensure prompt and efficient response and resolution.

Emergency Protocol

Wahóŋpi Kiŋ will follow the SBC Emergency Action Guide protocols for all events.

Plans are posted in each classroom and kitchen for emergency exit procedures.

In case of a tornado, all students, teachers and staff will exit to the tornado shelter at the Family Support Center. The fire emergency procedure is approved by the state fire marshal. These exit procedures are practiced monthly with the staff and children taking part.

Severe Weather & Emergency Notifications

In the event of severe weather or other unforeseen circumstances, closures are posted immediately to the College's website at www.sittingbull.edu and the Sitting Bull College Facebook page. If the college is closed (there are no classes and employees do not report to work) Wahóŋpi Kiŋ will also be closed.

Sitting Bull College provides emergency notification via email, voice message, or SMS text message. To be added to the emergency notification list, contact Wahóŋpi Kiŋ administration or the SBC IT department, at 701-854-8003, to set-up an account. Wahóŋpi Kiŋ will provide notifications to the families.

Drugs and Alcohol

Sitting Bull College is dedicated to providing a safe, drug-free environment for the employees, students, as well as for the community. Wahóŋpi Kiŋ has a strict zero tolerance policy regarding drugs and alcohol (for a list of prohibited substances, refer to the SBC Policies and Procedures). If a Wahóŋpi or SBC staff member has reason to believe that anyone entering Wahóŋpi Kiŋ is under the influence of drugs or alcohol, it is their duty not to release any child to them and to call the proper authorities, including SBC Security. If the person under the influence is a college student, their behavior will also be reported to the counselors at Sitting Bull College.

Weapons on SBC Campus

Wahóhpi Kij has a strict no tolerance policy regarding weapons (for a list of prohibited unauthorized weapons, refer to the SBC Policies and Procedures). If a Wahóhpi or SBC staff member has reason to believe that someone has an unauthorized weapon on their person, SBC Security will be notified and the individual(s) will be asked to hand over the weapon and/or leave the premises. For more information refer to the SBC Policies and Procedures regarding Weapons on Campus Property.

Smoking

Smoking on Sitting Bull College property is permitted only in designated areas. However, in accordance with Executive Order 13058, smoking is prohibited in courtyards and within 25 feet of doorways on GSA-controlled properties, including Sitting Bull College. These designated smoking areas are clearly marked with appropriate signage and cigarette butt receptacles. As such, smoking is not allowed while walking on sidewalks or in other areas of the campus.

At Wahóhpi Kij, we prioritize the safety and well-being of our students, and we are fully aware of the harmful effects of both second and third-hand smoke. While we cannot prevent individuals from smoking in designated areas, we are committed to providing a safe and healthy environment for our students, staff, and visitors.

- Second-hand smoke, also known as passive smoking, exposes non-smokers to the same harmful chemicals present in cigarette smoke. It can lead to respiratory issues, asthma attacks, and an increased risk of ear infections in young children.
- Third-hand smoke refers to the toxic residue left behind on surfaces and in dust after smoking, and can pose health risks, especially to infants and young children who might come into contact with contaminated surfaces.

Commercial tobacco use is not a traditional practice. As a role model for our students, Wahóhpi staff are expected to refrain from visibly displaying and using commercial tobacco products on campus. We recognize that children observing others smoking can have negative effects - when children see others smoking, they may be influenced to try it themselves. We aim to create an atmosphere that promotes a positive and healthy lifestyle for our students. By collectively upholding these guidelines, we help ensure a nurturing and supportive environment where our students can thrive without exposure to harmful tobacco-related influences.

Confidentiality

All employees of Sitting Bull College and Wahóhpi Kij will be required to keep all information regarding the children and families they serve confidential. There will be no release of information about any child without a signed consent. A Disclosure of Directory Information 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/guardians certain rights with respect to their children's

education records. Parents/guardians or eligible students have the right to inspect and review all of the students' education records maintained by Wahóŋpi Kij. Wahóŋpi Kij is not required to provide copies of materials in education records, unless, for reasons such as great distance, or it is impossible for parents or eligible students to inspect the records. Wahóŋpi Kij may charge a fee for copies.

For additional information or technical assistance regarding FERPA, 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 For more information on FERPA please visit the FERPA website at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Abuse and Neglect

State and Tribal Law requires that any suspected physical, emotional or sexual abuse and/or neglect be reported to the local authorities. If a parent or staff suspects a child of being abused or neglected, they will report the suspicion to Wahóŋpi Kij Administration.

- All Wahóŋpi Staff are Mandatory Reporters
 - Mandatory reporters are required to report the facts and circumstances that led them to suspect that a child has been abused or neglected. They do not have the burden of providing proof that abuse or neglect has occurred. Permissive reporters follow the same standards when electing to make a report.
- Upon report of suspicion of abuse or neglect of a student, Wahóŋpi Kij Administration will begin the protocol for mandatory reporting
- Wahóŋpi Kij will notify the proper authorities, first contacting Sitting Bull College Campus Security and in collaboration with security, notifying the proper entity (Tribal or County CPS, IHS Mental Health, Police, etc) and the proper reporting forms will be filed.

SBC Camera & Surveillance

Cameras are located outside and inside of all SBC buildings, as well as in each Wahóŋpi classroom. These cameras record the movements of children and the staff. These cameras do not record audio.

If an incident/accident occurs on Sitting Bull College property:

- Nest Admin may review video footage as needed and when necessary, to determine if there are any future safety or health risks to be aware of or to make clear the details of a situation
- If further review is deemed necessary, the video footage will be referred to a Wahóŋpi Video Review Board consisting of a representative from SBC Security, Wahóŋpi Admin, and SBC Admin to review the video footage to determine next steps.
- If a family member would like to review any video surveillance footage, an official request must be submitted via email to SBC Security at security@sittingbull.edu within 48 hours.
 - Note: Do to privacy restrictions, Wahóŋpi Kij will not release video footage.
- For more information on Sitting Bull College video and surveillance, please refer to the Sitting Bull College Policies and Procedures or contact SBC Security.

Custody Concerns

If necessary, parents must provide Wahóŋpi Kiŋ with all legal documents that prove custody of a child. There will be no visitation by the non-custodial parent/guardian without written permission by the custodial parent/guardian in advance of the visit or without legal documentation. Wahóŋpi Kiŋ will inform the custodial parent/guardian, SBC Security, and the local police of an attempted visit and provide necessary documentation to the police if a non-custodial parent/guardian attempts to remove the child.

Removal of Individual from Pick-Up List

To officially add or remove a biological parent or guardian from the initial approved pick-up or drop-off form, it is essential that we have a legal document, such as a custody agreement or court order, on file at Wahóŋpi Kiŋ.

This measure is crucial as it helps protect the rights of all parents and guardians involved. With the proper documentation, we can ensure that only authorized individuals are granted access to pick up or drop off the child, minimizing potential confusion and concerns about the child's safety.

We are fully committed to upholding this policy to ensure the utmost security and protection for all the children in our care.

Please note that non-parents or legal guardians included on the initial approved pick-up and drop-off form completed during the enrollment period, or added during the course of the school year, may be removed at any time by any parent or legal guardian. This provision is in place to further safeguard the well-being of our students.

Interns, Volunteers, and Guests:

Wahóŋpi Kij is open to volunteers and interns, provided that:

- They do not speak any English in the Dakota/Lakota language immersion environments
- Complete all SBC Pre-employment requirements

Wahóŋpi Kij shall not allow any individual in any position where s/he 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.

Background Checks

All persons serving in the classroom, including volunteers and interns, will be required to go through a federal, tribal, and/or state background check before being allowed to enter the classroom. The Wahóŋpi Kij will pay for the background check provided that the volunteer or intern passes. A 24 hour notice is required for any volunteers.

Family & Guests

Family members and guests are welcome to visit Wahóŋpi Kij.

Family members (parents/guardians) 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. Family members (parents/guardians) and guests will not be allowed to be unsupervised with students, unless it is their own child. Wahóŋpi Kij teachers or staff will be in the same room with the family members and guests at all times.

Long-Term Volunteers

Individuals are eligible to regularly volunteer at Wahóŋpi Kij. In order to do so, the individual must complete the same pre-employment requirement for SBC Employees, including drug testing and background check.

Internships

Youth Internships

Wahóŋpi Kij offers youth internships in two different age ranges. Both must complete SBC Pre-employment requirements.

- Minor (under 18 years of age) – a parent/guardian must sign all application forms and agreements on behalf of the minor. Minors are not subject to drug-testing and background checks.
- Young Adult (18 – 24 years of age)

Sitting Bull College Internships

Wahóŋpi Kiy offers internships through the Division of Education, and other relevant Divisions, at Sitting Bull College. Students enrolled at Sitting Bull College who are interested in fulfilling practicum requirements by doing an internship at Wahóŋpi Kiy must contact the SBC Division of Education and Wahóŋpi Kiy Administration.

Withdrawal / Dismissal from Wahóŋpi Kiŋ

Withdrawal

To withdraw your child from Wahóŋpi Kiŋ, a written notice is required.

Providing an advanced written notice of at least two weeks allows Wahóŋpi Kiŋ to adjust the tuition charges accordingly, ensuring no charge for the days after the child's departure. However, in the absence of advanced notice, the family will be billed for the remainder of the month in which they leave.

Families who have an outstanding bill must enter into a Debt Payment Agreement Plan with Sitting Bull College to settle their balance. For further details, please refer to the section "Debt Payment Agreement Plan" above.

Families who have withdrawn their child(ren) from Wahóŋpi Kiŋ may be contacted to complete an exit interview or exit survey.

If a family wishes to re-enroll their child after having left, please review the "Returning Student" subsections within "Application and Enrollment" for more information

Dismissal

A child may face dismissal from the program for various reasons. However, Wahóŋpi Kiŋ is committed to working collaboratively with families and will make every effort to address concerns before considering dismissal. Below are the various causes for dismissal as outlined in this policy book:

Excessive Absences

If a child's unexcused absences become excessive, or if the family fails to communicate about ongoing absences, the family will be required to meet with Wahóŋpi Kiŋ Administration about the issue and may be asked to enter into an attendance contract. If the family fails to adhere to their contract, it could potentially lead to removal from the program. Please refer to the section "Attendance" for more information.

Absences during Mandatory "Start-Up Days"

Attendance during the initial "Start-Up Days" is especially crucial in facilitating a positive classroom community. Therefore, attendance in the first two weeks of school is mandatory so that students can begin to establish the daily routine. Should a student miss school within the first two weeks of their first term, Wahóŋpi Kiŋ Administration will meet with the family to discuss the child(ren)'s continuation in the program. Please refer to the section "Attendance" for more information.

Lack of Family Participation / Commitment

If the family misses three (3) family language activities in a row, without advance notice and rescheduling, the family will be required to meet with Wahóŋpi Kiŋ Administration about the issue and may be asked to enter into

an additional commitment contract. Wahóŋpi Kiŋ reserves the right to dismiss the child from the program if the family fails to adhere to their contract.

Delinquent Bill / Outstanding Balance

If a family has a delinquent bill or outstanding balance and consistently fails to follow through with the agreed upon Debt Payment Agreement Plans, refuses to set up a Debt Payment Agreement Plan, or fails to respond to any notice given, Wahóŋpi Kiŋ reserves the right to dismiss their child from the program. More information can be found in the section "Tuition & Billing."

Behavior

If a child consistently exhibits inappropriate behavior, the situation will be discussed with their families. A plan for improvement will be devised, offering alternatives to address the behavior. However, if the child is unable to make the necessary changes and their actions continue to disrupt the daily routine and activities of other children and staff, Wahóŋpi Kiŋ reserves the right to dismiss the child from the program. Please see the section "Behavior Management" for further details.

Other:

Parent/Guardian Concerns

It is the policy of SBC and the Wahóŋpi Kij that all parents/guardians have at their disposal specific and equitable procedures, which afford due process for resolving grievances.

Wahóŋpi Kij operates as a thiyóšpaye, in accordance with Lakǎól Wóečhuŋ. This is reflected in our commitment to respectful, transparent, and flexible communication between all families, parents/guardians, teachers and staff of Wahóŋpi Kij. All teachers and staff are responsible for addressing concerns regarding any child at the Wahóŋpi Kij in a timely manner, and families are encouraged to resolve any questions or concerns initially with the staff member in question, if possible.

A grievance is a result of an alleged unfair, inequitable or discriminatory interpretation, application, or implementation of College policy or Wahóŋpi Kij policy or procedure. It is imperative that a formalization of procedures be in place to disarm any situation that can develop and also give the parent/guardian an avenue for correction of a problem. It is the intent of this policy to alleviate any feelings of retribution or prejudice that can arise from problem situations. To assist families, staff members, and the College in arriving at a fair and unbiased decision the following procedure will be used for resolution:

Grievance Procedure:

- 1) The parent/guardian will discuss the grievance with Wahóŋpi Kij staff person from whom the grievance stems.
- 2) If the issue is not resolved, or the parent/guardian does not feel comfortable speaking to the staff person from whom the grievance stems, the parent/guardian will submit the details of the grievance in writing, to include the date of the incident, to Wahóŋpi Kij Administration.
- 3) Wahóŋpi Kij Administration will inform the staff person that a grievance has been submitted, and ask for a written statement regarding the incident.
- 4) Wahóŋpi Kij Administration will set a meeting between both parties to attempt to resolve the grievance. At this point, Wahóŋpi Kij Administration will have a statement available for the parent/guardian to sign indicating whether their grievance has been resolved or not.
- 5) If the matter cannot be resolved at this point, all written communication will be submitted to the SBC Dean of Students, and the parent/guardian will have the opportunity to meet again. The parent/guardian may also ask an SBC Counselor to attend the meetings with them.
- 6) If the matter cannot be resolved at this point, the parent/guardian will have 5 working days to request in writing that a grievance committee hear the matter.
- 7) This request is given to the Vice President of Operations and a hearing will be scheduled within five working days.
 - a) The Grievance Committee shall be comprised of the following:
 - b) Vice President of Operations;
 - c) One Counselor selected by the Vice President of Operations;
 - d) One Wahóŋpi Kij Teacher or Wahóŋpi Kij Administration selected by the parent;
 - e) Wahóŋpi Kij Teacher or the Wahóŋpi Kij Administration selected by the Vice President of Operations;

- f) One Board of Trustees member.
- g) The decision of the Grievance Committee is final. The Vice President of Operations will notify the parent/guardian in writing within five (5) working days of the hearing.

Social Media Policy

Wahóǎpi Kij recognizes that access to technology in school gives students, parents/guardians, and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them to navigate the world beyond school walls. Wahóǎpi Kij allows staff, teachers, volunteers and parents/guardians to access personal websites, blogs, and the use of social networking websites, such as Facebook, Twitter, Snapchat, Instagram, and other similar sites during school hours. Staff, teachers, volunteers and parents/guardians should observe the following guidelines to ensure that their public activities on personal websites, blogs, and social networking sites do not conflict with their roles and responsibilities toward Wahóǎpi Kij and its students, including their duties of confidentiality.

Procedure

Families may not disclose the confidential, sensitive and/or proprietary information of Wahóǎpi Kij, its staff, teachers, students, volunteers, parents/guardians or other third parties. This includes, but is not limited to, information protected by FERPA, as well as financial, marketing, performance and other business information about Wahóǎpi Kij. If families are unsure whether it is appropriate to post certain information, please check with Wahóǎpi Kij Administration or Sitting Bull College Human Resources Manager.

Families may not post any comments regarding Wahóǎpi Kij, its students, employees, or alumni that are obscene, defamatory, profane, libelous, threatening, harassing, abusive, or hateful. Wahóǎpi Kij will not allow staff, teachers, volunteers, and parents/guardians to post personal attacks, disagreements, or controversies associated with Wahóǎpi Kij, its staff, teachers, volunteers, parents/guardians, or students.

We request that families refrain from posting inappropriate information or content that would potentially bring disrepute either to Wahóǎpi Kij or to yourself in your capacity as a Wahóǎpi Kij staff, teacher, volunteer or family. Since personal social media accounts are housed in public space, Wahóǎpi Kij requests that families be respectful to Wahóǎpi Kij, staff, teachers, volunteers, parents/guardians and third parties as Wahóǎpi Kij itself endeavors to be.

Program-Maintained Social Media Pages

Wahóǎpi Kij maintains one public Facebook page, and one public Twitter profile, and may add others as needed.

The “Lakǎól’iyapi Wahóǎpi” Facebook page is a public Facebook page used by Wahóǎpi Kij teachers, staff and Wahóǎpi Kij Administration to distribute program news and updates to the general public, including partner organizations and institutions, donors, funders, and others genuinely interested in the progress of the program. Wahóǎpi Kij teachers and staff may post photos and/or videos of the children in this group to share updates on student or program activities, student progress, and program events, given the families have provided a media release for their child(ren).

Wahóŋpi Kij teachers, staff and Wahóŋpi Kij Administration may not post photos and/or videos of the children on their own, private Facebook or Twitter pages, unless they have been shared on the Wahóŋpi Kij public social media pages first and are being “re-shared” from the source post.

Any social media posts in violation of these policies by teachers or staff or parents or family members thereof, will be asked to take the post down immediately and a meeting may be scheduled with Wahóŋpi Kij Administration.

Registered Sex Offender Policy

To increase the safety and welfare of the students, faculty, and staff of Sitting Bull College no convicted or registered sex offenders will be allowed to enroll in any SBC courses or allowed on any SBC property or at any SBC sponsored event.

For more information about current state requirements, please go to <http://www.ndsexoffender.com/> for North Dakota information; <http://www.sexcriminals.com/megans-law/us/south-dakota/> for South Dakota information; and <http://www.nsopw.gov/Core/PublicRegistrySites.aspx> for federal information.

Policy Violations

Violations of these policies will be dealt with in the same manner as violations of other Wahóǰpi Kij policies, and may result in:

- Dismissal of student from Wahóǰpi Kij or suspension of privileges;
- Disciplinary action for employees (teachers & staff), in accordance with Sitting Bull College Discipline Procedure (Chapter VIII, Section 1);
- All staff, teachers, and parents/guardians have the right to appeal disciplinary action through a formal grievance procedure, in accordance with Sitting Bull College Grievance Procedure (Chapter IX, Section 1 or page 18-19 of this Policies and Procedures Handbook).

To avoid violations, all questions and concerns must be first brought to the attention of the Wahóǰpi Kij Administration.

Policy Changes:

Anyone can review policy and bring ideas forward to help improve the Wahóŋpi program. Wahóŋpi Kiŋ Policies and Procedures will be periodically review and updated by Wahóŋpi Kiŋ Administration, Wahóŋpi staff, and SBC Administration. All policy changes must be approved by the SBC Governance Committee and the SBC Board of Trustees.

Dakota/Lakota Values and Diversity

As a Dakota/Lakota immersion program, and a program of Sitting Bull College, Wahóŋpi Kiŋ learning community defines diversity as a collaborative effort to create, model, apply, and practice the Dakota/Lakota values, or virtues that are culturally identified ideals for being in this world. Rather than abstract and elusive philosophical principles to be strived after, however, these qualities are essential elements of everyday life.

There are numerous virtues, and while individuals may identify different virtues or order them variously according to significance, the underlying theme is always the same: expectations for individual behavior and character that ensure balance and well-being within society – human and beyond. The following Dakota/Lakota values have been adopted as a guide to follow during their educational journey at the Wahóŋpi Kiŋ:

- Wóohola - Respect
- T̄hawáchiŋ Wašté - Generosity
- Okíchič'upi - Sharing
- Wóksape - Wisdom
- Ohítika - Bravery
- Wóčhekiya - Spirituality
- Wóowoth̄aŋla - Honesty
- Wówaun̄šila - Compassion
- Wówačhiŋth̄aŋka - Fortitude

Acknowledgement of Policies and Procedures:

I have received a copy of the Wahóŋpi Kiŋ Policies and Procedures for reference. By signing below, I agree that I am responsible for reading the information, policies, and procedures contained herein.

In addition, I understand that Wahóŋpi Kiŋ reserves the right to change, amend, add or remove any policy or procedure within this handbook. Should a policy or procedure be changed, amended, added, or removed, parents/guardians will be notified as soon as possible and a new handbook will be distributed in a timely fashion. Parents of currently enrolled children are not required to sign a new Acknowledgement of Policies and Procedures form, unless they receive a new handbook. New Policies and Procedures handbooks will be distributed by the Wahóŋpi Kiŋ Administration in person or via email.

Child's or Children's Name(s): _____

Parent/Legal Guardian Print Name: _____

Parent/Legal Guardian Signature: _____ Date: _____

Parent/Legal Guardian Print Name: _____

Parent/Legal Guardian Signature: _____ Date: _____

Wahóŋpi Kiŋ Administration:

Wahóŋpi Kiŋ Administration Name: _____

Wahóŋpi Kiŋ Administration Signature: _____ Date: _____

(To be signed by Wahóŋpi Kiŋ Administration upon receipt.)

Date Enrolled: _____

Date Discharged: _____

(This form is to be kept on file)

Appendix A: Family Statement of Commitment

Language Learning

Each family must identify at least one member (parent/guardian) who will be able to learn the language by taking regularly-scheduled classes, at a day and time determined by Wahóǎpi Kij.

Each family will set a reasonable and achievable goal for the year (e.g., “learn to pray with my child”, “learn Dakota/Lakota songs”, etc.).

If the family misses three (3) family language activities in a row, without advance notice and rescheduling, the family will be required to meet with Wahóǎpi Kij Administration about the issue and may be asked to enter into an additional commitment contract. Wahóǎpi Kij reserves the right to dismiss the child from the program if the family does not show a commitment to language learning and their stated language learning goals.

In the case that a parent/guardian is already taking Dakota/Lakota language classes through another program, the family language requirement may be fulfilled with the approval of Wahóǎpi Kij.

Assessment

Each parent/guardian agrees to have their language progress assessed.

Each parent/guardian agrees to have the language progress of their child assessed.

Attendance

At Wahóǎpi Kij, daily and consistent attendance is crucial for our students’ language development and cultural immersion experience. Regular attendance ensures that children receive continuous exposure to the language, allowing them to build fluency, cultural understanding, and strong connections with their peers and teachers. By attending every day, children will maximize their language learning potential and fully benefit from the cultural and language immersive environment we provide. As such, we strive to maintain consistent attendance. Daily instruction is planned based on every child being in attendance for the entire day. It is the responsibility of the parents/guardians to contact Wahóǎpi Kij program if a child will be absent or tardy. Please carefully review the “Attendance” and “Arrival & Departure” policies above.

Attendance during the initial “Start-Up Days” is especially crucial in facilitating a positive classroom community. Therefore, attendance in the first two weeks of school is mandatory so that students can begin to establish the daily routine. Should a student miss school within the first two weeks of their first term, Wahóǎpi Kij Administration will meet with the family to discuss the child(ren)’s continuation in the program.

Parent/Legal Guardian Print Name: _____

Parent/Legal Guardian Signature: _____ Date: _____

Appendix B: Consent for Treatment

Consent

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for the administration of any treatment deemed necessary by the physician indicated on the Emergency Contact Form, or, in the event that the designated preferred practitioner is not available, by another licensed physician or dentist; and the transfer of the child to any hospital reasonably accessible. This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists concurring in the necessity for such surgery are obtained prior to performance of such surgery. In addition to the aforementioned information, I give my permission for any and all medical information to be shared with all school personnel that interact with my child.

Parent/Legal Guardian Print Name: _____

Parent/Legal Guardian Signature: _____ Date: _____

Refusal to Consent

I **DO NOT** give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the schools' authorities to take no action or to (please explain):

Parent/Legal Guardian Print Name: _____

Parent/Legal Guardian Signature: _____ Date: _____

Appendix C: Disclosure of Directory Information

The Family Educational Rights and Privacy Act (FERPA)

The Wahóŋpi Kij Owáyawa adheres to a policy of compliances with the Family Educational Rights and Privacy Act of 1974. FERPA is a federal law designed to protect the privacy of student educational records. Parents/guardians have the right to inspect and review their children’s educational records, to request amendment to records they believe to be inaccurate, and the right to limit disclosure of information from their record. Student records and information are maintained by the Wahóŋpi Kij Administration.

According to the Code of Federal Regulations, *Directory Information* is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to: student name, address, phone number, email address, photographs, dates of attendance, grade level, gender, and most recent previous school attended. Sitting Bull College and the Wahóŋpi Kij Owáyawa also list the above information as Directory Information. *Even though this information can be released without your written consent, Wahóŋpi Kij does require a written request from the parent/guardian to release most information. However, Subpoenas are honored without your signature.*__

Inquiries of Directory information are received from school officials with legitimate educational interest, other schools to which a student is transferring, local/state/federal government agencies for funding purposes, accrediting organizations, organizations conducting certain studies for or on behalf of the school, news media for college events, and others whom you may want this information known or verified.

**If you decide you do not want certain Directory information released, please request to complete a Directory Information Exclusion Form.

I, _____ (print name), have read the above information and fully understand my rights under the Disclosure of Directory Information-Family Educational Rights and Privacy Act.

Parent/Legal Guardian Print Name: _____

Parent/Legal Guardian Signature: _____ Date: _____