

# **MENOMINEE TRIBAL SCHOOL**

## **PARENT – STUDENT HANDBOOK**

**2011-2012**



**Menominee Tribal School**

**P.O. Box 39**

**Neopit, WI 54150**

Approved by the Menominee Tribal School Board of Education 6/7/05  
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Posoh! Welcome to the Menominee Tribal School. We are excited to have you and your children a part of our school family! This is your school, as a member of the Menominee community. Together, we will make learning a positive educational experience for all children attending the Menominee Tribal School.

This handbook is intended to serve as a reference manual that helps you become familiar with the expectations, policies, and procedures of the Menominee Tribal School.

## **VISION STATEMENT**

The vision of Menominee Tribal School is to create a safe environment integrating Menominee values, while achieving academic excellence, in order to nurture individuals who positively impact their community.

## **MISSION STATEMENT**

Our mission is to:

- Teach respect for diversity
- Promote opportunities for academic success
- Foster life-long learners
- Incorporate 21<sup>st</sup> century skills
- Integrate Menominee language and culture
- Form school, family, and community partnerships

## **PHILOSOPHY**

The Menominee Tribal School is committed to educating young Native Americans to develop moral values and academic skills in an atmosphere of trust, encouragement, acceptance, and community. We believe that each student will experience:

- Personal self-worth
- Cultural pride
- His/her unique giftedness (the challenge to achieve according to his/her individual ability)
- Proficiency in the basic life skills
- Increased self-discipline
- A sense of belonging
- An appreciation of governmental responsibility and citizenship
- The benefits of family involvement in their education

## **GOALS OF THE MENOMINEE TRIBAL SCHOOL**

This challenge has been set by the Bureau of Indian Education (BIE) and the Office of Indian Education Programs (OIEP) to guide our efforts for the next five years.

- ALL children will read independently by third grade
- Students will be proficient or advanced in reading and math in accordance to NCLB
- Individual student attendance rate will be 90% or better
- Students will demonstrate knowledge of their language and culture
- Increased enrollment, placement and graduation rates for post secondary students

**SCHOOL HOURS****Daily Schedule**Monday through Friday:

7:50-8:10 – Breakfast is provided

8:15 – Classes start

3:19 – Dismissal

**EMERGENCY CLOSINGS**

Snow days or other emergencies will be coordinated with the Menominee Indian School District (MISD) and will be announced on the radio and TV stations.

Radio	WTCH – AM channel 960
Television	WBAY – CHANNEL 2
	WFRV – CHANNEL 5
	WLUK – FOX 11
	WGBA – CHANNEL 26

When possible (in case of emergency closing during the day) the following offices will be notified.

Tribal Business Offices

Menominee Casino

Menominee Tribal Enterprise

College of the Menominee Nation

## PARENT/GUARDIAN EXPECTATIONS

- **Attend Back-to-School Night.** As this event is mandatory, bus pick up will commence on the first day of school for those who are in attendance.
- **Read this handbook with student.** Please sign and return the acknowledgement form.
- **Be a major supporter of your child's education.** Let your student know you care about their education by volunteering at school! Parents/guardians are asked to volunteer a minimum of four times throughout the school year.
- **Call MTS to report student absences @ 756-2354** or send a written excuse with your student upon his/her return to school.
- **Notify the school by writing** or calling at least two days in advance when your child is going to be absent for an extended period of time. Your child's teacher will complete a missing work form so that he/she does not fall behind in classwork.
- **BUSSING - PLEASE NOTE:** For safety reasons, bus drivers will not drop off a student age 10 and under unless there is someone home to supervise the child. If no one appears to be home, the school will attempt to contact a person from the emergency contact sheet. Please keep the emergency contact information updated regularly.
  - Every attempt will be made to contact parents/guardians and/or emergency contacts. If our attempts are unsuccessful and there is no place to take the child, then we may have to notify the police and/or Social Services.
- **Provide ample notification in the event of a temporary bus change.** In order to provide adequate notice to the bus drivers, parents are asked to abide by the following times:
  - AM bussing changes: Call Transportation (799-3222) before 6:00 am.
  - PM bussing changes: Call Tribal School (756-2354) before 2:00 pm. Requests will not be taken after 2:00 pm. MTS apologizes for any inconvenience this may cause.
- **Share their joys and concerns with the Menominee Tribal School staff.**
  - In the event of a concern, parents/guardians are asked to bring concerns forward in a manner which promotes positive conflict resolution.
  - Concerns should be addressed in the proper chain of command
    - Parent/Guardian should attempt to resolve issue with staff person involved
    - If issue is not resolved to satisfaction, parent/guardian should bring issue forward to staff person's supervisor
    - Please see complaint policy on p. 27
  - In the event that a meeting to resolve conflict leads to rude behavior, the meeting will be adjourned until a later date, the school administrator will be asked to mediate, and/or the rude individual will be asked to leave the premises.

## **STUDENT EXPECTATIONS**

### **BUS RULES:**

Students will be respectful:

- No bullying
- No swearing
- No vandalizing
- No spitting
- No throwing objects

Students will be responsible:

- Walk to and from the bus
- Stay seated in assigned seat
- Put trash in the wastebasket
- Keep arms and/or head inside window
- Listen to the bus driver or bus monitor
- Do not distract the bus driver
- \*Parents/Guardians will be responsible for damage done to the bus

Students will be safe:

- Keep hands and feet to self
- No shoving or pushing
- No horseplay or fighting
- No playing with the fire exit door

**BUS VIOLATIONS for students in grades 1 through 8** will result in the following:

#### MINOR BUS VIOLATIONS

- 1<sup>st</sup> offense – Verbal warning
- 2<sup>nd</sup> offense – Detention
- 3<sup>rd</sup> offense – Parent conference & Bus privilege suspension – 1 day
- 4<sup>th</sup> offense – Parent conference & Bus privilege suspension – 3 days
- 5<sup>th</sup> offense – Parent conference & Bus privilege suspension – Indefinite

#### MAJOR BUS VIOLATIONS

- 1<sup>ST</sup> offense – Parent conference & Bus privilege suspension
- 2<sup>nd</sup> offense – Parent Conference & Bus privilege suspension - Indefinite

**NOTE:** When a student is suspended from riding the bus they are prohibited from riding the bus during any school-related activity (including sporting events and field trips). It is the parents/guardians responsibility to provide transportation to and from school during the bus suspension.

### **CLASSROOM RULES**

Each unit (K-2, 3-5, 6-8) has classroom rules on safety, respect, and responsibility. Classroom teachers are responsible for maintaining discipline in their classrooms and hallways.

### **HALLWAY & STAIRWELL RULES**

Students will be respectful:

- Walk
- Use quiet voices
- Do not disrupt classrooms
- Younger children go first

Students will be responsible:

- Keep to the right side of the hall

- Stop at corners to prevent accidents

Students will keep hands and feet to self:

- Do not touch bulletin boards or lockers
- Do not touch/kick walls, door frames, ceilings, or signs

### **PLAYGROUND RULES**

Students will be respectful:

- Students will listen to and report problems/injuries to supervisor on duty
- Students will not throw objects (snowballs, rocks, sticks, and other objects)
- Students will be polite – no kicking, hitting, pushing, play fighting, harassment
- Students will not pull on or take the clothing of others
- Students will share and take turns on the playground equipment

Students will be responsible:

- Students must maintain at least a five (5) foot distance from the building, bikes, fence, and automobiles when on the pavement or playground.
- Students are to stay in designated play areas. Yellow lines mark areas.
- Students will not be allowed to tackle when playing football.
- Students will immediately line up at the door when the bell rings, signaling the end of recess, and proceed in an orderly fashion to their classroom with their teacher.
- Students should not bring food to the playground.
- Students without boots in the winter must stay on the blacktop.
- Students need permission from a supervisor before going into the building.

Students will be safe:

- Stay in assigned area
- The rocks and woods are off-limits during school and after-school events
- Students will stay away from puddles, mud, and ice.
- Students are not to climb on the fence.

### **LUNCHROOM RULES**

Students will be respectful:

- Keep your food on your own tray
- Touch only food on your tray
- Keep your hands and feet to yourself

Students will be responsible:

- Listen to directions
- Stay in line
- Walk
- Stay seated until excused
- Dispose of food in the proper containers
- Leave from breakfast and lunch promptly

### **FIELDTRIP RULES**

Students will:

- Follow regular classroom and bus rules
- Respect and take directions from assigned chaperones
- Have parent called from field trip destination if behavior involves police, or other authorities
- Field trips are a privilege. Students may be excluded from OR parent/guardian may be required to chaperone field trips due to on-going discipline, attendance, and/or academic problems.
- Overnight field trips: MTS reserves the right to check student baggage for contraband items.
- Please leave high caffeine energy drinks at home! They will be confiscated!

## **DRESS CODE**

Menominee Tribal School students are prohibited from wearing clothing or attire that, in the opinion of school authorities, is contrary to acceptable health and safety standards or may disrupt the educational process or learning environment.

### **Hats/Headgear & Jackets**

Students are expected to remove their hats/headgear the minute they enter the building. All headgear and jackets must be kept in locker during the school day. Hoods may not be worn up while in the school building.

### **Clothing**

The following clothing should not be worn at any time include *but are not limited to*:

1. Clothing with symbols or words referring to alcoholic beverages, tobacco or other drugs.
2. Clothing with obscenities, vulgarities, or suggestion words or pictures.
3. Attire consistent with gang dress. Examples may include: excessively baggy clothing (could hide weapons), chains, leather straps, pet collars, spikes, and bandannas.
4. Scanty and/or revealing clothing may include tube tops, halters, backless tops, spaghetti straps, exposed midriiffs or undergarments, and short dress/skirts/shorts more than 2" above the knee.
5. Roller skates/Roller shoes, flip flops, slippers (for safety reasons)
6. Pajamas/nightwear

All pants must always be appropriately fitting and kept around the waistline.

Students who come inappropriately dressed will either be given a replacement article to wear or a parent/guardian will be notified to have a new item brought in to wear.

Since styles change, administration reserves the right to determine what is inappropriate or distracting to the learning environment. This policy is in force during the school day, at all school-sponsored activities, and in school vehicles. The wearing of outer garments and headwear is permitted in school vehicles and at school activities when appropriate.

### **Winter Weather**

Students should wear comfortable clothing that is appropriate for our Wisconsin weather. Boots, mittens, hats, snow pants, or a snowmobile suit must be worn in winter weather by students so that he/she can enjoy and comfortably play in the snow at recess time. Students who are not dressed accordingly are confined to the blacktop area and risk getting chilled due to inappropriate outdoor dress. Students are outside at recess every day that the temperature is zero or above.

### **Physical Education**

Tennis shoes are required for gym use for all grade levels.

Middle school students wear assigned gym uniform for physical education class. Students without appropriate clothing receive an F for class participation that day. Parents will be notified in the event that a student does not have their gym clothing.

### **Backpacks**

Students will be allowed to bring back packs to school. Backpacks will be used to carry school books and homework. The backpacks for students in K-5 will be placed in a locker, cubby or a hook. Students in grades 6-8 will be allowed to carry backpacks to classes during the day – however, this privilege may be revoked for individual students if backpacks are continually misused in violation of any school rules.

**ADMINISTRATION OF MEDICATIONS**

The Menominee Tribal School cannot dispense any prescription and/or over-the-counter medications (including inhaled asthma medication) without proper authorization and instruction. This includes analgesics (Tylenol, or Acetaminophen, etc.) or cough syrup. We will not dispense any aspirin or salicylate-containing medications to a child unless specially authorized by parent/guardian. A Medication Authorization form is required. Only office personnel will administer medication.

**HEAD LICE**

In an effort to provide the best possible learning environment for our students, monthly head lice checks will be done. Students found with head lice will be sent home. Only two excused absences are allowed for head lice. Students will be rechecked upon returning to school. If the student is found to still have head lice or nits, the student will once again be sent home.

**TELEPHONE USE**

Use of the classroom telephones by students is prohibited. If they need to make an emergency call to family members, the student needs to come to the office to make the call. Classroom telephones are for the teacher or staff members only.

**ATHLETIC CODE**

All students participating in after-school activities are required to follow the rules set forth in the Menominee Tribal School Athletic Handbook. An Athletic Code Contract will be signed prior to participation in any sport. (See Athletic Handbook)

**REPORT CARDS**

All parents are required to have a minimum of 2 conferences with their child's teacher each school year to review their child's progress. Report cards/mid-quarter reports will be mailed to parents from the office at all other times.

**HOMEWORK**

Homework is an important part of learning. A child needs to be extending learning time into the home. Many opportunities will be made available for students to do work at home, after school or on a computer. Homework will be assigned to students at all grade levels.

**PARENT – TEACHER CONFERENCES**

Appointments will be made with each individual parent in each classroom. If appointment time does not work out, another date will be made. A conference may be set at any time by parent or teacher in the best interest of child's academic or behavior needs.

**TUTORING**

Tutoring will be available to students in grades 1-8 who are in need of remediation. Classroom teachers and parents may refer students. The tutoring coordinator will make arrangements. Tutoring will be held after school.

**PARENT ASSISTANCE**

Parents that need assistance with family emotional, physical, spiritual or educational needs may receive referral from the school-counseling department. The Assistant Principal also has an office where parents can meet and discuss issues. This person is always available for assistance. The Assistant Principal can make arrangements for the parent/guardian to meet with teachers or administration. All information from parents will be handled confidentially.

**PARENT INVOLVEMENT**

The Menominee Tribal School supports the involvement of parents in their children's education. Volunteering may be in the form of helping children within the classroom of the child or other children in the building; bringing treats for school parties; helping with extracurricular activities (pow-wows, fundraisers, outdoor education, cultural events, etc.); parent dinners; game nights; or any other events

that the school may hold. Parents are greatly appreciated and a necessary part of the education of students.

## **PROGRAMS**

Menominee Tribal School follows Wisconsin State Academic Standards.

### **Special Education**

The Menominee Tribal School provides exceptional educational services for children with all disabilities. They include Learning, Cognitive, Emotional, and Speech and Language Disabilities. Other identified exceptional needs of children are provided for on an individual basis. The special education staff is certified through the Wisconsin Department of Public Instruction. The Bureau of Indian Education closely monitors the programs. The Menominee Tribal School supports inclusive practices with children with disabilities. They are to be included in all aspects of education under the same regulations of all regular education children.

### **Reading Program**

The Reading program is lead by a certified reading specialist. All students will be placed in appropriate school programs based upon his/her reading abilities. Information is gathered on the students (standardized tests, classroom material, etc.). Students are assessed to identify a base line of proficiency. A student plan is established. Individual and small group instruction is provided. Each student is monitored closely by the Reading Specialist to track his/her progress.

### **Menominee Language and Culture**

All students are required to participate in the Menominee Language and Culture classes. Kindergarten through 5<sup>th</sup> grade will have classes 4 days per week. The 6<sup>th</sup> – 8<sup>th</sup> grade will have this class as a core class – 5 days per week. Traditional practices will be instilled in students by emphasizing respectful behavior, performing ceremonies, and making decisions based on values every day.

## **ADMISSION POLICY**

### **Procedure:**

A child entering kindergarten must be five (5) years old on or before September 1<sup>st</sup>. Students who turn (five) 5 after September 1 and before December 1 may request early admission to kindergarten. All requests must be submitted in writing to administration for consideration on a case-by-case basis.

A completed application packet must be submitted to be considered for admission within 3 days of the new school year. The packet must include the following:

1. Tribal enrollment form (non-enrolled may pay tuition)
2. Birth certificate
3. Immunization Record
4. Most recent report card and attendance records
5. Records release if transferring from another school
6. Registration form
7. Emergency form
8. Transportation form
9. Bilingual form
10. Photograph release form
11. Research activity form
12. Permission of services release form
13. Computer/Internet contract
14. Field trip permission form
15. Parental involvement agreement

Each completed application packet will be received with appropriate time and date stamped on the packet. Students will be admitted in the following order:

- a. students enrolled during prior semester
- b. new applicants may be considered in the order they are received pending review by the Admission Committee

The Admission Committee is composed of at least three (3) members of the Administration Team: Administrator, Special Education Coordinator, Student Services Coordinator, Finance Manager and/or teacher leaders from K-2, 3-5, 6-8 grade units. This committee will meet to review new applications and respond by telephone, followed with a letter. If questions rise concerning an application, a meeting may be scheduled between the admission committee and the parent/guardian prior to admission determination. Openings will be filled based on:

- Available classroom space
- Date completed application was received with all necessary documentation
- Review student records
- Compliance with the Bureau of Indian Education residency requirements
- Completion of required student/parent orientation
- The Admission Committee will notify parents of decision in writing for admission to Menominee Tribal School.
- Submission and review of an application does not guarantee admission to the school system. The Admission Committee may admit a student on a probationary basis, or deny admission.
- Admission decisions may be one of the following:

**Acceptance:** Child has completed all application requirements and is placed on a class roster

**Acceptance (Tuition required):** If a child meets all application requirements except the certified enrollment status in a federally recognized tribe, this child may be accepted. However, they will be charged tuition.

**Tuition (Non-ISEP):** The Menominee Tribal Board of Education will review The Tuition Rate yearly. Non-ISEP students will make up no more than 2% of the total school population. Tuition is set at \$1000 per year and is paid per parent-school tuition payment contract. Tuition needs to be prepaid quarterly or an acceptable wage assignment agreed upon that equals quarterly monetary amounts. If payment is not received, child will not be readmitted the following quarter. Records will not be released until payment is received.

\*Alternate payment plans may be arranged with school board approval. NOTE: A limit is placed on the amount of children not enrolled in a federally recognized tribe because NO funds are received for their educational expenses.

**Acceptance on Probation:** A child who has all application requirements met may be accepted on probation if there are conditions (high absenteeism, low grades or excessive behavioral concerns) A meeting will be set up between the Admission Committee, student and parent to set up a behavioral plan which will be reviewed minimally in 30 days. At that time the probationary admission may be accepted, extended or denied as decided by the Admission Committee.

**Denied Admission:** A student may be denied admission for reasons including, but not limited to:

- The student is expelled from any school district within the last two semesters or the student has a criminal action pending or adjudicated.
- The student's appropriate grade size is met. Class size is limited to the following:  
 Kindergarten – 17 students per class  
 1<sup>st</sup>-8<sup>th</sup> grades – 20 students per class

Parents refuse to sign behavioral discipline agreements, emergency cards, or probationary agreements.

Parents refuse to pay tuition  
 Parents do not attend parent orientation  
 Lack of school resources to meet student's needs  
 Attendance or behavioral concerns  
 Kindergarten readiness

**Re-Admission or Transfer Acceptance:** If a student withdraws during the school year he/she may not be considered for re-enrollment. If a student enrolls after the first 30 days of school the extenuating circumstances need to be presented in writing to the Admission Committee before an admission review is granted.

**APPEAL PROCEDURE:** If a parent is not satisfied with the decision of the Admission Committee, the parent may follow the school's complaint procedure

1. Write a letter of complaint to the Menominee Tribal School Administrator within five (5) working days of incident. This letter must contain a brief description of circumstances. The Administrator will set up an appointment with complainant within 48 hours of receipt of complaint.

- The Administrator will attempt to come to a resolution of the complaint within five (5) days of meeting in writing.

2. If parent is dissatisfied with the resolution, the parent/guardian may appeal by writing their complaint and submitting it to the Menominee Tribal School Board of Education. This complaint may go to the School Secretary.

- The Chairman of the Board of Education will place the complaint on the school board agenda for their review and notify the parent/guardian. The parent may come to the meeting to present their case. The School Board will make a decision within 5 working days and send a response to the parent.

3. If parent is not satisfied with the decision made by the Board of Education, the parent may bring the issue to the Menominee Tribal Court at his or her own expense.

**Foot Note-**

\*\*\*Tribal Enrollment Qualification – Student must have on file the required documentation of tribal membership (certificate of Indian blood-CIB) or tribal enrollment card of a federally recognized tribe. If student is not enrolled the student may establish ¼ blood degree of Indian descent by combining different tribes of parents by bringing in their birth certificates and enrollment papers of them.

**CLASSROOM PLACEMENT POLICY**

When new students are admitted and accepted into the Menominee Tribal School, the Admission Team will determine what class roster is appropriate and in the best interest of the child. The placement of returning students is made by the Administrator or designee, and teachers in the units (K-2, 3-5, 6-8) that the child is being served.

**Criteria for placement**

This decision will be made based on the following criteria:

- The child's placement will encourage a setting that allows for potential optimal performance.
- The number of students in each classroom must follow the approved guidelines agreed upon with contracted teachers. (Kindergarten student population will not exceed 17 and 1<sup>st</sup> through 8<sup>th</sup> grade classrooms will not exceed 20 students). If classroom limit has been made, no change in placement may be made.

- The number of students that are identified with special educational needs in any given classroom must be proportionately distributed between the classes at any given grade level.

### **Change of placement**

During the course of the school year there may arise the need to change the placement of the student. If there is more than one classroom at the student's grade level, the following steps may be taken:

1. The teacher may request that a student be changed from one classroom to another if the student is demonstrating maladaptive behavior (increase of inappropriate behavior, poor grades, truancy, or personal conflicts with other students or teacher). The suggested change will be in the best interest of the student to improve behavior and/or achievement.
2. The parent/guardian may request that his/her child be changed from one classroom to another if they are not satisfied with their child's educational experience.

In order to follow through on these requests the following procedure must be followed:

- The request for Change in Placement must be in writing, complete with child's current grade, classroom teacher, and reason for request, and submitted to school administration.
- Administration will review the request with student's teacher(s).
- Administration will consider the request based on the above Criteria for Placement and notify the teacher and/or parent of the final decision.

### **APPEAL TO DECISION**

The parent has the right to appeal the decision to the Administrator in writing within five (5) working days of the decision. The procedure that will be followed will be the same as the complaint procedure (p. 27).

### **GRADE ADVANCEMENT POLICY**

**Each Student** will be evaluated on the following components in order to be advanced to the next grade level and eventual graduation from the eighth grade.

**Attendance:** Student attendance is an essential component to their educational success. Excessive truancy may result in retention.

**Achievement:** Student will demonstrate that he/she can achieve at proficient level on multiple assessments (as applicable), which include the Measure of Academic Progress (MAP) Test, Wisconsin Knowledge & Concept Exam (WKCE), and other testing measures that demonstrate significant progress for the individual child. In addition the Quarterly Report Card will be reviewed. Middle School students shall maintain a 2.0 grade average or be participating in an intervention program and show progress.

**Developmental Level:** Student will demonstrate an appropriate social developmental level in the classroom, hallway, cafeteria, playground, and community. A team consisting of the Administrator, Special Education Coordinator, Student Services Coordinator, team leader, and student's teacher will review each child's case history to determine acceptable level of growth.

**Intervention:** If the teacher believes that the student is not making adequate progress, the teacher needs to notify the parent and administration at least by the end of the second quarter in order to

initiate interventions with the student. A Student Intervention Team (SIT) meeting will take place between school staff and parents. An intervention plan will be designed for individual students if criteria are not met at an acceptable level. This could be after-school tutoring, summer school, etc. Parents will be notified in writing of the potential for student to be retained at the end of the third quarter. If needed, a final SIT meeting will be held to determine whether the student will be promoted.

**Promotion:** When the student meets the criteria for being advanced to the next grade level the teacher will make the recommendation on the last report card.

### **ATTENDANCE POLICY**

If student learning and growth is to take place, parents/guardians must assure regular attendance at school. Students enrolled at Menominee Tribal School are expected to be in daily attendance during regular school hours for the school term.

- Grades K-2 Monthly 92% Attendance: Rewards will be provided to those K-2 students who have 92% or better attendance each month.
- Grades 3-8 Quarterly 92% Attendance: Reward trips will be provided for those students who have a 92% or higher attendance rate each quarter (3.5 total absences).
- Perfect attendance for the year will earn a student an end-of-the-year reward!

### **MENOMINEE TRIBAL ORDINANCE 90 - 12**

Menominee Tribal School complies with Menominee Tribal Ordinance 90-12 (Compulsory School Attendance)

- Student absences and tardiness are reported on a daily basis to the Assistant Principal of Menominee Tribal School.
- Parents/Guardians in violation of Tribal Ordinance 90-12 can and will be prosecuted by the Menominee Tribal courts. Parents/Guardians found in violation of 90-12 may face penalties, which include monetary fines, community/school services, family assessment and jail terms to be assessed by the Menominee Tribal Courts
- If fines, penalties, community or school services, family assessments, jail times or other recommendations by the court are not followed the student may be removed from the enrollment of the school.
- **Please note:** The Bureau of Indian Education (BIE) requires that after ten (10) consecutive absences, a student's enrollment must be ended.

**Excused absences:** When a student is absent, parents will call the school office (756-2354) before 9:00 A.M or send a written excuse stating the reason for the absence the day the student returns to school is required. Excused absences may include, but are not limited to:

- Illness
- Extended illness (3 or more days requires doctor's excuse)
- Medical/dental appointments
- Family illness, death in the family, emergency
- Pre-approved family vacations

**Unexcused absences:** Failure to call school the day of an absence or send a written note within 3 days of return may result in an unexcused absence. Unexcused absences may include, but are not limited to:

- Skipping classes
- Oversleeping
- Miss the bus or suspension from bus

- Babysitting
- Shopping
- Vacations/events for 3 or more days which are not pre-approved

**Half-day absences:** Students arriving more than an hour after school begins or leaving more than an hour before school dismisses will result in a ½ day absence. Refer to absent policies to determine if excused or unexcused absence.

**Tardiness:** All students are expected to be in their classrooms and prepared for class when the bell rings to start class. Students arriving late to school must obtain a late slip from the office before reporting to her/his classroom. Students arriving within the hour after school begins, are considered tardy. Students leaving within the hour before school dismisses are will have an afternoon tardy. Three accumulated tardies are equivalent to one day of absence and may lead to a citation through the Menominee Tribal Police as stated in the Menominee Tribal Ordinance 90-12.

## TRUANCY PROCEDURE

1<sup>st</sup> Truancy Notice:

- A truancy letter is issued via mail after three (3) accumulated unexcused absences.

2<sup>nd</sup> Truancy Notice:

- A truancy letter is issued after five (5) accumulated unexcused absences. MTS will send a representative to the home to hand-deliver the letter and discuss what both the school and parents/guardians can to do improve the attendance issue.

3<sup>rd</sup> Truancy Notice:

- A truancy citation will be issued after seven (7) accumulated unexcused absences. The truancy officer will administer a citation with a date for the parent/guardian to appear in Menominee Tribal Court for violation of the Menominee Tribal Ordinance 90-12.
  - The truancy officer/Assistant Principal or designee shall keep a record of parent/guardian compliance with court recommendations and offer support to the family as necessary.
  - Non-compliance to court action may result in the student being removed from enrollment at MTS at the discretion of the MTS Board of Education.

Three Consecutive Days of Absence: If student is absent for three (3) consecutive days without school notification, the Assistant Principal or designee will contact parent/guardian by home visit, telephone, or another means of communication.

Parent-Excused Absence limit: Students will be allowed Parent-Excused absences while their daily attendance rate is 90% or higher (which is equivalent to 18 days per school year). Any absences called in or written by parent/guardian beyond the 90% attendance rate will be automatically unexcused and will need to meet the following criteria to be Principal-Excused:

- Illness – only with a doctor excuse
- Death in the immediate family (i.e. mother, father, sister, brother)
- Documented court appearance
- Other reasons on a case-by-case basis

## **GRADES K-2 STUDENT BEHAVIORAL EXPECTATIONS & DISCIPLINE**

Our primary goal is to create classroom environments where everyone can learn successfully while feeling safe and happy. In order for this to happen, our expectations for positive behavior are high. This cannot be accomplished without the support of parents/guardians. Good conduct in school originates in the home. It is the obligation of parents/guardians, though teaching and setting an example, to develop their child's attitude of respect for the school, for the teachers, and for their children. To help develop good behavior habits, parents should:

1. Instill in the child respect for authority, respect for the rights of adults and of other children, and respect for private and public property.
2. Teach your child to obey teachers and other persons in authority.
3. Support the actions of the teacher or principal in talking with the child about a problem. Confer privately with the teacher or principal if the action taken is not understood or if there is a question regarding its appropriateness.
4. Insist that your child be prompt and regular in school attendance.
5. Talk with your child about school activities. Take an active interest in your child's progress at school and in his/her report card.
6. Safeguard the physical and mental health of your child.
7. Arrange for a time and place for your child to do homework assignments and supervise him/her in completing them.
8. Encourage your child to participate in wholesome activities in school and in the community.
9. Make sure your child understands and complies with the rules of the school.
10. Limit your child's TV, computer, and video game time.

### Classroom Rules (Posted in each Classroom)

1. Be kind and show respect to everyone
2. Keep our hands and body to ourselves
3. Listen carefully so that you can follow directions the first time they are given
4. Raise your hand when you need to talk
5. Always do your best!

### K-2 Minor Infractions:

Every effort will be made to direct behavior in a positive way. Numerous methods are used daily to ensure every student has a positive learning day. In the event that a child is having difficulty, the following plan is in place for each classroom:

Each classroom teacher will create a behavior chart in his/her classroom which will be broken down into three colors: green, yellow, and red. Each student will have his/her name on some sort of tag and placed on green. The expectation is that the student's name remains on green.

- GREEN means that the student is following the rules and expectations.
- YELLOW is a warning to change behavior.
- RED means that there will be a consequence implemented.

Some reasons a child's color will be moved are: talking excessively out of turn, not raising hand, out of seat, touching others, breaking hallway, cafeteria, recess, bathroom, or classroom rules, etc. The consequences for these minor behaviors will be as follows (unless a behavior plan has been in place):

1. The first time a student's name gets on red, the teacher will keep the child in for recess and talk with the child about his/her behavior. A minor infraction form will be filled out and phone call made to guardian.
2. The second time a student's name moves to red, the teacher will do the same as above.
3. The third time a student's name gets moved to red, the teacher will do the same as above; a Student Intervention Team (SIT) meeting will be scheduled to discuss what we all can do to help the student be successful in school.

K-2 Major Infractions:

The following matrix was developed to ensure that each and every child have a positive and safe learning environment. The behaviors on this chart are serious and are not developmentally appropriate for K-2 students. Safety and the well-being of all children is always our first concern.

**Behavior Matrix for Major Behavior Infractions**

<b>Behavior</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
<p><b>Threatening the safety of others:</b> Hitting Kicking Biting Throwing objects Etc.</p> <p><b>Anger that cannot be redirected (temper tantrums)</b></p>	<p>The child will be removed from the classroom and taken to the Student Services Coordinator for a timeout. A major infraction form will be filled out and parent/guardian will be contacted.</p> <p>The child will stay in for recess.</p>	<p>The child will be removed from the classroom and taken to the Student Services Coordinator for a timeout. A major infraction form will be filled out and parent/guardian will be contacted.</p> <p>Possible in-school suspension for ½ - 2 days, depending on severity.</p> <p>A Student Intervention Team (SIT) meeting will be scheduled and an intervention plan and timeline developed.</p>	<p>The child will be removed from the classroom and taken to the Student Services Coordinator for a timeout. A major infraction form will be filled out and parent/guardian will be contacted.</p> <p>Possible out-of-school suspension for 1-3 days, depending on severity.</p> <p>Student Intervention Team will review intervention plan and modify plan if necessary.</p>	<p>The child will be removed from the classroom and taken to the Student Services Coordinator for a timeout. A major infraction form will be filled out and parent/guardian will be contacted.</p> <p>Pre-expulsion hearing</p>

## GRADES 3-8 STUDENT BEHAVIORAL EXPECTATIONS & DISCIPLINE

Positive behavior is essential for a safe and productive environment. The Menominee Tribal School shall reflect this philosophy in order for our students to learn and to help them succeed.

Students at Menominee Tribal School are expected to behave in such a manner which reflects favorably upon the individual student and on Menominee Tribal School. This behavior includes showing respect for themselves, others, the school environment, and for learning; being responsible; being cooperative; and being safe.

Our staff commits itself to the development of a safe learning environment that promotes respect, responsibility and community. All employees share responsibility for supervising the behavior of students and for promoting positive standards of conduct.

Students are expected to abide by classroom rules which shall be posted in each classroom, and school rules which shall be included in the student-parent handbook. Any student who violates the classroom and school rules may be subject to disciplinary action.

## BULLYING PREVENTION POLICY

When dealing with bullying, it is important to assess and protect the safety of all students and to provide consequences that teach appropriate behavior and promote empathy for victims. Often a series of consequences is imposed. For example, a student may have a conference with a teacher, be put on a behavior contract, and also have to do a book report, checking back with the teacher when it is done. For consequences to work, adults must provide ongoing monitoring and teaching of new behaviors.

**Everyone at Menominee Tribal School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school. Our school defines bullying as follows: *Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.***

### Examples of bullying include:

- Hurting someone physically by hitting, kicking, tripping, pushing, and so on.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl.
- Touching or showing private body parts.
- Spreading rumors about someone.
- Leaving someone out on purpose or trying to get others not to play with someone.
- Cyberbullying including, but not limited to, emails, text messaging, etc.

### Staff at Menominee Tribal School will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Teach the "*Second Step/Steps to Respect*" curriculum.
- Respond quickly and sensitively to bullying reports using the *Steps to Respect Four-A* Response Process and coaching models.
- Take seriously families' concerns about bullying.
- Look into all reported bullying incidents.

- Assign consequences for bullying based on the school discipline code.
- Provide immediate consequences for retaliation against students who report bullying.

**Students at Menominee Tribal School will do the following things to prevent bullying:**

- Treat each other respectfully.
- Refuse to bully/cyberbully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.
- Report cyberbullying to parents/guardians and/or law enforcement when it occurs outside the school setting.

**POSITIVE BEHAVIOR INCENTIVES**

Teachers are encouraged to use positive reinforcement for desired student behavior and conduct:

- Verbal praise for proper behavior
- Bear Bucks (more info below)
- Praise notes
- Positive phone calls home
- Special classroom privileges
- Prize box
- Lunch with teacher
- Student/class point system for rewards
- Recognize Student of the Month, Most Improved Student, etc.
  - Set criteria, peers nominate and vote
- Quarterly Awards Ceremony
  - Recognize good attendance (95%), good citizenship, and academic achievement

**Bear Bucks**

The purpose of Bear Bucks is to recognize students for positive actions which promote a positive learning environment at Menominee Tribal School.

The criteria to earn Bear Bucks include, but are not limited to:

- Helping others
- Being kind to others
- Promoting positive behavior in others
- Completing school work on time
- Completing homework on time
- Positive leadership
- Bringing up grades

Bear Bucks can earn:

- Prizes in the school store
- Special privileges

Other ways to earn Bear Bucks

- ❖ Parent signature in agenda = 1 ticket
- ❖ Perfect attendance for the week = 8 tickets
- ❖ Meet quarterly Accelerated Reader goals = 20 tickets

## NEGATIVE BEHAVIOR AND DISCIPLINE

### Classroom Discipline Procedure for Minor Infractions and Major Infractions

**Minor Infractions include, but are not limited to, the following:**

#### Non-compliance

- Not following directions
- Not following classroom rules

#### Out of Place

- Out of seat without permission during instructional time
- Tardy between class changes, skipping class, loitering

#### Inappropriate Behavior

- Littering
- Running in hallway

#### Inappropriate Language

- Swearing

#### Physical Contact

- Not keeping hands or feet to self
- Play fighting

#### Bullying

Bullying happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose. See Bullying Policy for examples of bullying.

**The teacher may choose a variety of intervention strategies, examples:**

- **Working toward incentives for self or group**
- **Making amends**
- **Class meetings**
- **Loss of privileges**
- **Redirecting**
- **Deescalating**
- **Isolating from group**
- **Phone calls to parent/guardian**
- **Changing seating arrangement**
- **Work detail (repairing, cleaning or replacing item)**
- **Writing a report on the topic (race, theft, defacing property)**
- **Referral to one-on-one small-group intervention sessions**

### **Student Call System**

A Student Call System has been implemented school-wide as a uniform management strategy to teach students to take ownership over their behavior. For each minor infraction committed by a student the teacher will ask the student what their call is and the student should reply as to which infraction was committed: *Non-compliance, Out of place, Inappropriate behavior, Inappropriate language, Physical contact, or Bullying.*

#### **Procedure for Minor Infractions**

- 1<sup>st</sup> Step: Student name on board & Teacher administers an intervention
- 2<sup>nd</sup> Step: Student receives a check mark by name & Teacher administers an intervention
- 3<sup>rd</sup> Step: Student's name is circled & student will serve a detention.  
*A minor infraction form is completed and parents are contacted by staff member involved in incident.*
- 4<sup>th</sup> Step: The school office is contacted and student is sent out of room for administrative intervention.

**Detentions: Each unit (K-2, 3-5, 6-8) determines age-appropriate detention periods and rules.**

**Discipline Matrix for Minor Infractions 3<sup>rd</sup>-8<sup>th</sup> grade**

- Detentions are assigned after other teacher interventions have been exhausted.
- Minor infraction referrals are to be filled out and turned in to administration. The staff writing the referral is responsible for contacting the parent/guardian to notify them of the infraction.

<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>
Up to 3 detentions Per quarter of SY	4 <sup>th</sup> & 5 <sup>th</sup> detention Per quarter	6 <sup>th</sup> detention Per quarter	7 <sup>th</sup> detention Per quarter
Referring teacher notifies the parent/guardian. A student-teacher conference is recommended.	<p><b>4<sup>th</sup> infraction will result in an after-school detention</b> Student Intervention Team meeting after 4<sup>th</sup> infraction in a quarter to develop a Student Intervention Plan.</p> <p><b>5<sup>th</sup> infraction will result an after-school detention.</b> After 5<sup>th</sup> infraction the parent/guardian will meet with Student Intervention Team to review plan.</p>	<p><b>6<sup>th</sup> infraction will result in a two-day In-School Suspension</b> Student and parent meet with Student Intervention Team after 6<sup>th</sup> infraction in a quarter to review the Student Intervention Plan and determine if any changes are necessary.</p>	<p><b>7<sup>th</sup> infraction will result in a pre-expulsion hearing with school administration</b></p> <p><u>Pre-expulsion hearing</u> Student and parent meet with the Menominee Tribal School Principal, Assistant Principal, and teacher to develop a final behavior contract.</p>
Any student on Level 1 at the end of quarter will start over at Level 0 at the beginning of the new quarter.	Any student at Level 2 who is effectively fulfilling the requirements of the Behavior Plan may return to Level 0 at the end of the quarter.	Students who are having difficulty with Behavior Plan will have plan reviewed with Parent and Student Intervention Team to determine what interventions may be necessary.	Level 4 student status will be determined by the results of the behavior contract. If the contract is broken, it shall result in an expulsion hearing in front of the MTS Board of Education.

**After-school Detentions:** After-school detentions will be held from 3:20-4:45. Students are expected to abide by school rules during the after-school detention. Students may be required to re-serve their after-school detention in the case that they are uncooperative or display a lack of regard to school rules during the after-school detention. Parents/Guardians will be notified in the case that their student has been assigned an after-school detention. When possible the school will attempt to arrange transportation home via after-school bussing. If no busses are available, parents/Guardians are fully responsible for transportation home.

**Major Infractions include, but are not limited to, the following:**

Physical fighting  
 Aggressive physical contact (battery)  
 Physical threat against another student or staff (includes throwing objects)  
 Verbal threat against another student or staff (includes intimidation)  
 Swearing at another student or staff (vocal aggression)  
 Sexual harassment  
 Disorderly conduct that cannot be redirected  
 Gang-related behavior, signs symbols, other  
 Destruction of school or other personal property (includes vandalism)  
 Stealing school or other personal property  
 Endangering the health and safety of others (arson, bomb threat, false fire alarm)  
 Use or possession of tobacco  
 Use or possession of alcohol or controlled substances (drugs, inhalants)  
 Use or possession of weapons (gun, knife, explosives, simulated weapon)

**Procedure for Major Infractions**

1<sup>st</sup> infraction: **Student is immediately sent to the office for administrative intervention**

- Major Infraction form is filled out by appropriate staff person.

**Administrative Intervention Procedure:**

1. **Teacher** will call the office to inform them that student is being sent to the office. If necessary, teacher may request for assistance for a staff person to help remove the child.
2. **Teacher** will fill out applicable behavior referral form and notify the parent/guardian by phone call. The attempt to contact parent/guardian by phone call shall be noted on the behavior referral. The behavior referral shall be sent to the office as soon as possible.
3. **The office worker** will issue a Student Report for the student to complete when he/she enters the office.
4. **Administration** will interview the student for intake and write notes on the Student Report.
5. **Administration** will determine intervention based upon the Menominee Tribal School Behavior Matrix.
6. Teacher and parent/guardian will receive a copy of the Behavior Referral and administrative action taken. The parent/guardian copy will be mailed home.
7. **Administration** will call or contact parent/guardian to inform them of resolution to behavior incident and consequences issued. This shall be noted on the Contact Sheet kept by Administration.
8. **Administration** will keep an electronic record of student referrals and track interventions attempted with student.
9. **Administration** will meet on a regular basis with the Student Intervention Team. The Student Intervention Team will consist of Special Education Coordinator, Guidance Counselor, Traditional Counselor, School Psychologist, and team leaders of each unit (K-2, 3-5, 6-8, specials and paraprofessionals). The purpose of the meetings will be to review behavioral interventions and develop alternative strategies as needed to improve student behavior.
10. A monthly report will be compiled by **Administration** and submitted to the Menominee Tribal School Board of Education for review of the program.

**Corporal Punishment**

The policy of the school will be that corporal punishment is not allowed.

## **EXPULSIONABLE OFFENSES**

**These behaviors may lead to an automatic recommendation for expulsion to the Menominee Tribal School Board of Education. All students are entitled to due process.**

**ALCOHOL/DRUGS:** The use/being under the influence of, possession, distribution, or sale of alcohol substances, drugs (including the inappropriate use of prescription or non-prescription drugs), narcotics, drug paraphernalia, or other noxious substances including vapor releasing substances or materials or substances designed to look like alcohol, drugs, and drug paraphernalia, except for all prescription or over-the-counter drugs for which permission to use in school has been expressly granted by the school pursuant to Governing Board policies. The school reserves the right to contact proper authorities and/or emergency services for just cause.

**ARSON AND MISUSE OF ALARMS:** Intentional burning of property or misuse of evacuation alarms.

**ASSISTING/ENCOURAGING PROHIBITED CONDUCT:** Assisting, helping or encouraging others to engage in prohibited conduct.

**DEFIANCE OF SCHOOL AUTHORITY:** Refusal to comply with reasonable requests of school personnel, interference with disciplinary or administrative proceeding. Defying prohibition of being on campus while suspended or expelled.

**DESTRUCTION OR DEFACEMENT OF PROPERTY/VANDALISM:** Threat of or destroying, defacing, damaging, or mutilating objects or materials belonging to the school, school personnel, or other persons, regardless of location.

**DISORDERLY CONDUCT, INCLUDING BUT NOT LIMITED TO PROFANITY, OBSCENE BEHAVIOR, AND PUBLIC DISPLAY OF AFFECTION:** Conduct, behavior and/or speech which is disruptive to the orderly procedure of the school and violates commonly accepted standards of the school and that, under the circumstances, have no redeeming social value.

**DUPLICATION OR MISUSE OF KEYS:** The unauthorized manufacture, duplication, use of possession of keys to public buildings.

**ENDANGERING THE HEALTH AND SAFETY OF OTHERS:** Any act putting the health and safety of others at risk by vandalism, throwing of objects (rocks, snowballs, pencils, for example), placing of obstacles, placing additives in food or drink, making a bomb threat, disarming of safety devices or failure to follow safety directives from school personnel.

**EXPLOSIVE DEVICES:** The use, possession, or sale of explosive devices, or ingredients for making explosives, or materials designed to look like explosive devices.

**EXTORTION:** The solicitation of money or services, or something of value, from another person, in return for protection, or in connection with a threat to inflict harm.

**FORGERY:** Writing and using the signature or initials of another person, including plagiarism.

**HARMFUL OR CORROSIVE SUBSTANCES:** Possession and/or use of harmful or corrosive substances such as mercury, acids, or ingredients for making explosive devices.

**HAZING OR INITIATION:** Use of hazing or initiation to inflict physical or emotional harm, injury or distress to an individual in any form that injures, degrades, or disgraces, or tends to injure, degrade, or disgrace an individual, including bantering, ridicule, or criticism.

**LYING AND CHEATING:** Giving of false information or information calculated to mislead, or using unauthorized means to gain information or enhance scores or failure to comply with lawful directions of school officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials when lawfully requested to do so.

**MISUSE OF COMPUTERS AND INTERNET:** Unauthorized and illegal entry into, or use of, computer information, hacking, or placing of computer viruses or acts to disrupt the legitimate exchange of information via computers.

**PHYSICAL ASSAULT:** Intentionally, knowingly, or recklessly causing any physical injury to another person; or intentionally placing another person in reasonable apprehension of imminent physical injury; or knowingly touching another person with the intent to injure, insult or provoke such person.

**SEXUAL HARRASSMENT:** Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when made by a student towards another individual.

**THEFT:** Taking or concealing property that belongs to others including copyright infringement and plagiarism.

**TRESPASSING:** The forceful or unauthorized entry or occupation of school facilities, including both buildings and grounds, and the unauthorized presence of a student on campus.

**THREATS AND VERBAL ABUSE:** Statements or actions which intimidate or injure another individual, including sexual harassment.

**TOBACCO:** The use, possession, distribution, or sale of tobacco of any kind on school property or grounds, during a school sponsored activity, or on a school bus or other school vehicle.

**UNEXCUSED ABSENCES AND/OR TRUANCY:** Excessive truancy offenses.

**VIOLATION OF FEDERAL/STATE/TRIBAL LAWS:** Any conduct which violates Federal, State, and/or Tribal law.

**WEAPONS:** The possession of a deadly or simulated weapon, prohibited weapon or object, or the use of such to inflict bodily injury to another person or an instrument displayed, represented, or threatened to be used as a weapon.

## **CONSEQUENCES**

### **Student Intervention Plan**

This is a formal agreement between the student, parent, and Student Intervention Team with clear goals, expectations, monitoring system, time-frame, and consequences.

### **In-School Suspension Procedures**

After an In-School Suspension has been assigned by administration the following will occur:

1. Notification of parents/guardians of ISS via telephone and/or certified letter.
2. Set up meeting date with parents and the Student Intervention Team. May develop a Behavior Intervention Plan if situation requires such.
3. Staff will be notified and are requested to send work for the student to the ISS Room.
4. The student will remain in the ISS Room or another designated room and will complete the school work.
5. The student is expected to follow the ISS Room rules.

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

After Out-of-School Suspension has been assigned by administration the following will occur:

1. Notification of parents/guardians of ISS via telephone and/or certified letter.
2. The student will remain in ISS Room or another designated room until transportation home is provided.
3. Students may make-up school work missed during this time.
4. While out on suspension, student may not be on school grounds for any reason.
5. The student and parent must participate in a meeting with the Student Intervention team before returning to school.

### **Pre-Expulsion Procedure**

When a student reaches this point in the discipline process, the MTS administration contacts the parents/guardians to set up a pre-expulsion hearing with the Principal, Assistant Principal, parents/guardians, and student. A final contract may be developed at the meeting and if the student violates the contract it may result in an expulsion hearing with the MTS Board of Education.

### **Expulsions**

Expulsion is the termination by the Board of Education of a student's right to attend school. A student may be expelled only after a hearing before the Board of Education. The duration of any expulsion and a date for its review will be specified. During the expulsion process the student is entitled to the full protection of due process, including the right to legal counsel.

**Note: While out on suspension or expulsion, a student may not be on school grounds or at school events for any reason for the duration of the expulsion.**

### **Due Process**

Due Process is the method by which a student and/or parent may appeal a decision in a disciplinary action. If a student and/or parent feel the disciplinary action by a teacher or staff member was unjustified, he/she may request a meeting to hear and discuss the concern with the building principal. Any concern not appealed within five (5) days of said event will not be considered. A student and/or parent not satisfied with the disposition of his/her concern at any level may appeal to the next higher level, the MTS Board of Education. See complaint policy.

### Discipline Matrix for Major Infractions

Offense	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense	4 <sup>th</sup> offense
<b>Physical fighting***</b>	1-3 Day OSS Parent/SIT Meeting	3-5 Day OSS Parent/SIT Meeting Intervention Plan	10 Day OSS Expulsion hearing in front of School Board	
<b>Aggressive physical contact***</b>	1-3 Day ISS Parent/SIT Meeting	3-5 Day ISS Parent/SIT Mtg. Intervention Plan	Pre-Expulsion Hearing	Expulsion Hearing
<b>Physical/Verbal Threat against student/staff***</b>	1-3 Day ISS Parent/SIT Meeting	3-5 Day ISS Parent/SIT Mtg. Intervention Plan	Pre-Expulsion Hearing	Expulsion Hearing
<b>Swearing (Vocal aggression) at student/staff***</b>	1-3 Day ISS Parent/SIT Meeting	3-5 Day ISS Parent/SIT Mtg. Intervention Plan	Pre-Expulsion Hearing	Expulsion Hearing
<b>Sexual harassment***</b>	1-3 Day ISS Parent/SIT Meeting	3-5 Day ISS Parent/SIT Mtg. Intervention Plan	Pre-Expulsion Hearing	Expulsion Hearing
<b>Disorderly conduct***</b>	1-3 Day ISS Parent/SIT Meeting	3-5 Day ISS Parent/SIT Mtg. Intervention Plan	Pre-Expulsion Hearing	Expulsion Hearing
<b>Gang-related behavior, signs, symbols***</b>	1-3 Day ISS Parent/SIT Meeting	3-5 Day ISS Parent/SIT Mtg. Intervention Plan Police notification	Pre-Expulsion Hearing	Expulsion Hearing
<b>Destruction of school or other personal property***</b>	1-3 Day ISS Parent/SIT Meeting	3-5 Day ISS Parent/SIT Mtg. Intervention Plan	Pre-Expulsion Hearing	Expulsion Hearing
<b>Stealing***</b>	1-3 Day ISS Parent/SIT Meeting	3-5 Day ISS Parent/SIT Mtg. Intervention Plan	Pre-Expulsion Hearing	Expulsion Hearing
<b>Arson</b>	Up to 10 Day OSS Police Notification Expulsion Hearing			
<b>False fire alarm False 911 call</b>	3-5 Day ISS Parent/SIT Meeting	Expulsion Hearing		
<b>Bomb threat</b>	Up to 10 Day OSS Police Notification Expulsion Hearing			
<b>Illegal use or possession of tobacco***</b>	1-3 Day ISS Parent/SIT Meeting Police Notification	3-5 Day ISS Parent/SIT Meeting Intervention Plan	Pre-Expulsion Hearing	Expulsion Hearing
<b>Alcohol, weapons, or controlled substances</b>	Up to 10 Day OSS Police Notification Expulsion Hearing			

**\*\*\*If student accumulates 3 or more major referrals in different categories within the school year, it will result in a SIT meeting and/or pre-expulsion hearing with administration.**

**SIT Meetings:** Student Intervention Team Meetings bring together relevant school personnel and families to discuss specific concerns that the teacher and/or parent has. The team then jointly works together to identify possible interventions that can be implemented to assist the student in the areas of concern. In most cases a plan will be developed that identifies the interventions, as well as a timeline for meeting to review the progress of the plan.

## **CONTRABAND ITEMS**

Personal items not to be brought to school at any time:

- Toys
- Gum, food, candy, and soda
- High caffeine energy drinks
- Permanent markers
- Hand-held games
- Laser pointers
- Lighters/matches
- Sunglasses, hats, bandannas
- Any other items deemed unacceptable by staff will be referred to administration

**Contraband items will be confiscated.**

**The school is not responsible for lost, stolen, or damaged items.**

### Cellular Phones

School policy restricts student use and/or possession of cell phones, electronic paging or other communication devices while on premises under the control of Menominee Tribal School. We acknowledge the possible value of such devices for use before or after school hours and will allow storage of such devices in lockers during the school day. However, cell phones, pagers, and other communication devices must be turned off and **will be confiscated if used during school hours without permission from administration.** The school is not responsible for lost, stolen or damaged cellular phones.

### CD/MP3 Players/iPods/Other electronic devices

These items must be stored in lockers during the school day and **will be confiscated if used during school hours.** If students are going on a field trip a note to families will be sent home, notifying them that these items will be allowed, however, the school is not responsible for lost, stolen or damaged CD, MP3 Players, or iPods.

ALL CONFISCATED ITEMS WILL BE HELD UNTIL THE END OF THE SCHOOL YEAR. IT IS THE STUDENT'S RESPONSIBILITY TO NOTIFY PARENT/GUARDIAN IF AN ITEM HAS BEEN CONFISCATED. PARENT/GUARDIAN CAN PICK UP CONFISCATED ITEMS AT ANY TIME.

## **ATHLETIC PARTICIPATION POLICY**

### **Eligibility Rules**

Every athlete who desires to participate in the Menominee Tribal School Athletic program must fulfill these requirements.

- The athlete must have a physical examination prior to starting practice (documented on a WIAA Physical Examination Card).
- Students not needing a physical must still turn in an alternate year permit card filled out and signed by their parents or guardian.
- Students attending a different school last year must have the physical card transferred with their records. An athlete cannot participate until records/physical card arrives.
- The pledge sheet must be signed by the athlete and parent/guardian and turned in to the coach before participation in the sport will be permitted.
- The athlete "must" maintain a grade average of at least a "C-" or 1.67 and not have a failing grade (F) in any class each grade period in order to participate. An athlete will have the option to practice with the team while they are improving their grades in afterschool tutoring, but will not be able to play unless a teacher(s) signs a release.

- Students who do not meet eligibility criteria may practice with team only if they attend tutoring, but cannot play in scheduled game for the first 10 days. Student will be expected to attend tutoring during this time in order to improve grades. Once a release from a teacher(s) is obtained the student may play in scheduled games, however eligibility status will be checked on a weekly basis.
- All athletes “must” attend a pre-practice meeting with the Administrator, The Athletic Director, and Coaches.

### **Insurance and Injuries**

- The athletes must report all injuries immediately to the coach. Coaches should be notified prior to any medical treatment on the part of the athlete whenever possible.
- Should any injuries be discovered after athlete returns home, parents should use their discretion in seeking medical attention. The coach should be notified the next day so that insurance forms could be completed.
- Parents of athletes will sign a waiver that indicates that their private insurance will be billed first for injuries that occur to their child.

### **Care of Equipment**

- Each student is responsible for the proper care and safekeeping of issued equipment.
- Each athlete is responsible for his/her own property and valuables. LOCKERS SHOULD BE SECURELY LOCKED DURING AND AFTER PRACTICE/GAME. The school and/or its coaches will not be held responsible for loss or theft of personal articles.
- At the conclusion of a sports season all equipment must be turned in to the coach within five (5) days. The parent/guardian must be notified in writing of any unreturned items. A student “will not” be permitted to participate in another sport until all uniforms/equipment from the last sport participated in is turned in.
- The Athletic Director and the Administrator will determine reimbursement for lost items. The student and parent/guardian will be billed for any unreturned or damaged items. If any equipment or uniforms have not been turned in by the athlete, he/she WILL NOT be allowed to practice or participate with another team (new season) until all is turned in or paid for. NO EXCEPTIONS!!!
- No awards will be handed out to student athletes until all uniforms and equipment are turned in or paid for. Each head coach should then submit a complete inventory of uniforms and equipment to the Athletic Director, along with a list of award winners.

### **Travel and Conduct on Trips**

- According to Menominee Tribal School policy, coaches are not allowed to transport athletes in their own vehicles.
- Team members MUST use the mode of transportation provided by the school for away games. If parents attend away games, they will be allowed to transport their child only with written permission and given to the coach. No athlete may ride with anyone other than their parents/guardian without written permission one (1) day prior to the athletic or activities event.
- All team members shall dress neatly and appropriately for all games.
- As representatives of the Menominee Tribal School, every athlete is expected to be of outstanding character. Consequently, the highest standard of conduct is expected of every athlete at all times.

### **General Rules of Conduct**

These rules of conduct are established in the best interest of the athlete and the school. Athletes who comply with these rules overly demonstrate their desire to dedicate themselves to self-improvement, sportsmanship, and respect for others, as well as enhancing the performance of their teammates. Furthermore, compliance with established rules will demonstrate the athlete’s desire to be an outstanding representative of his/her team and school.

**Conduct:** An athlete shall refrain from any habits and/or conduct that would reflect unfavorably on himself/herself or his/her school: For example: Use of profanity, harassment (sexually, verbally, racially, etc.) fighting, immoral behavior, hickeys, insubordination to the teacher/staff, trouble with police, cheating, or skipping school. **This includes all PRACTICE sessions or games.**

- **In-School Suspensions:** Athletes serving an in-school suspension may not practice or participate in a game on the days that they are required to serve the suspension.
- **Detentions:** Athletes will not participate in a game on the same day that they earn a detention

**Enforcement:** It is the responsibility of the coaches to enforce general rules of conduct. Penalties will be one (1) game suspension, three (3) game suspensions, or suspension for the remainder of the season, depending on the nature of the offense and the number of occurrences.

**Appeal Process:** If a student does not agree with the penalty rendered, he/she has five (5) school days to appeal in writing to the Athletic Director to schedule a meeting to express his/her position. All appeals should proceed as quickly as possible. The athlete or coach has five (5) school days to appeal the decision of the Athletic Director.

**Attendance:**

- Players are EXPECTED to attend all practices. Excuses from practice will be accepted at the discretion of the coach.
- The WIAA requires that every team to practice at least seven (7) days before the first competition.
- Injury or illness will be the **ONLY** legitimate excuse for missing a regularly scheduled practice/game. Other reasons for missing must be cleared by the coach before the absence.
- On a given day an athlete **MUST** attend school ALL DAY in to PRACTICE or PARTICIPATE in an athletic event that day. If a student does NOT come to school, the absence must meet normal written excuse requirements. We ask the cooperation of the parents to see that athletes miss as little school as possible. If any truancy shows up the day of competition the athlete is ineligible for any competition that day or night.

**Parent Chain of Command:** The parent/guardian should first see the coach if they have a concern or comment about their child. If the situation cannot be resolved, a meeting should be set up with the athletic director.

**Volunteer Opportunities:** Parents and guardians are encouraged to volunteer at their child's athletic event. Positions available include: chaperoning, working at the score table, and working at the refreshment stand.

**DELINQUENT POLICY**

A student who attends Menominee Tribal School may accumulate fines or expenses in the following manner:

- Over due book fines from the library
- Unpaid or over due tuition payments
- Unpaid expenses for damage to school property
- Unreturned, lost, or damaged textbooks
- Unreturned, lost, or damaged sports uniforms

If payment is not received, the Menominee Tribal School may proceed with the following procedure:

- The parent/guardian and student will be informed that a balance is owed the Menominee Tribal School with an explanation of what the expenditure is for.
- The parent/guardian and the student will be given the opportunity to resolve the debt.
- An arrangement may be made between the school and the family of the student for the expenditure to be paid.

Unpaid balances may result in the following:

- Student may not be able to participate in end-of-the-year class field trips
- Student may be taken off the class roster of the Menominee Tribal School for any unpaid balances.

Please see the office to make payment arrangements.

## **COMPLAINT POLICY**

If a parent/guardian or student is not satisfied with a decision, procedure, or performance of a staff member of the Menominee Tribal School the following procedure must be followed as recommended by the Menominee Tribal School Board of Education.

### **Complaint Procedure**

The complaint must be **written** within five (5) working days of the incident involved.

- The complaint must include the following information:

Date of incident	Description of incident
Names of people involved	Reason for dissatisfaction
Signature of complainant	

- The Administrator must review the written complaint and make a recommendation for a resolution within ten (10) working days of receiving it.
- The Administrator will investigate the incident and interview people and/or parent involved as necessary.
- The Administrator may choose to review findings with the Administration Team (Assistant Principal, Special Education Coordinator, Business Manager, and Team Leaders of the K-2, 3-5, 6-8 units) as appropriate.
- The Administrator will make the final written recommendation, within 10 working days, to complainant at the end of the investigation.
- The Administrator will make every effort to come to a resolution that is in the best interest of the child involved.

If the complaint is about the Administrator, the written statement needs to go to the Chairman of the Menominee Tribal School Board of Education.

## **APPEAL PROCESS**

If the complainant is not satisfied with the Administrator's decision, the person may file a complaint with the Menominee Tribal School Board of Education within five (5) working days. The School Secretary may be recipient to this document. The complaint must be a signed written document that explains all the elements of the complaint. This document is given to the Chairperson of the Board who will place the issue on the School Board Agenda. The School Board will review the incident at the next available meeting and come to a decision. If the complainant remains dissatisfied they may file the complaint with the Menominee Tribal Court at their own expense.

## **HARASSMENT POLICY (Involving students)**

Harassment is intimidation from physical, visual, verbal, or sexual behavior which can include the following: physical or emotional abuse, sexually explicit comments and actions, racial insults, ethnic slurs, religious slurs, sexual preference, gender bias, discriminating remarks or gestures which are offensive or objectionable to the recipient or which causes the recipient discomfort, humiliation, or which interferes with the recipient's academic performance.

### **Complaint Procedure**

- The individual may report an incident of harassment from another person to any staff member they feel comfortable with.
- The student/staff member must fill out a Behavioral Referral report identifying the student(s) involved and the details of the incident.
- The report is given to the Administrator or Designee.
- The Administrator investigates the allegations and comes to a conclusion.
- In accordance to the severity of the infraction or repetitive nature of the offense, the offender may be subject to any of the following:
  - Police citation
  - Suspension
  - Expulsion
  - Administrative Team Hearing
  - Mandated Counseling
- The school will provide information and resources to all affected children on victim rights and due process.

ACKNOWLEDGEMENT FORM: Please sign and return to MTS by September 30, 2011

**Menominee Tribal School  
Parent-Student Handbook  
2011-2012**

**We have received a copy of the MTS Parent-Student Handbook. We have read over the handbook and agree to abide by the policies and procedures.**

<b>Parent/Guardian Signature</b>	<b>Date</b>
<b>Student Signature</b>	<b>Grade</b>