MTS PARENT – STUDENT HANDBOOK
2024-2025

Menominee Tribal School
W6817 Church St
P.O. Box 39
Neopit, WI 54150

Menominee Tribal School Board of Education
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INTRODUCTION

Posoh!

Welcome to the Menominee Tribal School. We are excited to have you and your child/ren be 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.

A safe return to school requires true partnership that considers all the educators and families together who are all charged, or faced with, developing and fostering students. That includes full partnership in the intellectual, physical, social and emotional well-being of the students we serve every day. This parent/student handbook was developed with educators, Tribal Leaders, Medical Professionals, Bureau of Indian Education (BIE), Centers for Disease Control and Prevention (CDC), and public health guidelines all at the table to offer students and staff the best and safest environment possible for returning to school without intended negative consequences stemming from school closing and loss of learning time.

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:
Using our Menominee Language and culture, which are gifts from the creator, the Menominee Tribal School is dedicated to nurturing a sense of belonging and wellbeing of our students, families and staff to create lifelong learning.

Mission Statement:
Our mission is to provide the best educational experience that addresses our students' individual needs by integrating Menominee language and culture to promote success.

The Menominee Tribal School Board Goals:

1. Enhance learning and curriculum development
2. Increase student enrollment
3. Enhance professional development and family engagement
4. Explore infrastructure options

SCHOOL HOURS **Monday through Friday**

7:40 – 7:55	Breakfast is provided
8:00	Classes start
3:05	K-2 Dismissal
3:10	3-5 Dismissal
3:13	Middle School Dismissal

ENTRANCE FOR STUDENTS WHO WALK and WHO ARE DROPPED OFF
The earliest student(s) can arrive at school is 7:40 AM. Teacher/staff supervision begins at 7:40 AM.

7:40 AM - 8:00 AM	Students use Gymnasium/Buss Zone Doors in front of the building.
After 8:00 AM	Main Office Doors (in gated area)

Students that are not signed up for an afterschool program will be required to leave school grounds at dismissal, unless a signed parent permission note has been provided to the office by 2:00 PM. Students staying for afterschool activities and games must have parental permission called into office by 2:00 PM.

PARENT/GUARDIAN EXPECTATIONS

PARENT INVOLVEMENT - BE INVOLVED!

- **Read this handbook with student/s.** Please sign & return the acknowledgement form **page 45**
- **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. Please support your child's teachers.
- **Be positive on social media and refrain from making negative comments directed towards the school, teachers, and staff.**
- **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 parents/guardians are required to be in attendance at both conference events. Conferences may be via phone, virtual, or in person. 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.

VISITOR POLICY/Background Check Policy

NEW: All staff, vendors and volunteers are subject to MITW Personnel Policies and Procedures.

Menominee Tribal School is in compliance with The Crime Control Act of 1990, 25 CFP Part 63.3 and 63.14 for a federal agency (including BIE) or non-federal agency operated under contract with the federal government (including tribally run schools operated under grants agreements). The Indian Child Protection and Family Violence Prevention Act prescribes that all individuals in contact with Indian Children will undergo a character investigation. This includes but is not limited to contractors, substitute teachers and volunteers.

Visitors and contractors that are subjected to a background investigation will be required to complete a questionnaire authorizing the Menominee Tribal School to perform a background check. The individual must sign/date and certify, under penalty of perjury, a statement verifying the truth of all information provided in the questionnaire.

Unless an exception provided by law exists, individuals required to register as sex offenders shall provide notification to the Menominee Tribal School prior to being on the school premises. After receiving such notification, the Principal, in consultation with the Human Resource Director shall determine whether the registered sex offender will be allowed to be present on the Menominee Tribal School premises for the proposed purpose or event and what, if any, conditions may be placed on the registered sex offender.

Menominee Tribal School will keep an active roster of all persons having regular contact with or control over Indian children per 25 CFR 63.13

Notice to All applicants, (including contractor, employee, school board member or volunteer) a criminal history check is a condition of employment or for non-employees a condition that must be met prior to the subject being authorized to perform work or provide services. Further ***a favorable background investigation is a condition of employment.***

REGULAR SCHOOL ATTENDANCE IS IMPORTANT

- **Attend school regularly.** 92% Average daily attendance or better is expected for the school year. Please see attendance policy on **page 18-21** for updated truancy procedures.
- **Call MTS to report student absences** @ 715-756-2354 by 9:00 AM 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(s) will complete a missing work form so that he/she does not fall behind in classwork.
- **Dental/Vision 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/vision 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 PM.

- **Call the school early to make any transportation changes for the day.** In the event a student will need a temporary pick up/drop off change, parents need to notify the school ***office no later than 2:00 PM*** so 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. When making transportation changes, parents are asked to abide by the following times:
  - AM bus passes: Call Transportation (715-799-3222) before 6:00 am.
  - PM bus passes: Call Tribal School (715-756-2354) before 2:00 pm. After 2:00 pm must call transportation (715-799-3222) to make any changes.
  - 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 under the age 10 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 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**
- **Television**
  - WBAY – Channel 2
  - WFRV – Channel 5
  - WLUK – Channel 11
  - WGBA – Channel 26

In the event of an emergency closing during the day a NASIS (Native American Student Information System) telephone message will be sent out, and a message will be posted to the Menominee Tribal School Facebook page.

Remote Learning for Bad Weather Days/School Closings:

Expectations for Staff/Students

1. Each teacher will be responsible for filling out and organizing the remote learning day(s) plan.
2. Teachers will be responsible for organizing in the provided folder/plan everything that the child will need during their remote learning day(s).
3. For 4K-5 the areas will include enrichment materials/activities. Middle school may have the same folder and same student template, but it may be shared via Google.
4. Student remote learning plan assignments are expected to be returned the day after remote learning. Teachers are responsible for grading and making sure the work is turned in.

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, and can make arrangements for the parent/guardian to meet with teachers. All information from parents will be handled confidentially.

MEDICATION(S) AT SCHOOL

A student can receive prescription or nonprescription medication provided by parent/guardian at school, as long as the Medication - Treatment Authorization Forms is completed and:

- For prescription medication, both the student's physician and parent/guardian must sign the medication-treatment authorization form. For nonprescription medication, only the parent/guardian needs to sign the medication-treatment authorization form.
- All medication must be in the original pharmacy/manufacturer label container with the student's name on it, AND the parent/guardian must hand-deliver all medication to school or make arrangements for the school to pick it up.
- For the safety of our students, no student may carry personal medication at school (except for inhalers and EpiPens).

STUDENT ILLNESS

The following guidelines can be helpful in deciding if your child can attend school or remain at school.

Fever: A child with a temperature of 100 degrees Fahrenheit or higher should stay at home. If you do not have a thermometer but your child's forehead feels hot, or their face is flushed, please keep your child home until their temperature can be determined. Your child can return to school once they have not had a fever for 24 hours.

Colds/SoreThroat/Cough: A child with a mild cold who is otherwise feeling well is OK to go to school. A child with a severe cold with a deep hacking cough should stay home in bed even if there is no fever.

Rash: A rash may be the first sign of illness or an allergic reaction. A rash may cover the entire body or may appear in only one area. Do not send a child with an unknown rash to school until your doctor has said that it is safe to do so.

Stomach Ache/Vomiting/Diarrhea: A child that has had 2 episodes of vomiting and/or diarrhea in the past 24 hours needs to be kept home for 24 hours after the symptoms resolve. Call your doctor for continued vomiting or diarrhea.

Headache: A child whose only complaint is a headache usually does not need to be kept home. Consult with your child's doctor if headaches occur frequently or are interfering with daily activities.

Conjunctivitis or Pink Eye: A child with suspected pink eye should be kept home until a doctor can diagnose. Pink eye can be either bacterial or viral. Your doctor has to evaluate your child's eyes in order to accurately diagnose and treat, if necessary. Your child needs to stay home from school until they can no longer transmit conjunctivitis. This is usually 24 hours after your doctor has started treatment. Frequent hand washing is critical to stop the transmission.

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. ***One day of excused absence will be allowed to provide time for cleaning. Any additional days will be marked as unexcused. Notices will be sent home with the student/parent informing them of findings.***

BED BUGS

Upon identification of a bed bug inside the school or on a child, a bed bug protocol will be followed. If a confirmed bed bug is found on a student, he or she will not be sent home. As discreetly as possible, the student will be temporarily removed from the classroom so that the school nurse or a qualified individual can perform an inspection of the student's clothing and other belongings including: hat, shoes, jacket, backpack, and school supplies. The parent/guardian of the student/s will be notified. If a bed bug is found in a classroom, the classroom will be thoroughly vacuumed/ disinfected in the areas where student belongings are kept using a vacuum with a disposable bag. The room will be vacuumed on the day the insect is found and at least weekly thereafter. It is important to note the finding of one bug does not mean an infestation has occurred. Notification of other parents may only occur if a classroom infestation is identified. Infestation is defined as an area consisting of all stages of the bed bug life cycle. The school officials will make this determination.

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.

TELEPHONE USE

With permission of the classroom teacher, students are allowed to phone a parent for school related issues from the classroom phone. They no longer need to use the main office phone.

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. If the phone is confiscated a parent or guardian will need to pick up the cellphone.** The school is not responsible for lost, stolen or damaged cellular phones.

ELECTRONICS (**i.e., cellphones and/or other electronic devices, 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 reminded that they are not appropriate for school and be told to put them away. If the student chooses not to listen, the items will be confiscated.

- Toys
- Gum, food, candy, and soda, high caffeine energy drinks
- Lighters/matches unless for ceremonial and instructional purposes under adult supervision
- Any other items deemed unacceptable by staff will be referred to administration

All confiscated items, including cell phones 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 parents/guardians can call the school office to arrange a pick up time.

STUDENT FEES and FINES

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 or chromebooks
- 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 to 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.

Delinquent and Unpaid balances may result in the following:

- Student may not be able to participate in end-of-the-year class field trips
- Students may be taken off the class roster of the Menominee Tribal School for any unpaid balances.
- Students may not be able to participate in the end-of-the-year 8th grade graduation ceremony.

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/guardians should attempt to resolve issue with staff person involved
  - Parents/guardians should refrain from making negative comments about students including the format of social media.
  - If the issue is not resolved to satisfaction, the parent/guardian should bring the issue forward to the staff person's supervisor. In order to find 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 **page 24.**

In the event that a meeting to resolve conflict leads to unprofessional behavior, the meeting will be adjourned until a later date, the school administrator will be asked to mediate, and/or the 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.

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 Eligibility and General Rules of Conduct on **page 34-36**.

Menominee Tribal School - Athletic Academic Eligibility Policy

- 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 in order to participate. An athlete will have the option to practice with the team while they are improving their grades in after school tutoring, but will not be able to play unless a teacher(s) signs a release.

- The following policy/actions have been put into place.
  1. If a student is failing, the student, parent, and athletic director will be notified by the teacher of the class in which the student is failing.
  2. The student then has one school week (5 school days) to bring his/her grade up. The student will also attend after school tutoring or until 4:00 pm Tuesdays and Thursdays. They may then go to practice.
  3. If the student brings his/her grade up during the 5 day period, the student may play/participate in any game or activity as normal and the parent and athletic director will be notified of the student's eligibility.
  4. If the student is NOT able to bring their grade up during the 5 day period, the student will NOT be allowed to participate in games/activities until a teacher has cleared them to participate. The student should continue to attend tutoring and strive to bring their grade up.
  5. Student eligibility will be determined by 2:00 pm on a game/activity day.

PROGRAMS

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

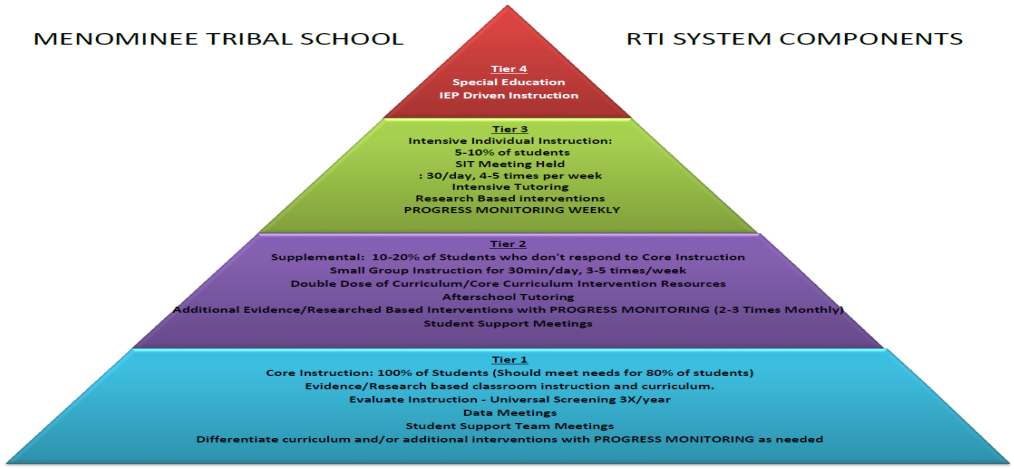
Response to Intervention (RtI)

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 support 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, BIE state assessment, STAR; 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, attendance, or social intervention support. 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.

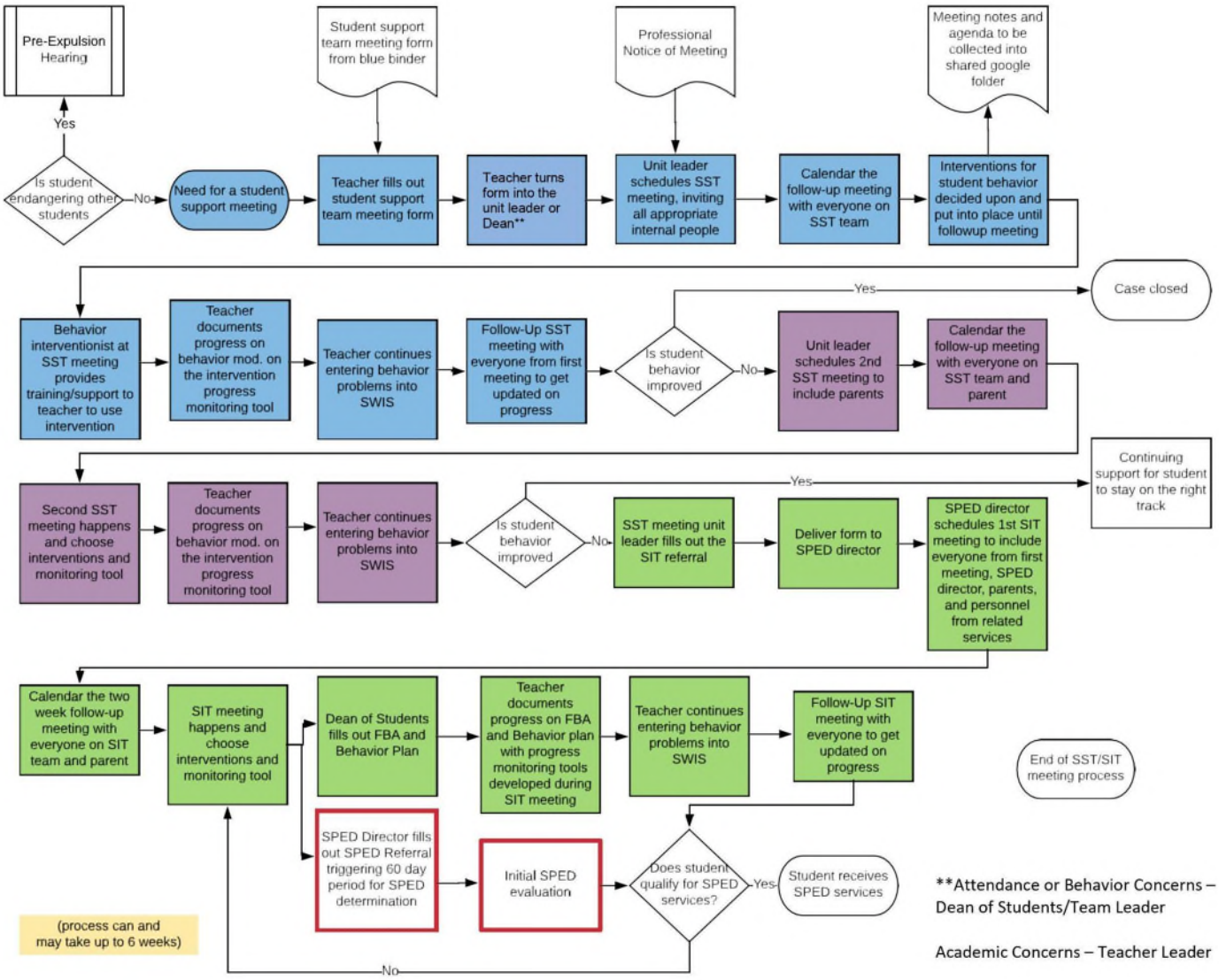
Included in the RtI process are two (2) types of student intervention meetings among school personnel, administration and parents. MTS considers parents as vital members of all student intervention meetings and are highly encouraged to attend and participate.



First Step: Student Support Team (SST) Meeting: SST Meetings are scheduled when a teacher or parent has a student academic, behavior, attendance, 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.

<u>Student Intervention Team (SIT) Meeting:</u> 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. Ongoing 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 **21** 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. Please contact the classroom teacher or the special education director if you have concerns about your child's academic or behavioral growth.

Gifted and Talented Program

The purpose of the gifted and talented program of the Menominee Tribal School is to recognize, nurture and support the needs of students whose academic, intellectual, creative, emotional, and leadership capabilities transcend the regular curriculum.

- **Philosophy**
  The Gifted and Talented program is intended to complement and enrich the school's current curriculum, goals, and objectives. The district recognizes that some students can learn more, learn faster and in greater depth than the general student population. They have a right to a program that is appropriate to their developmental needs.
- **Goals**
  - To monitor students in grades K-2 who exhibit potential gifted characteristics.
  - To identify gifted/talented students in grades 3-8 and maintain a portfolio for each identified student.
  - To provide support to teachers, administrators and parents in understanding and providing for the needs of the gifted/talented students.
  - To involve all teachers and administrators in the instruction of gifted/talented students.
  - To provide opportunities for parental involvement in the development and administration of the gifted/talented program.
  - To encourage community interaction in meeting and enhancing the education of gifted/talented students.

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. On **pages 37-44**

STUDENT ADMISSIONS

Procedure

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

A child entering 4K must be four (4) years old on or before September 1st. Students who turn (four) 4 after September 1st and December 1st may request early admission to the Family And Child Education Program (FACE) 4K. All requests must be submitted in writing to administration for consideration on a case-by-case basis.

Tribal Enrollment Qualification

Students 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 a 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. If a student is not enrolled with one tribe, the parent(s) CIB must be provided and must have at least ½ blood degree quantum, identified by a Tribal Enrollment Department to be considered for school enrollment.

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 - Or, Proof of Legal Guardianship, if not living with biological parent(s)
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) staff members: Administrator, Special Education Director, 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
- Completion of required student/parent orientation
- The Admission Committee will notify parents of a 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.

Acceptance

Child has completed all application requirements and has met Tribal Enrollment requirements, the child will be placed on a class roster.

Acceptance of Non-Enrolled Student

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 Amount for Non-Enrolled Student

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 $2000 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, the 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.

Probationary Acceptance for Reapplying Students

A child who is reapplying and has all application requirements met may be accepted on probation based on one or more of the following conditions:

- High absenteeism.
- Low grades.
- Excessive behavioral concerns.
- Defamation of MTS reputation.

A meeting will be set up between the Admission Committee, student and parent to set up a 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.

Probationary Acceptance for Transferring Students

A child who transfers from another school and meets all application requirements will be accepted on probation. A meeting will be set up between the Admission Committee, student, and parent to set up a 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 adjudication.
- The student's appropriate grade size is met. Class size is determined by individual class needs.
- 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 students' needs
- Attendance or behavioral concerns
- Kindergarten readiness
- Defamation of MTS reputation

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. 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 (4K-2, 3-5, 6-8) that the child is being served.

Student 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 (4K-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 may not exceed 20 and 1st through 8th grade classrooms may not exceed 24 students). If the 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 teachers). The suggested change will be in the best interest of the student to improve behavior and/or achievement.
2. 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 the child's current grade, classroom teacher, and reason for request, and submitted to school administration.
- Administration will review the request with the 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.

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:** Students will demonstrate adequate progress on multiple assessments (as applicable), which include the, STAR 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:** Students will demonstrate an appropriate social developmental level in the classroom, hallway, cafeteria, playground, and community. A team consisting of the Administrator, Special Education Director, and student's teacher will review each child's case history to determine an 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 students 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.

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 and turn in a letter to the Menominee Tribal School Administrator within five (5) working days of the incident. This letter must contain a brief description of

circumstances. The Administrator will set up an appointment with the complainant within 48 hours of receipt of complaint.

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

If a 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 within 5 working days of decision. 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.

2. If a 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.

ATTENDANCE

Incentives.
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 maintain daily attendance during regular school hours for the school term.

In an effort to recognize and promote regular school attendance,

- ★ **Grades 4K-8: Quarterly 92% Attendance Certificate** will be provided for those students who are present 92% each quarter.
- ★ **Grades 4K-8: Quarterly Classroom Incentive** will be provided for the classroom that earns the highest attendance percentage for the quarter, as measured by the number of weeks winning the "Brother Bear" Traveling trophy. Each week the classroom with the highest overall attendance will host the "Brother Bear" Traveling trophy and receive an incentive.
- ★ **Grades 4K-8 Yearly 98% Attendance:** Each student with 98% attendance or better at the end of the school year will earn an end of the year incentive!

Excused absences

When a student is absent, parents will call the school office (715-756-2354) 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. Each day a student is absent the school will attempt to contact the parent/guardian if no one called the school to report the absence.

Wisconsin State Statute 118.15 allows any student to be excused by a parent or guardian for up to 10 days in a school year. With consideration of this, students will be allowed the equivalent of ten (10) full days to be absent from school during the school year. Any absences above 10 (11+) will be considered as unexcused.

Reasons to be excused:

- Illness
- Extended illness (3 or more days requires a doctor's excuse)
- Medical/dental appointments
- Family illness, death in the family, emergency
- Pre-approved family vacations – must fill out Anticipated Absence Form

Students will be allowed the equivalent of ten (10) full days to be absent from the school during the school year as outlined above. Any absences above the 10 (11+) will be considered as unexcused. The following absences **will not** be counted towards these ten (10) days:

1. Traditional Ceremonies
2. Funerals
3. Hospitalization (note required from doctor/medical practitioner)/placement in a facility
4. Doctor's orders to not attend school (note required from doctor/medical practitioner)
5. Quarantine of the student's home by a public health officer (proper documentation is required)
6. Legal appointments (note required from clerk of court, lawyer, social worker, etc.)
7. Medical or dental appointments (note required from doctor/medical practitioner)
8. Any absence at the discretion of building administration.

Notes and/or documentation are required within two (2) school days upon the student's return to school. Dates of times to be excused must be specific. If appropriate verification is not received the time issued will count towards the student's 10 full days.

Truancy/Unexcused Absences

All other absences that do not fall within the guidelines defining excused absences are considered to be unexcused and/or instances of truancy. Truancy is defined as any absence of part or all of one or more school days during which the school has not been notified of such absence by the parent/guardian of the absent student. 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, 9:00 A.M., or leaving more than an hour before school dismisses, 2:00 P.M., 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 will have an afternoon tardy.

Excused Tardy:
Parents bring students late to school.
Unexcused Tardy:
When a student arrives to a class late without a verified excuse, the student is marked 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 without notifying the school.

Compulsory Student Attendance and Truancy
According to Wisconsin State Statute 118.15 "any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public, private, or tribal school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age."
According to Wisconsin State Statute 118.16, "**Truancy**" means any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of s. 118.15"

"**Habitual truant**" **defined,** a pupil who is absent from school without an acceptable excuse under sub, (4) and s. 118.15 for part or all of 5 or more days on which school is held during a school semester.

Number of Days Absent	Action Required
3 days absent	Homeroom teacher makes a positive phone call home to inquire about the child's needs and to ask what the school can do to help.
5 days absent	The Dean of Students (DOS) will call home to inquire about the child's needs and to ask what the school can do to help and if a home visit is needed.
7 days absent	Office Staff will send out a letter regarding their attendance and 10 day excused limit.
10 days absent	The Dean of Students (DOS) will send out a letter informing the parents of their students' number of absences, and contact the parents by phone to discuss strategies to help their child get to school.
15 days absent	The Dean of Students (DOS) will call the parents to set up a mandatory parent meeting to discuss placing their child on an attendance improvement plan. A formal invitation will be sent when the date and time of the meeting have been agreed upon. If there is no response to the call or letter, the Dean will make a referral to Referral to Family Services for WRAP Around Services.

19 days absent	School staff will make a home visit to discuss the child's attendance and schedule a mandatory parent meeting to take place within the week and the student will be placed on a probationary attendance contract. If the conditions of the contract are not met, the student information will be passed on to the school board for A review of School Enrollment. There will be a Referral to Family Services for Educational Neglect.

What is Educational Neglect? The Menominee Indian Tribe of Wisconsin defines education neglect as a form of child neglect. Educational neglect shall be understood to be a pattern of conduct by a parent or guardian that severely affects a student's ability to receive an appropriate school education. In order to prove that a parent or guardian is liable for educational neglect, the school will need to demonstrate that the parent or guardian has knowingly failed to educate their student in a manner that is consistent with the attendance and academic requirements of the Wisconsin DPI. Any parent or guardian who is making a verifiable and concerted effort to get their child to attend school shall not be considered at fault for educational neglect.

Menominee Tribal School Visual Tiered System of Response to Truancy
Website: www.attendanceworks.org will be utilized for assistance in these tiers.

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. **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.

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 a 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. Any pants or shorts that do not fit appropriately around the waistline.
5. Pajamas/nightwear.

   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.

Winter Weather

Students need to wear appropriate clothing for Wisconsin weather. Boots, mittens, hats, snow pants, or a snowsuit 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 at risk of getting chilled due to inappropriate outdoor dress. Students are outside at recess every day that the wind chill (feels like) is 10°F or above.

Backpacks, Book bags, Purses, etc

Students will be allowed to bring backpacks 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 slides that do not have a reinforced sole are unsafe and not allowed. Crocs may be worn but the strap must be worn correctly on the back of the shoe. **For safety reasons and per MITW policy, students in all grades are not allowed to wear any shoes without a heel strap. Shoes with heel straps must have the straps worn at all times.**

Photographs of unacceptable backless shoes:

Physical Education

Tennis shoes are required for gym use for all grade levels. Students without appropriate clothing or footwear receive an "F" for class participation that day. ***Crocs are not gym shoes.***

STUDENT BEHAVIORAL EXPECTATIONS

Positive Behavior Incentives

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

- 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)

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 See Bullying form

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

The Wisconsin Department of Justice also allows students, parents, or staff to submit a confidential report. **"Speak Up Speak Out" is their project and can be reached by calling 1-800-MY-SUSO-1 or texting "SUSO" to 738477.**

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

- 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"/Breath for Change 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.

Bullying 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 projects to a selected audience. The aggressor(s) will also receive anti-bullying education and social skills counseling. *The complete Bullying Prevention Policy is available for viewing on the MTS website or may be requested in paper form at the school office.*

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. Referring to a student or staff member in a negative way on social media shall be considered a form of harassment.

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 the 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 parents 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 4K-2, 3-5, 6-8 units) as appropriate. The Administrator will make the final written recommendation, within 10 working days, to the 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 the recipient of 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

GRADES 4K-8th 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 Dean of Students 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.
9. Set up a nighttime routine and sleep schedule with your child.

Inappropriate Behavior and Discipline

Tier 1 Core Classroom Instruction - Student Behavioral Expectations (Instructional re-teaching).

Core Classroom Instruction are those instructional strategies that are used routinely with all students.

	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 Respectful	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 Responsible	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

MTS Positive Behavior Expectations

	STUDENT EXPECTATIONS					
	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 staff/students to designated area Remain orderly	Line basics Enter and exit orderly and quietly Stay seated Keep to designated areas Walk	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

	STUDENT EXPECTATIONS					
	Playground & Blacktop	**Emergency Drills**	**Assemblies**	**Athletic Events**	**Field Trips**	**Bus**
			Use bleachers appropriately			
Be Respectful	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	Respectful officials Show good sportsmanship to opposing team and visitors	Use appropriate voices Care for surroundings Use kind and appropriate words and actions Be an attentive listener to bus monitor 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 yourself and inside the bus
Be Responsible	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 active listener Ask permission to leave Pick up your area	Follow directions or 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 direction the first time	Keep track of your belongings Keep food and drinks in backpack Keep bus clean and neat Follow adult directions the first time

	STUDENT EXPECTATIONS
	Digital Citizenship
Be Safe	Protect private information (phone number, address, full name) Keep passwords private and do NOT share passwords Only talk to people you know
Be Respectful	Think before you share Post kind, true, and helpful comments Get permission before taking photos or videos
Be Responsible	Use technology with permission Take care of electronic devices Do not change the settings on the device Use only appropriate websites, apps, ect.

Tier 2 Referral - is defined as a student that does not follow the expectations, he or she may receive a referral. The student will meet with the Dean of Students to determine the minor infraction. Examples of Tier 2 violations: including, but not limited to, the following:

Noise Excess talking or annoying others

Out of Place Out of seat without permission during the instructional time
Tardy between changes in classrooms
Loitering

Off-Task Not following directions
Not being prepared for class
Not completing school work

Physical Contact Not keeping hands or feet to self

Inappropriate Behavior Swearing not directed at teacher or student
Running in the hallway

Tier 3 Referral

Students in Tier 3 are in need of intensive, individualized support to improve their behavioral and academic outcomes. A Tier 3 may be given if a student is still struggling to follow student behavioral expectations or in the case of a high-intensity behavior. A Tier 3 infraction referral form will be filled out by the staff member and a phone call made to the parent/guardian by the staff member that has made the Tier 3 referral. It is then referred to the Dean of Students, who investigates and follows up, as needed. 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.

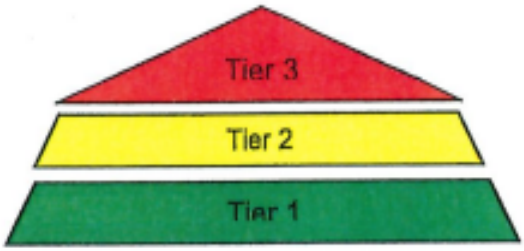
Tier 3 Violations

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 Tier 3 infractions. **Depending on the severity of each incident, law enforcement may be called.** Offense consequences are defined at the discretion of the Dean of Students.

Offense	1st offense	2nd offense	3rd offense
Physical fighting/aggressive physical contact	1-3 day in/out of school suspension Apology Community Service Conflict resolution upon return to school Student Success Plan	3-5 day in/out of school suspension Apology Community Service Conflict resolution upon return to school Parent Meeting Student Success Plan Anger Management Counseling	Out of school suspension (OSS) until Student Support Team Meeting within 10 days from the beginning of the suspension Parent Meeting Apology Community Service Conflict resolution upon return to school Student Success Plan Anger Management Counseling Possible meet before school board
Offense	1st offense	2nd offense	3rd offense
Bullying	1-3 day in/out of school suspension Apology Community Service Mediation	3-5 day in/out of school suspension Apology Community Service Mediation Second Step Curriculum	OSS Student Support Team Meeting within 10 days from the beginning of the suspension
Physical, verbal threat	1-3 day in/out of school suspension	3-5 day in/out of school suspension	ISS until Student Support Team Meeting within 10 days from the beginning of the suspension
Swearing, vocal aggression	1-3 day in/out of school suspension	3-5 day in/out of school suspension	ISS until Student Support Team Meeting within 10 days from the beginning of the

			suspension
Sexual Harassment	1-3 day in/out of school suspension	3-5 day in/out of school suspension	ISS until Student Support Team Meeting within 10 days from the beginning of the suspension
Inappropriate Public Display of Affection	Depending on nature of incident 1-3 day in/out of school suspension	3-5 day in/out of school suspension depending on the nature of incident determined by Administration	OSS Student Support Team Meeting within 10 days from the beginning of the suspension Contact home Parent Meeting
Disorderly Conduct	1-3 day in/out of school suspension	3-5 day in/out of school suspension	ISS until Student Support Team Meeting
Gang-related behavior, signs, symbols	1-3 day in/out of school suspension	3-5 day in/out of school suspension	ISS until Student Support Team Meeting
Destruction of school or other personal property	1-3 day in/out of school suspension	3-5 day in/out of school suspension	ISS until Student Support Team Meeting
Stealing	1-3 day in/out of school suspension	3-5 day in/out of school suspension	ISS until Student Support Team Meeting
Technology Violation	1-5 day Supervised Use	5-10 day supervised use	ISS until Student Support Team Meeting
Illegal use or possession of tobacco	1-3 day in/out of school suspension	3-5 day in/out of school suspension	ISS until Student Support Team Meeting
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		
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 a student accumulates 3 or more Tier 3 violations referrals in any category within the school year, it will result in a Student Support Team Meeting or Student Intervention Meeting with administration.** The student will remain in ISS until said meeting takes place.



Grades 4K-8th Tier 3 Infractions

Tier 3: Use practices and systems establish a foundation of regular, proactive support while preventing unwanted behaviors. This tier will emphasize prosocial skills and expectations by teaching and acknowledging appropriate student behavior.

Tier	Type	Define - One or more of the following constitute a tier	Interventions - what supports will be implemented and by whom?
1	Core instruction/classroom	● Reteaching of expected behavior. ● Positive praise ● Breaks ● Early interventions (refer to Student Behavioral Expectations)	● Behavior monitoring. ● Data Collect of interventions by staff ● Parent/guardian
2	Tier 2 referral is recorded in SWIS by staff	● Social Skills groups ● Self Management ● Academic Supports ● Functional Behavioral Assessment	● Staff ● Classroom teacher ● Dean of Students ● School Social Worker ● Special Education Director ● Parent/guardian
3	Tier 3 referral is written in SWIS and the Dean of Students will enter it in NASIS	● Individualized support to improve their behavioral and academic needs ● Utilize formal assessments ● Wrap around supports	● Staff ● Classroom teacher ● Dean of Students ● Special Education Director ● Parent/guardian ● Referral mailed home ● Student placed on Student Success Plan ● Mandatory Guardian Meeting ● MTS Administration to discuss continuing enrollment ● School Social Worker

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

Major Bus Violations:

Major bus violations are defined as behaviors that do not meet the school-wide expectations of being safe, respectful, and responsible. Failure to meet these expectations will result in a major bus offense referral from Transportation to the Dean of Students. Parents will be notified of all bus referrals by the Dean of Students.

Major Bus Violations are defined as: High intensity behaviors that endanger the health and/or safety of others as identified on **pg.26** of the Tier 3 Violation 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.

Major bus offenses 1-5	Major bus offenses 6-10	Major bus offenses 10+
Student-driver conference with Dean and/or School Interventionist and/or Counselor to discuss and re-teach bus expectations	Student-driver conference with Dean and/or School Interventionist and/or Counselor to discuss and re-teach bus expectations	Student-driver conference with Dean and/or School Interventionist and/or 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	1 day bus suspension
	A Student Support Team (SST) meeting will be held	A Student Intervention Team (SIT) meeting will be held

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.

Disciplinary Consideration for Students with Disabilities

Menominee Tribal School is committed to providing all enrolled students with disabilities the Free and Appropriate Public Education (FAPE) to which they are entitled by law. While students with disabilities at MTS will be held accountable, like their non-disabled peers, for their actions, they will be provided reasonable interventions (such as revisions to Individualized Education Plan, behavioral accommodations, Functional Behavior Assessment, Behavioral Intervention Plan, counseling services, etc.) In an attempt to assist each student in conforming to the school structured educational environment. Prior to any disciplinary action which may result in a student with a disability being suspended ten (10) or more days in the school year, the school will convene, as required by law, a Manifestation Determination meeting will be held to determine whether there is any connection between the student's misbehavior and his/her disability.

All discipline of students with disabilities will be conducted consistent with the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004)(20 USC § 1400 and PL 108-446) and its implementing regulations (34 CRF Part 300); BIE Notice of Procedural Safeguards. BIE Special Education Practices and Processes http//www.bie.edu/cs/groups/xbie/documents/text/idc1-032083.pdf; The Rehabilitation Act of 1973 (29 USC § 701 and PL 93-112) and its implementing regulation (34 CFR Part 104); and the BIE Guidance Document for section 504. When a conflict arises between the school's policy as outlined in this or other school document and BIE Special Education Practices and Processes, BIE Notice of Procedural Safeguards, or BIE Guidance Document for Section 504, the school follows the BIE Special Education Practices and Processes, BIE Notice of Procedural Safeguards, or BIE Guidance Documents for Section 504. Copies of BIE Special Education Practices and Processes, BIE Notice of Procedural Safeguards, and BIE Guidance Document for 504 are provided to students and parents upon request at no cost.

EXPULSIONABLE OFFENSES

These behaviors at school or any school-sponsored event 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 proceedings. 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, 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 HARASSMENT: 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.

INAPPROPRIATE DISPLAY OF AFFECTION: Habitual displays of affection, inappropriate touching, sexual activity on school grounds or school events.

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

ATTENDANCE VIOLATIONS: Excessive attendance offenses, <u>including students arriving either late to school and/or students getting picked up early.</u>

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, the student will be mandated to participate in a conference with the referring staff member to resolve the issue at hand.

Think Time
In an effort to help students correct their behavior, students will be assigned think time during their recess. The student will reflect on their behavior which includes working through a Think sheet with a staff member.

Lunch Detention
Detentions will be held during lunch or recess periods.

After-school Detentions
After-school detentions will be held from 3:15-4:45. 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 buses are available, parents/guardians are fully responsible for transportation home.

Student Intervention Plan/Student Success 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)
The student will remain in school, placed in the designated in-school suspension room during this period. Students will not be allowed to attend special events or participate in after school or athletic events.

Out-of School Suspension (OSS) Procedures
The 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 students. 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 feels 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. This exam must remain on file with the Athletic Director. A physical examination is good for two years.
- 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 athlete "must" maintain a grade average of at least a "C-" or 1.67 and not have a failing grade (F) in any class in order to participate. An athlete that is failing will have the option to practice with the team while they are improving their grades in after school tutoring, but will not be able to play unless a teacher(s) signs a release.
- If a student is failing, the student, parent, and athletic director will be notified by the teacher of the student's grade.
- The student then has one school week (5 school days) to bring his/her grade up. The student should also attend after school tutoring or until 4:00 pm Tuesdays and Thursdays. They may then go to practice until 4:40 p.m..
- If the student brings his/her grade up during the 5 day period, the student may play/participate in any game or activity as normal and the parent and athletic director will be notified of the student's eligibility.
- If the student is **NOT** able to bring their grade up during the 5 day period, the student will **NOT** be allowed to participate in games/activities until a teacher has cleared them to participate. The students should continue to attend tutoring and strive to bring their grade up.
- Student eligibility will be determined by 2:00pm on a game/activity day.
- Any student committing a Tier 3 violation on the day of game/activity will not be allowed to participate or attend as a spectator.

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 the 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.
- 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 order 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.
- If an athlete leaves a team after 4 practices they will not be allowed to join another team that season.
- An athlete may not be on more than one team during a particular sports season.

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.

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Menominee Tribal School Wellness Policy/Plan

Menominee Tribal School (MTS) shall promote school wellness, including good nutrition and physical activity in the school's educational programs, as well as community activities and meal programs that contribute to the development of lifelong wellness practices. MTS recognizes that wellness and healthy eating are important to the physical and academic achievement of all children. This Policy shall be consistent with the Child and Nutrition and WIC Reauthorization Act of 2010 and has been updated to meet the 2016 final rule. Throughout this plan the term "normal school day" is referenced repeatedly with the definition being 30 minutes before and after the starting time of school.

I. Designation In-District Wellness Plan Leadership and Public/Stakeholder Involvement

The following administrative or supervisory position(s) with MTS have the primary responsibility for the school-wide implementation and oversight of the MTS Wellness Plan:

Food Service Manager MTS Administrator

MTS will also have a Wellness Committee whose primary function will be involvement in the periodic assessment, review and updating of this Wellness Policy. Committee participants will be limited to no more that thirteen and emphasis will include recommending possible changes or modifications to the plan. At minimum, there will be one annual open meeting scheduled with the coordinator which will facilitate the meetings, provide documented agendas, take minutes and meeting notes, and keep all on file in the school office.

School administration will monitor to ensure that the Wellness Committee be comprised of, at minimum, the following staff and student personnel: one staff member from each instructional unit (K-2; 3-5; 6-8), one health and/or gym teacher, one member of the food staff, and a 7th or 8th grade student representative. Administration will also actively recruit out of school participants including school board members, parents, community health care professionals, and other interested community members. Recruitment will be done through school brochures, "all group" email, school sponsored family nights and other events, Facebook postings and the MTS school webpage. Committee membership will be reviewed and determined annually and any vacancies that occur throughout the school year may be replaced and appointed by the school administrator.

II. Locally Selected Wellness Plan Goals

Nutrition Education Goals

Menominee Tribal School nutrition goals are intended to support and supplement state-mandated; curricular elements that relate to health and nutrition, for the purpose of providing students with the knowledge and skills necessary to appreciate the benefits of, and make sound decisions related to eating habits and nutrition.

- Support and promote good nutrition in all school-based activities during normal school operating hours;
- Will incorporate weekly nutrition education classes in all classrooms;
- Students will be involved in enjoyable, developmentally appropriate and culturally relevant participatory activities such as the school's sugar camp and maple syrup processing as well as collecting and harvesting wild rice, food promotions and taste testing;.
- Links with school meal programs, other school foods and nutrition-related community services.
- When grant funding is available, all students will be provided with fresh fruit and vegetable snacks three times per week.
- Include training for teachers and other staff.

Physical Activity Goals

Because physical fitness has a significant impact on a student's ability to learn and to live a healthy life; it is the goal of MTS that every student shall have opportunities to acquire the knowledge and skills to participate in physical activities and appreciate the short and long-term benefits of personal fitness. The goals listed below, which focus on students directly engaging in physical movement and exercise, will support and supplement the school's comprehensive physical education curriculum.

- Support and promote an active lifestyle for students and staff.
- Adopt and implement a comprehensive health and fitness curriculum, consistent with state standards.
- All students receive physical education instruction [adaptive P.E. by a certified physical education teacher or an adaptive physical therapist] by a certified physical education teacher for the entire school year: K-5 :60/week and 6-8 :50/week
- Encourage after school student participation in athletic programming for students
- Promote the use of physical activities for class parties, holidays and school reward incentives: bowling, sledding, fishing, hiking, basketball tourneys, scavenger hunts, card making, seasonal crafting, etc.
- Promote physical activity and provide additional opportunities for students to be actively engaged in physical activity during the day as well as special programs or events. Examples include, but are not limited to:
    - 3-minute 'brain breaks' periodically throughout the day
    - Yoga and mindfulness activities during morning meeting sessions
    - Chair exercises, dancing and body stretch breaks
    - Movement break sticks' - 1 minute activities that are written on tongue depressors, one is picked for each break.
- Provides daily recess period(s) for students, featuring time for unstructured but supervised active play
- Provide professional development training and opportunities for staff - yoga, mindfulness, meditation

Note: Exceptions will be made to meet IEP goals and students with medical excuses.

Nutrition Promotion Goals

By establishing nutrition promotion goals, the school will provide resources and opportunities for students, staff and others that will help students to recognize, develop, and practice healthy eating habits within the school environment, at home, and/or in other community settings. The school will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Good Guidance System published jointly by the U.S. Department of Agriculture. In addition, Menominee Tribal School will establish procedures to control food sales that compete with the school's non-profit food service in compliance with the Child Nutrition Act.

- Weekly health classes will provide activities that promote student involvement in making posters and snack menus that promote healthy, nutritious foods.
- Promote field trips that include Farm 2 school locations that enrich student understanding of healthy, fresh, local foods: pumpkins patch, dairy farm, apple orchard, and fishing.

Goals for Other School-Based Activities that Promote Student Wellness

In establishing the following goals for other school-based activities that promote students wellness within the Wellness Plan, the school attempts to recognize that activities and initiatives can be integrated across a variety of school related settings. Activities can extend beyond the school's food service program and are intended to engage and encourage physical activities that involve families and other community partnerships.

- Promote and encourage staff involvement in health initiatives provided through the Tribal Clinic: annual health screening and individual health planning; weight-loss challenges; physical fitness classes, mental health challenges.
- Encourage families to participate in school sponsored physical activities: Color Run, Powwows, walk to school, community awareness walks, etc.

III. Standards and Nutrition Guidelines for Foods and Beverages Available to Students

Food sold to students at School

The following nutrition standards and guidelines apply to foods and beverages offered for sale to students on school promises before the start of the school day, during the official school day, and within 30 minutes after the official school day.

- Reimbursable meals and snacks, (lunch, breakfast, afterschool snacks) will meet the statutory and regulatory nutrition standard established for such meals and snacks.
- Foods and beverages sold to students during the official school day that are not included as part of the school meal program shall meet at least the USDA minimum. For further clarification and guidance please refer to Appendix A, Smart Snack in Schools and Competitive Foods nutrition standards.
- Fundraising is an essential component of student activities that support quality programs at MTS; therefore, fundraising is encouraged. During all food related fundraisers, MTS promotes healthy nutritional choices for our students/families/community. Fundraising events that involve physical activity and increase overall wellness are highly encouraged. Suggested fundraising activities that do not promote the use of food may include but are not limited to: car washes, lawn clean up including raking and shoveling, pet walking and/or dog washing, pledge for walk-a-thons, singing telegrams, and raffles including 50/50 raffles of donated items. This plan allows the school administration or food coordinator to approve up to two exempt fundraisers per student organization per year involving the sale of food or beverage items that do not meet any minimum nutrition guidelines. Any approved exempt fundraiser may not exceed two weeks and NO sales will be allowed during any school meal program.
- Administration approved food orders that are delivered to the school building that are not intended to be consumed on school premises (ex. Frozen food fundraisers) are not subject to any specific nutrition standards or location restrictions.

Foods Provided or Distributed, but Not Sold to Students

- Beverages: Any beverage that is not listed or does not meet the guidelines included below should not be served or distributed during the official school day without receiving permission from school administration. (Note: No-calorie or low calorie beverage options are not an option for K-8 students)

Beverage	Portion Size

Plain Water	No limit
Unflavored low-fat milk	8oz for 4K-5 12 oz for 6-8
Flavored or unflavored fat free milk or milk alternatives	8oz for K-5 12 oz for 6-8
100% fruit/vegetable juice	8oz for 4K-5 12 oz for 6-8
100% fruit/vegetable juice diluted with carbonated or noncarbonated water	8oz for 4K-5 12 oz for 6-8

- Classroom celebrations, receptions, and special occasions, as previously included in this plan, should promote healthy options whenever possible. A listing of healthy snack options (Appendix B) will be provided to staff and parents. Occasional celebrations such as birthday and holiday, whose food includes items that do not meet healthy snack or food meal standards are allowable in moderation unless otherwise directed by school administration or the food service coordinator. Healthy snack suggestions may include but are not limited to the following items and should be served after student lunch hours:

Fresh veggies and low fat dip	Yogurt
Dried fruits	Pretzels
Fresh fruit or fruit cups	Trail/Cereal mixes (no candy)
String Cheese, cubes	Popcorn
Whole grain crackers	Low fat muffins
Other low fat crackers	

- Other meetings and events that occur during normal school hours that involve students and/or staff that do not fall under previously mentioned sections shall follow the school's nutritional guidelines for food, snack and beverages sold in the school during the normal school hours unless previously approved by the school administrator or food program coordinator.
- Food that a student may bring from home is not affected by this wellness policy, but it is encouraged that families provide their children's food items with healthy, nutritional items.

IV. Marketing of Food and Beverages

No school official, employee, or agent shall prospectively authorize or allow the marketing (advertising or promoting) of foods or beverages on school grounds during the normal school day that do not meet the minimum federal nutrition standards for foods and beverages that are sold to students outside of the school meal programs. Examples of this include posters, cups, food trays, coolers, etc. Allowable exclusions:

- Materials used for educational purposes within a classroom.
- Existing scoreboards and other equipment

- The display of a general brand that is considered healthy
- Materials that are displayed for approved fundraisers
- Personal items such as clothing, lunch boxes, backpacks, water bottles, etc.

V. Assessing the Wellness Policy and its Implementation

The primary means of measuring the implementation of the school's compliance with this Wellness Plan is through a formal assessment that will occur at least once every three years. The assessment will be completed under the direction of the school administrator or food program coordinator. A report will be generated and provided to all stakeholders and will address at least all of the following areas:

1. The extent to which MTS is in compliance with the Wellness Policy
2. A narrative of the progress made in attaining the goals using quantitatively and/or qualitatively collected data to the extent that is practical and appropriate
3. The extent to which the MTS Wellness Policy compared to one or more model local school wellness plans/policies
4. A statement of any recommended changes to the MTS Wellness Policy, or a statement that no specific changes are recommended, will be provided to wellness committee members and then to school administration for final approval.

The final report as well as any other periodic assessment reports shall be presented to the school board.

Identify the data and other records that will be used to reasonably document and evaluate the progress that is being made with the specific goals, nutritional standards, and other requirements included in the Wellness Policy.

Communicate expectations to school personnel related to tracking school level data that will be needed to effectively assess the policy/plan

Periodically meet with school-based personnel to serve as a support resource regarding the plan implementation and to review the school's compliance and progress to date.

VI. Reports and Other Communication related to MTS Wellness Policy

The primary means of keeping families, community members and the general public informed of the Wellness Policy will be through the Menominee Tribal School public website. In addition to uploading the most current plan, a " Wellness Corner" will be included that will provide readers with wellness related school activities, healthy nutritional information, school wellness personnel contact information, upcoming meetings, and plan elevations summary reports(s).

USDA Nondiscrimination Statement and Compliant Information

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, it's agencies, offices and employees, and institutions participating in or administering USDA programs are prohibited from discrimination based on race, color, national origin, sex, disability, age or reprisal of retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American sign language, etc.) Should contact the Agency (state or local) where they applied for benefits. Individuals who are deaf hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at (800)877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at http://www.ascr.usda.gov/complaint_filingcust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington D.C. 2025-9410
2. Fax: (202)690-7442; or
3. Email: *program.intake@usda.gov*
   This institution is an equal opportunity provider

Alternative Healthy Food Options

Appendix B

Tribal School will promote and encourage the use of alternative healthy food options that meet the Smart Snack in School Standards/Guidelines

Dairy/ Meat Products	Portion	Oz	Cals	Fat %	Sat. Fat %	Trans Fat %	Sugar %	Sodium mg
Mozzarella string cheese		1	90	55.6	35	0	0	90
Cheddar cheese cubes		1	90	66.7	45	0	0	0
Mild cheddar cheese sticks		1	90	66.7	45	0	0	0
Low fat crazy cone	2.3 oz		120	12.5	7.5	0	33	40
Vanilla mighty mini sandwich reduced fat chocolate cone	2.5 oz		120	25	7.5	0	33	40
Reduced fat vanilla cone	2.2 oz		148	20.3	9.1	0	27	71

Nuts, Seeds % meats	Portion	Oz	Cals	Fat %	Sat. Fat %	Trans Fat %	Sugar %	Sodium mg
Roasted peanuts	1 half portion		79	74	11.4	0	0	200
Roasted pumpkin seeds		1	160	75	14.1	0	0	65
Roasted sunflower seeds		1	170	76.5	7.9	0	7	95
Roasted salted Almonds		1	170	82.4	53	0	2	85
Roasted salted cashews		1	160	75	14.1	0	3	60
Roasted salted pistachios		1	80	68.8	11.3	0	3	125
Turkey jerky	1 half portion		50	10	0	0	0	115
Snacks	**Portion**	**Oz**	**Cals**	**Fat %**	**Sat. Fat %**	**Trans Fat %**	**Sugar %**	**Sodium mg**
Baked chips		1	110	22.7	0	0	11	190
BBQ potato chips		1	100	15	0	0	8	125
Original potato chips		1	130	23	3.5	0	9	160
Sour cream and onion chips		1	130	34.5	6.9	0	3	105
Doritos reduced fat cool ranch		1	130	35	3.5	0	0	200
Tostitos reduced fat tortilla chips		1	120	33	3.8	0	0	110
Rold gold pretzels		1	80	12	0	0	0	140
Smartfood white cheddar popcorn		1	70	28	0	0	0	135
Chex mix hot n spicy		1	110	22.7	4.1	0	7	190
Chex mix cheddar		1	110	22.7	4.1	0	15	180

Kellogg's Special K cracker chips		**1**	**87**	**90**	**16**	**0**	**0**	**190**
Honey BBQ cracker chips		**1**	**87**	**90**	**16**	**0**	**0**	**190**
Whole grain goldfish crackers		**1**	**100**	**30**	**9**	**0**	**0**	**110**
Giant goldfish grahams cinnamon		**1**	**120**	**29**	**7.5**	**0**	**20**	**110**
Giant goldfish grahams vanilla		**1**	**120**	**29**	**7.5**	**0**	**23**	**110**
Giant goldfish grahams chocolate		**1**	**110**	**27**	**8**	**0**	**22**	**120**
Pastries/ Grains	**Portion**	**Oz**	**Cals**	**Fat %**	**Sat. Fat %**	**Trans Fat %**	**Sugar %**	**Sodium mg**
Honey wheat mini bagels		**1**	**60**	**0**	**0**	**0**	**13**	**90**
Whole grain mini cinnamon roll		**1.5**	**140**	**25**	**0**	**0**	**26**	**150**
Whole grain baked bread stick		**1.9**	**120**	**16.7**	**7.5**	**0**	**7**	**180**
Whole grain reduced fat banana muffin		**1.9**	**160**	**25**	**5.6**	**0**	**35**	**180**
Whole grain reduced fat Blueberry muffin		**1.9**	**150**	**26.7**	**6**	**0**	**35**	**170**
Whole grain reduced fat choc/chip muffin		**1.9**	**160**	**28.1**	**8.4**	**0**	**35**	**115**

Adoption date: July 13, 2020
Wellness Committee Members: Shawn Bonnin, Ashley Soik, Michelle Koehler, Samantha Anderson, Kathy Peters - Food Service, Amy Kasten-Food Service Coordinator.

Revision: 4/20/22
Wellness Committee Members: Kendra Verhasselt, Deb Reiter, Trina Borneman, Laurie Krause

Revision:-May 2023
Committee Members: Linda Delgado, Bonnie Mahkimetas, Kathy Peters, Lori Corn and
School Board Member – Carlotta Perez Adopted: June 21, 2023

No Revision Needed:-May 2024

Committee Members: Julie Thormodsgard, Kathy Peters, Lori Corn
School Board Member – Carlotta Perez Adopted: April 17, 2024

ACKNOWLEDGEMENT FORM

Menominee Tribal School
Parent-Student Handbook
SY2024-2025

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.

*Attendance Policy: Excused, Unexcused & Tardiness

*Students are expected to maintain a minimum of a 92% attendance rate

*School Wide Behavioral Expectations & Consequences

*Bullying Policy

*Cell Phones

*Dress Code

*Bus Expectations

*No Bus Passes after 2:00 PM

*I understand the importance & agree to keep the school up to date with contact information

*I agree to support and assist my child

I agree to screen my child for illness before sending him/her to school every day
I agree to respectfully & professionally communicate my differences with the school

_____ _____
Parent/Guardian Signature Date

_____ _____
Student Signature Grade