MENOMINEE TRIBAL SCHOOL

PARENT – STUDENT HANDBOOK

2015-2016

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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Table of Contents

Introduction 3, 4
Welcome, Vision Statement, Mission Statement, Philosophy, School Goals, School Hours

Parent/Guardian Expectations 4, 5
Parent Involvement, Regular Attendance, Bus Passes

Parent Information ..... 5 ,6, 7
Emergency Closings, Family Assistance, Medications, Head Lice, Homework, Athletic Code
Telephone Use, Cell Phones, Electronics, Contraband Items, Concerns

Programs 7, 8
Academic Standards, Response to Intervention (RtI), Student Support Teams, Positive Behavior Interventions and Supports (PBIS), Menominee Language & Culture, Special Education, Community Service, Student Wellness

Admissions 9, 10
Acceptance Tuition, Classroom Placement, Grade Advancement

Attendance 10,11
Incentives, Absences, Tardiness, 10 Consecutive Days, Student Absence Limit, Truancy Notification Procedure

Dress Code 11,12,13

Student Behavioral Expectations 14, 15, 16
Be Safe, Be Respectful, Be Responsible, Positive Behavior Incentives

Bullying Prevention 16, 17
Definition, Reporting, Consequences

Grades K-2 Behavioral Expectations and Discipline 18, 19
Inappropriate Behavior and Discipline, Minor/Major Infraction Matrix

Grades 3-8 Behavioral Expectations and Discipline 19, 20, 21
Inappropriate Behavior and Discipline, Minor/Major Infraction Matrix

Bus Expectations 22
Behavioral Expectations, Consequences for Violations

Expulsionable Offenses 23, 24

Consequences 25
Logical Consequences, Conferences, Detentions, Suspensions, Expulsions, Due Process

Athletic Participation 26, 27
Eligibility, Insurance/Injury, Care of Equipment, Travel, General Rules of Conduct, Appeal Process, Attendance, Chain of Command, Volunteering

Harassment, Complaints, Appeal Process 28

Delinquent Payments 29

Acknowledgement Form 30

INTRODUCTION

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

Menominee Tribal School students will possess high personal expectations, strive to achieve life-long goals, and embrace their responsibility to the Menominee Nation, their communities, and the world around them.

MISSION STATEMENT

Our mission is to:

- Teach respect for self, others and the environment
- Promote growth mindset for academic and behavioral success
- Develop thinking habits and skills necessary for the Information Age
- Integrate Menominee language and culture
- Form school, family, and community partnerships
- Foster life-long learners who positively impact their communities

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.

- Students will read independently to meet grade level standards
- Students will be proficient or advanced in reading and math according to grade level expectations
- School-wide attendance rate will be 90% or better
- Students will demonstrate knowledge and speaking of their language and culture
- Increased enrollment, placement and graduation rates for post-secondary students

SCHOOL HOURS

Daily Schedule — Monday through Friday:

7:40 – 7:55 – Breakfast is provided
8:00– Classes start
3:13 – Dismissal

Please note: Playground supervision by staff begins at 7:40 a.m. For safety reasons please ensure your child is at school no earlier than 7:40 a.m.

PARENT/GUARDIAN EXPECTATIONS

BE INVOLVED

- **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! 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; 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 students' education.
- **Attend Parent-Teacher Conferences.** Parent-Teacher Conferences will be held twice per school year. A parent–teacher conference is a time to discuss how the student is doing in school. It's a chance to ask questions about the class as well as the student's progress. It is also a time to discuss ways to help the student be successful. All parent/guardians are required to be in attendance at both conference events. Report cards will be handed out at parent-teacher conferences. During all other reporting periods report cards/mid-quarter reports will be mailed out by the office staff.

REGULAR SCHOOL ATTENDANCE IS IMPORTANT

- **Attend school regularly.** 90% Average daily attendance or better is expected for the school year. Please see attendance policy on page 10-11 for updated truancy procedures.
- **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.
- **Dental services are provided on-site.** In order to alleviate time out of school, Menominee Tribal School and the Menominee Tribal Clinic have partnered in providing on-site dental services to MTS students while at the school. A dental hygienist provides twice-yearly dental cleaning services to all students who have a signed permission slip to receive services on-site.

CALL IN EARLY FOR BUSSING CHANGES. BUS PASSES WILL NOT BE TAKEN AFTER 2:00.

- **Call the school early to make any transportation changes for the day.** In the event a student will need to make a temporary pick up/drop off change, parents need to notify the school office in a timely manner so that the school can notify transportation and write out a bus pass which the student will present to the bus driver verifying his/her transportation change. So that the school office staff may provide adequate notice to Tribal Transit and provide the

student a bus pass which he/she will give to the bus driver to verify the bussing change, parents are asked to abide by the following times:

- AM bus passes: Call Transportation (799-3222) before 6:00 am.
- PM bus passes: Call Tribal School (756-2354) before 2:00 pm.
- ½ day bus passes: Call Tribal School before 10:00 am.

Keep emergency contact information updated: 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 and/or transit will attempt to contact a person from the emergency contact sheet..

- 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.

PARENT INFORMATION

EMERGENCY CLOSINGS

Snow days or other emergencies will be coordinated with the Menominee Indian School District and will be announced via the following:

- NASIS (Native American Student Information System) telephone messenger. *Please keep your phone numbers updated with the school office staff so that you may receive telephone messages in the event of inclement weather and special events.*
- Menominee Tribal School Facebook page
- Radio
  - WTCH – AM 960
- Television
  - WBAY – Channel 2
  - WFRV – Channel 5
  - WLUK – Channel 11
  - WGBA – Channel 26

In the event case of emergency closing during the day a NASIS (Native American Student Information System) telephone message will be sent out, a message will be posted to the Menominee Tribal School Facebook page, and the following offices will be notified via "All Group" email:

- Menominee Indian Tribe of Wisconsin All Group
- Menominee Tribal Clinic All Group
- Menominee Casino Resort
- Menominee Tribal Enterprise
- College of Menominee Nation
- Menominee County

FAMILY ASSISTANCE

Families that need assistance with family emotional, physical, or educational needs may request a referral from the school-counseling department. Administration also has areas where parents/guardians can meet with them to discuss issues. The Assistant Principal can make arrangements for the parent/guardian to meet with teachers or administration. All information from parents will be handled confidentially.

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. 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.

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 and will account for 10% of the grade for students in grades 3-8.

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 Policy on page 25-27.

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.

CELL PHONES
School policy restricts student use 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.

ELECTRONICS (I.e. CD players, iPods, MP3 Players, etc.)
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 electronics.

CONTRABAND ITEMS
The following contraband items are not to be brought to school at any time. If a student brings them to school they will be confiscated.

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

All confiscated items, including cellphones and/or electronics, will be held in the school office until the parent/guardian comes to pick it up. It is the student's responsibility to notify their parent/guardian if an item has been confiscated. The parent/guardians can call the school office to arrange a pick up time.

CONCERNS
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. In order to find out the appropriate person to speak to please contact the office staff and they can refer you to the proper point of contact.
  - 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. Threatening behavior will be addressed by the Menominee Indian Tribe of Wisconsin *Violence in the Workplace* policy.

PROGRAMS

Menominee Tribal School follows the Common Core State Standards for English Language Arts and Math, as well as the Wisconsin State Academic Standards for all other content areas.

Response to Intervention (RtI)
Menominee Tribal School has implemented a general education student intervention program called Response to Intervention or RtI. RtI provides academic, behavior and/or social intervention supports within the general education setting to students that have been identified as at-risk of achieving and/or maintaining grade level expectations. Identifying those students that may be in need of RtI supports may come from the following areas of concern: academic grades; school wide assessments such as the DIBELS Reading Assessment, Smarter Balanced Assessment, MAP; behavioral referrals; attendance/truancy issues; as well as other parent and/or teacher concerns.

RtI is a process that works on a 4-tiered integrated system.

- Tier 1 includes all school-wide programs that are provided to all students. Examples include the general curriculum, instruction and assessments. Students that are demonstrating difficulty or that are not making adequate progress may be referred for additional supports from Tier 2. Student Support Team (SST) Meetings may be scheduled (see below).
- Tier 2 provides a student plan that includes additional academic, behavioral or social intervention supports. Interventions may include additional instructional time or small group instruction. Student progress is routinely and closely monitored. SST Meetings continue and if needed, a request for a Student Intervention Team (SIT) Meeting may be requested (see below).
- Tier 3 provides a student plan that includes highly individualized and intensive interventions and supports for those students who are not making adequate progress from Tier 2 interventions. Interventions at this level include more intensive, individualized instruction as well as continuous monitoring of student progress. Student Intervention Team (SIT) Meetings are scheduled and continue as needed.
- Tier 4 is for students who are not making adequate Tier 3 progress and includes a referral for a special education evaluation.

Included in the RtI process are two (2) types of student intervention meetings among school personnel, administration and parents. MTS considers parents as vital members of all student intervention meetings and are highly encouraged to attend and participate.

Student Support Team (SST) Meeting: SST Meetings are scheduled when a teacher or parent has a student academic, behavior or social concern. SST Meeting participants discuss area(s) of concern

and develop a plan of interventions. Members monitor student progress and determine if continuing supports or interventions are needed. Parents/guardians that have student concerns should contact their child's teacher to request a SST Meeting.

Student Intervention Team (SIT) Meeting: SIT Meetings are scheduled when SST Meeting participants determine that student progress remains a concern. SIT Meeting participants work collaboratively to develop a more intensive individualized student intervention plan. Student progress continues to be closely monitored. On-going meetings are scheduled as needed, or until team members determine that further evaluations or testing is required.

Positive Behavior Interventions and Supports (PBIS)
Positive Behavior Interventions and Supports is a proactive approach to teaching and supporting positive behaviors and meeting the needs of ALL students. The school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn. PBIS expectations at Menominee Tribal School are:

- Be Respectful
- Be Responsible
- Be Safe

This approach focuses on acknowledging students for consistent positive behavior. There are expectations posted in all settings for all students, parents, and staff. Direct instruction of expected behaviors will occur throughout the school year. Students and classrooms are rewarded with PAW (Positive Attitude Weskewat!) awards for expected behaviors. Problem behavior will be responded to with consistent consequences that are focused on re-teaching the expected behaviors.

Expectations for each area of the school are specified on page 13-14 of this handbook.

Menominee Language and Culture
All students are required to participate in the Menominee Language and Culture classes. Traditional practices will be instilled in students by emphasizing respectful behavior, performing traditional rituals, and making every day decisions based on the Seven Grandfather Teachings.

Special Education
The Menominee Tribal School provides exceptional educational services for children with disabilities. 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.

Community Service
All middle school students (6-8) are encouraged to participate in community service activities. Community service provides youth the opportunity to learn how to become good citizens. This experience prepares them for high school in which community service is a requirement of graduation.

Student Wellness
The Menominee Tribal School will promote school wellness, including good nutrition and physical activity in the school's educational programs, school activities and meal programs that contribute to the development of lifelong wellness practices. In an effort to promote healthy classroom environments, it is recommended that treats provided by families for classroom celebrations hold nutritious value while sugary sweets and candy are avoided. *The complete Wellness Policy is available for viewing on the MTS website or may be requested in paper form at the school office.*

ADMISSIONS

A child entering kindergarten must be five (5) years old on or before September 1st. 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.

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 with one tribe, but is a descendent of more than one tribe, the student may establish ¼ blood degree of Indian descent through documentation provided by the Menominee Tribal Enrollment Department.

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. 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.

The complete Menominee Tribal School Admission Policy is available per request as well as on the MTS website.

Classroom Placement
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.

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.

Grade Advancement
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 adequate progress on multiple assessments (as applicable), which include the Measure of Academic Progress (MAP) Test and other testing measures. 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, 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 will notify the parent and administration at least by the end of the second quarter in order to initiate interventions with the student. Student plans developed from SST and/or SIT Meetings will be reviewed with school staff and parents. 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. 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

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.

In an effort to recognize and promote regular school attendance, the following incentives are in place for those students who are present at school regularly:

- **Grades K-2 Monthly 92% Attendance**: Rewards will be provided to those K-2 students who are present 92% each month.
- **Grades 3-8 Quarterly 92% Attendance**: Reward trips will be provided for those students who are present 92% each quarter (3.5 total absences).
- **Grades K-8 Yearly 99% Attendance**: Each student with 99% attendance or better at the end of the school year will earn a new bike!

Absences
Each day a student is absent the school will make every attempt to contact the parent/guardian if no one called the school to report the absence.

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. 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.

Ten Consecutive Days of Absence
The Bureau of Indian Education (BIE) NASIS attendance program requires that a student's enrollment must be ended after ten (10) consecutive absences.

Student Absence Limit
Students will be allowed 18 absences which is within the BIE expectation of 90% average daily attendance. Any absences beyond the 18 days will need to meet the following criteria:

- Doctor excuse for illness
- Court document stating legal obligation
- Death in the immediate family (i.e. mother, father, sister, brother)

Truancy Notification Procedure

1st Notice: 10 total absences (excused and unexcused)

- A notification letter will be mailed to family after 10 total absences.
- A Student Support Team (SST) meeting will be held

2nd Notice: 15 total absences (excused and unexcused)

- A 2nd notification letter will be hand delivered to family after 15 total absences
- A follow-up Student Support Team (SST) meeting will be held and student interventions will be implemented.

3rd Notice: 19 total absences (excused and unexcused)

- A 3rd notification letter will be hand delivered to family after 19 total absences as the student is now considered truant
- A Student Intervention Team (SIT) meeting will be held. A student intervention plan will be written and student may be put on a probationary contract
- A truancy citation may be issued

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, earbuds and sunglasses 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 that distract from the learning environment. Examples may include: tube tops, halters, backless tops, spaghetti straps, exposed midriffs or undergarments, and short dress/skirts/shorts more than 2" above the knee.
5. 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 wind chill is zero or above.

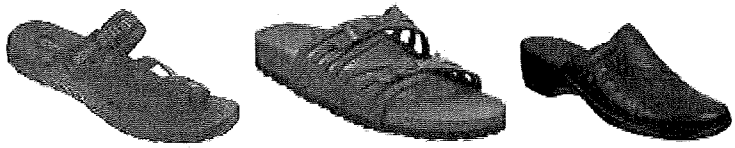
Backpacks, Book bags, Purses, etc.

Students will be allowed to bring back packs to school. Backpacks will be used to carry school books and homework. The backpacks will be stored in a locker, cubby or a hook.

Footwear
For safety reasons students are not allowed to wear shoes without reinforced soles. Backless shoes commonly known as "flip flops," "beach shoes," "shower sandals," and/or thongs that do not have a reinforced sole are unsafe and not allowed. Photographs of unacceptable backless shoes:

Grades K-5
For safety reasons, students in grades K-5 are not allowed to wear any shoes without a heel strap.

Grades 6-8
Shoes or sandals without heel straps (backless shoes) that do not present a safety concern may be worn by students in grades 6-8, except during physical education class or while participating in school-related athletic competitions, events, or activities. Middle School acceptable backless shoe examples:



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

STUDENT BEHAVIORAL EXPECTATIONS

	STUDENT EXPECTATIONS					
	All Settings	**Arrival & Dismissal**	**Hallways & Stairways**	**Bathroom**	**Cafeteria**	**Classroom**
Be Safe	Stay in supervised area Keep hands, feet, body and other objects to self Use materials and equipment properly Always use walking feet Ask permission to leave	Use walking feet when entering and exiting Keep hands, feet, body and other objects to self Stay in designated areas	Take stairs one at a time Walk Keep to the right Slow down at corners Keep hands, feet, body and other objects to self	Only one person to a stall Keep your feet on the floor Use toilet and sink as designed Use walking feet Keep floor and sink area dry and clean	Orderly lines Carry tray with both hands Walk at all times Sit properly and stay in your seat Keep hands, feet, body and other objects to self	Keep hands, feet, body and other objects to self Walk into classroom in a calm manner Use materials and equipment properly Push in your chair
Be Respect ful	Treat others the way you would like to be treated Follow adult directions Listen politely Wait your turn Use kind words and actions	Follow adult directions the first time Use kind words and actions Keep hands, feet, body and other objects to self Use inside voices	Use quiet inside voices Stay in your own personal space Respect the learning environments of other students	Use inside voices Quickly take care of your business so others are not waiting Keep our building clean Use appropriate language Give privacy to others	Participate in the Menominee food prayer Use manners Inside talking voices Eat the food that belongs to you Dispose of tray and leftovers properly	Follow adult directions the first time Raise your hand Listen to others and take turns Be polite and support classmates
Be Respon sible	Make good choices Accept consequences Be prepared Keep our building clean and neat Notify adults of unsafe situations	Go directly to playground or cafeteria in morning Dress appropriately Leave the building promptly at the end of the day	Go promptly to destination Keep our building clean Use hallway basics	Always flush and clean up after self Keep walls, stalls, and floors clean Use 2 pumps of soap and 2 paper towels when washing hands Put garbage in cans appropriately	Notify adults of unsafe situations Clean up eating area Follow adult directions Dismiss orderly	Be in my seat before the bell rings Have the required materials Try all tasks and do your best Complete your work Throw away trash and recycle

	Menominee Tribal School Expectations for...					
	Playground & Blacktop	**Emergency Drills**	**Assemblies**	**Athletic Events**	**Field Trips**	**Bus**
Be Safe	Stay in designated areas Wear appropriate clothes and footwear Use equipment properly Keep what belongs on the ground on the ground Follow game rules	Silently walk with an adult/ your class to the designated area Remain orderly	Line basics Enter and exit orderly and quietly Stay seated Keep to designated areas Walk Use bleachers appropriately	Follow rules of game Spectators and players stay in designated areas In case of emergency, proceed immediately to designated area or shelter	Stay in designated area and with chaperone Keep hands, feet, body and other objects to self Follow site rules Follow bus safety rules	Stay in your assigned seat and sit appropriately Keep hands, feet, body and other objects to yourself and inside the bus Use inside voices
Be Respect ful	Follow adult directions Use kind words Include everyone Take turns and share	Keep hands, feet, body and other objects to self Listen and follow adult directions	Listen, learn, and participate appropriately Show appropriate appreciation Keep hands, feet, body, and other objects to self Use appropriate voice levels	Respect officials Show good sportsmanship to opposing teams and visitors	Use appropriate voices Care for surroundings Use kind and appropriate words and actions Be an attentive listener to presenter and chaperones	Listen to driver and monitor Use appropriate language Use kind words Treat others the way you want to be treated Keep hands, feet, body, and other objects to self
Be Respon sible	Line up when the bell rings Dress for the weather Notify adults of unsafe situations Return equipment Accept consequences	Understand purpose of drill Stay with classmates and teacher Use appropriate voice levels	Allow others to listen, learn, and participate Be an attentive and active listener Ask permission to leave Pick up your area	Follow directions of referees and coaches Be responsible for your own actions Clean up area after the game Represent your school well at all times	Follow school rules Represent school well Wear appropriate clothing and footwear Follow adult directions the first time	Keep track of your belongings Keep food and drinks in backpack Keep bus clean and neat Follow directions the first time

Positive Behavior Incentives
Teachers use positive reinforcement for desired student behavior and conduct. Examples include:

- Blue Bear Paw awards for individual recognition
- Red Bear Paw awards for class recognition
- Verbal praise for proper behavior
- Praise notes
- Positive phone calls home
- Special classroom privileges
- Lunch with teacher
- Student/class point system for rewards
- Recognize Student of the Month, Most Improved Student, etc.
- Quarterly Awards Ceremony to recognize students for
    - Excellent attendance (92% or better)
    - Excellent citizenship (No behavior referrals)
    - Excellent academics (K-2 Homework, 3-5 "Honor Roll" of 3.0+ GPA)
    - Improving citizenship (Improved behavior)
    - BUG Awards (Bringing Up Grades)
    - Reaching reading goals in the Accelerated Reader program

BULLYING PREVENTION

Menominee Tribal School strives to provide a safe, secure and respectful learning environment for all students in the school building, on school grounds, school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. Menominee Tribal School staff consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process. 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 the empathy of others.

MTS defines bullying as follows: Bullying includes an imbalance of power and is any intentional written, verbal, electronic, or physical act that a student has toward another particular student more than once, and the behavior causes both mental or physical harm to the other student, is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber-bullying)

Not all undesirable behavior, especially when viewed in isolation, will constitute bullying.

Bullying Reporting / Retaliation
All MTS staff that observe or become aware of bullying are required to report the act or incident to a school administrator or his/her designee. Any other person, including students, who is either a victim of bullying or is aware of the bullying are also encouraged to report the act to an administrator or his/her designee. Reports of bullying may be made verbally or in writing as well as confidentially. All reports will be taken seriously and a school investigation will begin within 1 school day of the reported incident.

Consequences

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. If it is determined that the student(s) participated in bullying, or retaliated against anyone due to the reporting of the bullying behavior, an appropriate consequence per the MTS Parent/Student Handbook Behavior Matrix will be given. However, depending on the severity of the incident, MTS administration and the school board may take disciplinary action that may include: suspension, expulsion and/or referral to law enforcement for possible legal action. Often a series of additional consequences are imposed that may include, but are not limited to: student/teacher/parent conferences, a student behavior contract, and/or completing a research project on bullying and presenting completed project to a selected audience. The aggressor(s) will also receive anti-bullying education and social skills counseling.

All bullying victims, including the bully aggressor, will receive support through the MTS counseling department and/or other support staff.

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" curriculum.
- Respond quickly and sensitively to bullying reports.
- 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.

The complete Bullying Prevention Policy is available for viewing on the MTS website or may be requested in paper form at the school office.

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 comply with 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. Arrange for a time and place for your child to do homework assignments and supervise him/her in completing them.
7. Make sure your child understands and complies with the rules of the school.
8. Limit your child's TV, computer, and video game time.

Inappropriate Behavior and Discipline

Grades 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 logical 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): Each 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 referral form will be filled out and phone call made to guardian.

The following matrixes were developed to ensure that each and every child have a positive and safe learning environment. Safety and the well-being of all children is always our first concern.

Grades K-2 Minor Infraction Matrix

Minor Infractions are defined as: Low intensity behaviors that do not meet school-wide expectations of being safe, respectful, and responsible. Failure to meet the expectations of being safe, respectful, and responsible will result in a minor infraction behavior referral. Parents will be notified of all minor referrals.

Tier 1 Minor Infractions 0-5	Tier 2 Minor Infractions 6-10 Student Support process	Tier 3 Minor Infractions 11-15 Student Intervention process
Logical consequences to be determined based upon the behavior	Logical consequences to be determined based upon the behavior	Logical consequences to be determined based upon the behavior
Student-teacher conference held to re-teach appropriate behavior	Student-teacher conference held to re-teach appropriate behavior	Student-teacher conference held to re-teach appropriate behavior
Documented parent contact per each referral	Documented parent contact per each referral	Documented parent contact per each referral
	Student Support Team (SST) meeting to be held and supports will be developed and implemented.	Student Intervention Team (SIT) meeting to be held and interventions developed and implemented.

Grades K-2 Major Infraction Matrix

Major Infractions are defined as: High intensity behaviors that endanger the health and safety of others and/or other high intensity behaviors that fail to meet school-wide expectations. Parents will be notified of all major infractions. These behaviors include, but are not limited to, the following:

1st Offense	2nd Offense	3rd Offense	4th Offense
The child will be removed from the classroom. A major infraction referral will be filled out.	The child will be removed from the classroom. A major infraction referral will be filled out.	The child will be removed from the classroom. A major infraction referral will be filled out.	The child will be removed from the classroom. A major infraction referral will be filled out.
Logical consequence to be determined based upon the situation.	The office will be called and the student will be removed from the classroom for the remainder of the day.	½ to 2 day in-school suspension, based on severity of incident.	2-4 day in-school suspension, based on severity of incident.
Documented parent contact per each referral	Documented parent contact per each referral	Documented parent contact per each referral	Documented parent contact per each referral
Child will participate in student-teacher conference to reteach appropriate behavior.	A Student Support Team (SST) meeting will be scheduled and student supports will be developed.	Student Support Team will review student supports and modify plan if necessary.	A Student Intervention Team (SIT) meeting will be scheduled and interventions will be developed.

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 Student Expectations which are included in this Parent handbook. Any student behavior who fails to meet the expectations of being safe, respectful and responsible will be addressed by the following.

Inappropriate Behavior and Discipline

The following matrixes were developed to ensure that each and every child have a positive and safe learning environment. Safety and the well-being of all children is always our first concern.

Grades 3-8 Minor Infraction Matrix

Minor Infractions are defined as: Low intensity behaviors that do not meet school-wide expectations of being safe, respectful, and responsible. Failure to meet the expectations of being safe, respectful, and responsible will result in a minor infraction behavior referral. Parents will be notified of all minor referrals.

Tier 1 **Minor Infractions 1-5**	**Tier 2** **Minor Infractions 6-10** Student Support Team Process	**Tier 3** **Minor Infractions 11-15** Student Intervention Team Process
Student conference with referring staff member per each referral along with logical consequence.	Student conference with referring staff member per each infraction After school detentions per each referral	Student conference with referring staff member per each infraction After school detentions and/or ISS per each referral until SIT Meeting
Documented parent contact per each referral	Documented parent contact per each referral	Documented parent contact per each referral
Optional: Teacher coaching and/or Student Support Team intervention support	**Required**: Student Support Team Referral to be filled out and a meeting held with SST to develop an intervention plan.	**Required**: Student Intervention Team Referral to be filled out and a meeting held to develop an intervention plan. Student consequences will be determined at meeting May lead to pre-expulsion contract with administration

Grades 3-8 Major Infraction Matrix

Major Infractions are defined as: High intensity behaviors that endanger the health and safety of others and/or other high intensity behaviors that fail to meet school-wide expectations. Parents will be notified of all major infractions. **Depending on severity of each incident, law enforcement may be called.**

Offense	1st offense	2nd offense	3rd offense
Physical fighting	1-3 Day Out of school suspension	3-5 Day Out of school suspension	OSS until Expulsion hearing
Aggressive physical contact	1-3 Day In-school suspension	3-5 Day In-school suspension	ISS until Pre-Expulsion Hearing
Physical, verbal threat	1-3 Day In-school suspension	3-5 Day In-school suspension	ISS until Pre-Expulsion Hearing
Swearing, vocal aggression	1-3 Day In-school suspension	3-5 Day In-school suspension	ISS until Pre-Expulsion Hearing
Sexual harassment	1-3 Day In-school suspension	3-5 Day In-school suspension	ISS until Pre-Expulsion Hearing
Disorderly conduct	1-3 Day In-school suspension	3-5 Day In-school suspension	ISS until Pre-Expulsion Hearing
Gang-related behavior, signs, symbols	1-3 Day In-school suspension	3-5 Day In-school suspension	ISS until Pre-Expulsion Hearing
Destruction of school or other personal property	1-3 Day In-school suspension	3-5 Day In-school suspension	ISS until Pre-Expulsion Hearing
Stealing	1-3 Day In-school suspension	3-5 Day In-school suspension	ISS until Pre-Expulsion Hearing
Illegal use or possession of tobacco	1-3 Day In-school suspension	3-5 Day In-school suspension	ISS until Pre-Expulsion Hearing
False fire alarm **False 911 call**	Up to 5 Day In-school suspension	OSS until expulsion hearing	
Arson	Up to 10 Day Out of school suspension until expulsion hearing		
Bomb Threat	Up to 10 Day Out of school suspension until expulsion hearing		
Alcohol, weapons, or controlled substances	Up to 10 Day Out of school suspension until expulsion hearing		

A student conference with teacher, administrator and/or Dean will be held for each offense. 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. Student will remain in ISS until said meeting takes place.

BUS EXPECTATIONS:

Be Safe

- Stay in your assigned seat and sit appropriately
- Keep hands, feet, body, and other objects to yourself and inside the bus
- Use inside voices

Be Respectful

- Listen to driver and monitor
- Use appropriate language
- Use kind words
- Treat others the way you want to be treated
- Keep hands, feet, body, and other objects to self

Be Responsible

- Keep track of your belongings
- Keep food and drinks in backpack
- Keep bus clean and neat
- Follow directions the first time

MINOR BUS VIOLATIONS: Minor bus violations are defined as low-intensity behaviors that do not meet the school-wide expectations of being safe, respectful, and responsible. Failure to meet these expectations will result in a minor bus offense referral. Parents will be notified of all minor referrals.

Minor bus offenses 1-5	Minor bus offenses 6-10	Minor bus offenses 10+
Student-driver conference with Dean and/or Traditional Counselor to discuss and re-teach bus expectations	Student-driver conference with Dean and/or Traditional Counselor to discuss and re-teach bus expectations	Student-driver conference with Dean and/or Traditional Counselor to discuss and re-teach bus expectations
Documented parent contact for each offense	Documented parent contact for each offense	Documented parent contact for each offense
Logical consequence assigned	Lunch detention with Dean and/or Traditional Counselor.	1 day bus suspension
	A Student Support Team (SST) meeting will be held.	A Student Intervention Team (SIT) meeting will be held.

MAJOR BUS VIOLATIONS are defined as: High intensity behaviors that endanger the health and/or safety of others as identified on pg.21 of the Major Infraction matrix. Consequences will be in accordance with the MTS behavior matrix. Bus suspensions will run in accordance with the school suspensions as listed in the matrix. i.e., A 1 day ISS equals a 1 day bus suspension, etc.
***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.

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.

DESTRUCTON 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, placing of obstacles, placing additives in food or drink, making a bomb threat, disarming of safety devices of 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 of 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

Logical Consequences: Logical consequences are intentionally planned by teachers and administrators, teaching students a skill that they will need to be successful later on in life. Logical consequences need to be related, respectful, and reasonable.

Student-Teacher Conferences: After receiving a referral, student will be mandated to participate in a conference with the referring staff member to resolve the issue at hand.

Detention: Detentions will be held during lunch periods.

After-school Detentions: After-school detentions will be held from 3:30-5:00. 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.

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 (ISS): Student will remain in school, placed in the designated in-school suspension room during this period. Student will not be allowed to attend special events or participate in after school or athletic events.

Out-of School Suspension (OSS) Procedures: Student will not be allowed to attend school during this suspension period.

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 that includes the Administrative Team, parents/guardians, and student. A final behavior 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: Without prior administrative approval, a student on out-of-school suspension or expulsion may not be on school grounds or at school events for any reason for the duration of the suspension or 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) working 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.

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

ATHLETIC PARTICIPATION

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. 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 are turned in or reimbursement has been made.
- 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.
- 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 unfavorable 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.
- **Behavior Referrals**: Athletes will not participate in a game on the same day that they earn a behavior referral.

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.

HARASSMENT

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.

Procedure for reporting harassment

- The individual may report an incident of harassment from another person to any staff member they feel comfortable with.
- The individual/staff member must submit a written statement to school Administrator or designee identifying the person(s) involved and the details of the incident.
- 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.

COMPLAINTS

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.

Procedure for filing a complaint

The complaint must be **written** and turned in to the school administrator **within five (5) working** days of the incident involved. The complaint must include the following information:

- Date of incident
- Names of people involved
- Description of incident
- 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 (Special Education Coordinator, Dean of Students, 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 of administrator decision. 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.

DELINQUENT PAYMENTS

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

- Overdue book fines from the library
- Unpaid or overdue 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.

ACKNOWLEDGEMENT FORM

Menominee Tribal School
Parent-Student Handbook
2015-2016

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

Items to note:

_____No bus passes after 2:00 pm (pg. 4)

_____Cell phones will be confiscated if used during school day (pg. 6)

_____Students are expected to maintain a minimum of a 90% attendance rate (no more than 18 absences total) (pg. 11)

_____ Attendance Policy: Once a student is up to 15 absences the school will implement a family attendance intervention (pg. 11)

_____ Schoolwide Beahvioral Expecations (pg. 13,14)

_____ Bus Expecations (pg. 22)

_____ _____

Parent/Guardian Signature **Date**

_____ _____

Student Signature **Grade**

_____ _____

Student Signature **Grade**

_____ _____

Student Signature **Grade**