



**ONEIDA
NATION ELEMENTARY
SCHOOL**

**STUDENT HANDBOOK
2008-2009**

Approved: School Board approved: August 4, 2008

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WELCOME TO THE ONEIDA NATION SCHOOL SYSTEM

On behalf of the Oneida Nation School Board and Staff, welcome to the 2008-2009 school year. This Student Handbook is provided for students, parents, and staff to become familiar with all information needed for success in the Oneida Nation School System.

In order to provide a safe, healthy environment and the best education possible for students in the Oneida Nation School System, a positive learning atmosphere must be maintained. It is everyone=s responsibility to know these rules and expectations and observe them. Please become familiar with the information in this Handbook, as it will help you to understand behavioral and procedural expectations. As we progress throughout the school year, you will realize how students, staff, and parents must function together in an educational learning environment.

To help in assuring a safe and appropriate learning environment, all staff members have the responsibility of following the Oneida Tribe of Indians of Wisconsin Blue Book and Oneida Nation School System Policies and Procedures.

Each year there are different disciplinary issues that arise with our students. Each year our administrative staff reviews our policies and presents changes to the Oneida Nation School Board for approval.

After reading the Handbook, and if there are any questions, please don=t hesitate to ask your child=s teacher for clarification or help. If you have further questions, feel free to call the school office (Elementary 869-1676; High School 869-4308) for assistance.

As we begin the 2008-2009 school year, we urge you to read the handbook with your child and understand we need to work together to make our learning environment safe for everyone. We hope to see you at our year long activities, in our community school of choice for our families. Our activities include Family Feast, sports activities, plays, musical concerts, language and culture activities, as well as, parent/teacher conferences.

Have a productive, successful school year!

Respectfully submitted,

School Superintendent

ONEIDA NATION ELEMENTARY AND MIDDLE SCHOOL

Oneida Nation Elementary School(920) 869-1676
N7125 Seminary Road
P.O. Box 365
Oneida, WI 54155

Office Hours: 7:30a.m. - 5:00 p.m.

Student Hours: 7:45 a.m. - 3:00 p.m.

ONEIDA NATION HIGH SCHOOL

Oneida Nation High School (920) 869-4308
N7210 Seminary Road
P.O. Box 365
Oneida, WI 54155

Office Hours: 7:45 a.m. - 4:30 p.m.

Student Hours: 7:45 a.m. - 3:08 p.m.

ONEIDA NATION SCHOOL
GENERAL INFORMATION ADMINISTRATION

| | |
|---|----------|
| Oneida Nation Schools Superintendent | 869-4623 |
| High School Principal | 869-4433 |
| Elementary School Principal | 869-4621 |
| Elementary/Middle School Vice-Principal | 869-4660 |
| Coordinator of Special Education Services | 869-4627 |
| School Board Recording Secretary | 869-4657 |

ONEIDA NATION SCHOOL SYSTEM

2008-2009 School Calendar

| | | |
|-----------|--------------|--|
| August | 25 | No School – Staff Day |
| | 26 | No School – Staff Day |
| | 27 | No School – Staff Day |
| | 28 | First Day of School (K-12) |
| September | 1 | Labor Day – No School |
| | 2 | Classes Resume |
| | 29 | Mid-quarter progress reports |
| October | | Kalihwiyo (tentative) school in session |
| | 30 | End of 1 st quarter |
| | 31 | No School – Staff Development |
| November | 11 | Veterans Day – No School |
| | 20 | Parent/Teacher Conferences – ½ day for students |
| | 21 | Honors Assembly |
| | 27 | Thanksgiving – No School |
| | 28 | Indian Day – No School |
| December | 5 | Mid-quarter progress reports |
| | 11 | Science Fair |
| | 24 – Jan . 4 | Winter Break – No School |
| January | 1-4 | Mid-winter Ceremonies – No School |
| | 19 | End of 2 nd quarter – End of 1 st semester |
| February | 5 | Parent/Teacher conferences - ½ day for students |
| | 13 | Honors assembly |
| | 18 | Mid-quarter progress reports |
| March | 5-6 | Kindergarten Screening – No School For Kindergarten Students |
| | 20 | Staff Development – ½ day for students |
| | 23 | End of 3 rd quarter |
| April | 9 | Honors Assembly |
| | 10 | Good Friday – No School |
| | 13 | Parent/Teacher conference trade-off day. No School |
| | 14-17 | Spring Break |
| | 30 | Mid-quarter progress reports |
| May | 7-8 | Culture Days (May 8 is ½ day for students) |
| | 8 | Staff Development ½ day for students |
| | 22 | Oneida Day – No School |
| | 25 | Memorial Day – No School |
| June | 4 | Early Dismissal – Last day for students. |
| | 4 | 8 th grade and 12 th grade graduation ceremonies |
| | 5 | Work day for staff |

School Board approved: March 10, 2008

The Good Mind
as expressed by:
On<yote>a=ka

Kahletsyal&sla
The heart felt encouragement of the
best in each of us

Kanolukhw@sla
Compassion, caring, identity,
and joy of being

Ka>nikuhli=y%
The openness of the good spirit and mind

Ka>tshatst^sla
The strength of belief and vision as a People

Kalihwi=y%
The use of the good words about
ourselves, our Nation, and our future

Yuwahwa=ts\$le>
Our Family and our Nation

Yukwats\$stay^
Our fire, our spirit within each one of us

THE ONEIDA NATION SCHOOL SYSTEM=S PHILOSOPHY

The source of our continued survival emerges from our Oneida cultural beliefs. We have always placed a high value on living in harmony with all living things the creator has placed upon and around Mother Earth. Our culture has valuable lessons and concepts which must be transferred to our children in order to meet the many challenges of the future they will undoubtedly face.

We feel that an atmosphere based upon the founding principles of the Iroquois Confederacy, many of which are included in the United States Constitution, are vital to Oneida students developing an understanding and practice of mutual respect.

The Oneida Nation Schools are dedicated to recognizing the individual=s worth, dignity and mutual respect among all people, young and old, as well as, members of the world family. This dedication provides the encouragement for each child to feel accepted and valued. The Oneida Nation School presents each student with the opportunity to experience and learn to accept the responsibility of caring and accepting others.

Oneida Nation Schools will continue to revitalize our Oneida Language and Culture by using Oneida ideas and materials most meaningful to our students.

Through the strength of the Oneida Language and Culture, our responsibility to our children and to the generations to come is to prepare our students for leadership roles and positions of responsibility.

MISSION STATEMENT

The Oneida Nation School System will be the learning system of choice for our children by embracing the guiding principle that all young people have limitless potential and opportunity.

The Oneida Nation School system upholds this philosophy through the implementation of the highest standards of excellence in academics, culture, and an integrated, holistic, collaborative approach to life long learning for the individual student, family, community, and nation.

This commitment to excellence creates a path to responsible leadership, to plan and design the future in which the Oneida way of life is reflected and sustained

ONEIDA NATION SCHOOL

K - 12 CULTURE MISSION STATEMENT

Culture evolves from language. Language carries cultural norms in an upward spiral which encompasses all community members. Oneida cultural concepts flow upward, moving from the general to the specific and back to the general again. The cultural concepts seek their own balance as they meet the evolving needs of the people.

The cultural spiral of knowledge brings a higher progression of awareness. All parts of the environment are interdependent. Each part has an integral function that affects the whole. The inter weaving of human beings in a social setting and the organisms that thrive in the natural world follow the same natural laws. Students will attain this cultural knowledge through four processes:

Nurturing the individual is the first process. Students will learn pride in their identity. They will learn self-respect which will in turn engender respect for others and for everything that exists in the natural world. The personal attributes that will be promoted in the education system include being adaptable to change, having confidence in one's abilities and a willingness to be a self advocate. Oneida students will leave with a deep understanding of themselves espousing the Oneida value of **REASON**.

Herbs, medicines, and ceremonies are ways of achieving an equilibrium in the body. Students will acquire the capabilities of maintaining balance. Students will exercise self-control using the resources provided by the earth. Oneidas understand the close relationship between a healthy mind and body. This value is incorporated in the Oneida concept of **PEACE**.

Our students will learn they are members of an Oneida community and recognize the responsibilities between the individual and the environment. Responsibilities are acquired through cooperation within the framework of the clan system and through the language which addresses respect to all living things. The student skills learned will include active listening, seeing other perspectives, decision making, and arriving at a consensus. These responsibilities and skills reflect leadership qualities that are inherent in the Oneida principle of **RIGHTEOUSNESS**. Righteousness is the belief in the basic rights which belong to the people. By fulfilling these responsibilities, students will assure preservation of the environment and survival of the community.

There are many symbols in Oneida culture fostering unity. Cultural activities transmit significant teachings and symbolic relationships. Examples include the concept of wampum and illustrative stories that explain our origins as People of the Great Tree. The arts, crafts, songs, dances and games are both ceremonial and social. These activities promote unity. Their cultural message is derived from the Oneida concept of **POWER** which is a belief system and explains our existence here as human beings. The concepts of power are the norms, rules, and customs of society. These laws and customs are based on the authority derived from government and religion.

The Oneidas have a unique cultural world. To empower our students as they participate in the Western culture, it is important they be given the opportunity to discover and explore their cultural identity first. Students will leave enriched with a positive, coherent sense of self.

It is understood that the educational process for ethnic groups has been and can be destructive or constructive to growth and development. With this in mind, the school provides opportunities for students to know what is their own in contrast to what belongs to others. Multiethnic education leads to higher level thinking skills and an appreciation for others. Our students will be culturally Aliterate@ in the best sense of the word.

FIVE POINTS OF RENEWAL

On January 22-23, 2007 the staff of the Oneida Nation High School had an opportunity to review its policies, conduct, and goals with regard to student behavior. As a result of this meeting several points of emphasis have been developed. In brief, the five points are:

- § **Respect** - Staff, faculty and students all deserve to be treated with respect. Respect is all encompassing and is not restricted to the needs of the individual but rather to the needs of the group as a whole.
- § **Impressions** - Self control about our actions is an important part of the growth process. We renew our guides regarding language, dress and actions. The guides are written to minimize distractions for other students and to help teach self control that is required outside of the school setting.
- § **Attendance** - You can't learn if you are not in school prepared to learn. We renew our efforts to have students focused on learning in the classroom.
- § **Technology** - Technology can be a wonderful tool when used properly. It can also be a distraction to the educational process when abused. We acknowledge that technology has a role in the schools but renew efforts to education about the appropriateness of a variety of technology in schools.
- § **Responsible Thinking** - We commit to giving our students an effective and respectful atmosphere to learning. To this end we have provided a mechanism for students to reflect about actions when they are in conflict with the educational process.

ACCESS AND PRIVACY OF RECORDS

In accordance with the Family Educational Rights and Privacy Act (FERPA) you are notified of the following basic rights:

1. **Right to Inspect:** You have the right to review and inspect your educational records maintained by the Oneida Nation School System.
2. **Right to Request Amendment:** You have the right to ask for a correction of any part of your education record which you believe is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. This right includes the right to a hearing to present information that the record should be changed should the Oneida Nation School System decide not to alter the educational record according to your request.
3. **Right to Confidentiality:** The Oneida Nation School System will not disclose personally identifiable information contained in a student's educational records, except: (1) when written consent is obtained from the eligible student or the student's parent; (2) when the information is designated as directory information; or (3) under certain limited circumstances permitted by law.
4. **Right to Protest:** You have the right to file a complaint with the Family Educational Policy and Regulations Office, Department of Education, Washington, D.C. 20202, concerning failure of the Oneida Nation School System to comply with FERPA.

Directory Information

Oneida Nation School designates the following personally identifiable information contained in a student's educational records as Adirectory information:

- a. Student's name, address and telephone number
- b. Names of the student's parents
- c. Student's date of birth
- d. Student's class designation (i.e.: 1st grade, 10th grade, etc.)
- e. Student's extra curricular participation
- f. Student's achievement awards or honors
- g. Student's weight and height if a member of an athletic team
- h. Student's photograph
- i. Previous educational institutions attended by the student
- j. Name of school student currently attends

Directory information is considered to be in the category of general school information. When approved by the Administrator or designee, information designated as Adirectory information@ will be disclosed publicly by Oneida Nation School. Should a parent or guardian, or a student (18) years of age or older, wish to have such information removed from the category of directory information, they must notify the Administrator in writing within seven (7) days after receiving a copy of this policy.

ADMISSIONS

The Oneida Nation School has admission procedures. Call the Oneida Nation Elementary or High School office to receive application forms.

Application Process

Parents/guardians must submit the completed application materials which includes the child's birth certificate, tribal enrollment card, social security card, immunization record and most recent report card to the school at least 10 days prior to the start of the school year. Application for entrance to K-12 will occur at the beginning of the school term. In the High School, students may also be considered for entrance at the beginning of the second semester. At the Elementary school, applications for entrance may also be considered at the beginning of the second quarter and when students must transfer from a school outside of the attendance boundaries.

Applications for admission may be considered at any time under special limited circumstances such as foster care placements and moving from outside the attendance boundary.

Application Review

The Admission Committee will meet to review applications. Openings will be filled based on available classroom space, date the completed application was received with all necessary documents, and completion of the required student/parent conference. Upon committee review the family will be notified of eligibility for admission. Submission and review of an application does not guarantee admission to the school system. When deemed appropriate, the Admission Committee may admit a student on a conditional basis.

Non-admittance:

If a student has been expelled from any school district within the last two semesters, s/he will not be considered eligible for admittance. Further, students who have been expelled for misdemeanors, criminal acts, physical assault, possessing and/or using weapons or drugs will not be considered for admission for at least two (2) additional semesters or until evidence of rehabilitation for the inappropriate act is presented. The required evidence shall include but not be limited to:

1. A court order indicating successful completion of a rehabilitation program, or
2. A release from treatment statement from a therapist or medical doctor, or
3. A letter of reference from a licensed counselor.

Re-admittance:

When a student withdraws or transfers during a school year, he/she will not be considered for re-enrollment during that same school year. They may re-apply the following school year. **If a student is applying for re-admittance after an expulsion, the conditions that were outlined in the expulsion order must be met before admission to the Oneida Nation School District will be considered. The burden of proof that the conditions have been met will be the responsibility of the parent of the expelled student or the student if they are over 18 years of age.**

New Student Conferences

For new students, a required parent/student conference will be set up and held by the Admission Committee. At this time, school policies will be reviewed and the Educational Agreement and other necessary documents are signed, completing the admittance process. The Admission committee will be comprised of the Elementary or High School Principal/ designee and the following staff as needed

- 1.) Language and Culture representative
- 2.) Student Services representative
- 3.) Exceptional education/school-wide representative
- 4.) Teacher representative from appropriate grade level

New Student Review

The Oneida Nation School System is dedicated to assisting students in achieving their potential. The student review process is designed to retain admitted students in the school system.

1. New student progress will be reviewed by homeroom teachers in the elementary and assigned advisors in the high school, on a weekly basis. Parents/guardians will be notified of progress or need for improvement on an as needed basis. Mid-quarter reports will be mailed to parents/guardians.
2. If deemed necessary by the building principal/designee, a student/parent/staff conference will be held to develop a student plan for improvement. This process may include referral for assessment through the Teacher Assistance Team.

Probation

ALL new students are accepted on a probationary basis. The Oneida Nation Schools are dedicated to academic excellence, and therefore poor attendance, poor behavior, or disrespect will not be tolerated. The probationary period will be at least two months from the first day of enrollment. Within the probation period, the school counselor shall schedule a meeting with the student, parent/guardian, advisor or home room teacher and principal or designee to assess the student’s achievement and adherence to school policy. At the meeting, the student will be granted full enrollment, probation will be extended, or the student will be withdrawn. If it is determined that probation will be extended, it will be extended for thirty (30) days with a follow-up meeting to determine full acceptance or withdrawal.

Attendance Boundaries

The Oneida Nation School System admits those students living within the Green Bay, Pulaski, West DePere, Seymour and Freedom School Districts

ACCIDENTS

Students should immediately report all accidents suffered in school activities to the Teacher/Teacher Aide or designee in charge. If the accident is severe, we call 911 and then, contact the parent / guardian to inform them of the situation and condition of the student. In the event the parent / guardian is not available, we will consult the Emergency Medical Authorization form attached to your school application for appropriate numbers to inform the parent / guardian. We will continue to call the parent / guardian until we reach someone. (It is the parent / guardian=s responsibility to notify the Oneida Health Center / Contract Health within 24 hours). Due to the potential seriousness of accidents, the parent/guardian must inform the school office whenever information on the Emergency Medical Authorization form is changed.

ATTENDANCE / TARDINESS/TRUANCY POLICY: K-12

The Oneida Nation School Board has adopted a firm policy regarding Absence and Tardiness. The Board supports detention of students for irregular attendance and academic failure. Attendance for students is kept in the Administration office. **Parents must call in their child's attendance by 8:15 a.m.** (869-1676 Elementary and 869-4308 High School)

Therefore, the following is required: Pre-Excused Absences

Those student absences that have been previously arranged for the student to be excused by the school office and the teacher(s) concerned are known as “Pre- Excused Absences”. Accordingly, a student who plans to be absent is required to obtain a permission slip from the Principal’s Office and to obtain assignments from teachers prior to the excused absence. The completed Pre-arranged Absence slip is to be returned to the office prior to the absence. **The Principal retains the right to deny a request for a prearranged absence. If the pre-arranged absence extends beyond the time approved, and the school has not been notified by the parent or guardian of the reason for the extension, any days absent beyond the original pre-approval will be unexcused.**

Policy and Procedure for Prearranged Absences

1. Absences should be arranged in the Main Office of the school as soon as the parent or student is aware of pending absence.
2. These forms are to be signed by the student, the student’s parent/guardian, and the teacher/s. The forms are to be returned to the office for administrative approval prior to the student’s absence.
3. Students are encouraged to obtain and complete all assignments prior to leaving on pre-excused absences.
4. Students who attend cultural activities identified on the school calendar will have those days exempt from the 5 day rule provided that the absence is pre-excused.

Unexpected Excused Absences

Absences falling in this category may include short-term illnesses (1-3 days), long-term illness (four or more days), and absences of the nature of an emergency in which the time element may preclude the student from making arrangements to be absent from school in advance.

Policy and Procedure for Excusing Absences

1. The responsibility for regular school attendance of a child rests upon the child’s parent(s) or guardian.
2. All excused absences require a parent/guardian/legal custodian’s written note or verbal verification which is to be submitted to the principal, or designee, prior to re-admittance to school.
 - A. Written excuses for student absences should be presented to the schools’ attendance officer the day the student returns to school.
3. The school Principal or designated attendance official is empowered to approve a legal excuse to any student for the following reasons:
 - A. Illness of the student. For prolonged or chronic absences of three days or more, documentation from a licensed practitioner as to proof of the physical condition of the child, may be required prior to re-admittance.
 - B. An illness in the immediate family which requires the absence of the student because of family responsibilities. This must be explained and approved by attendance personnel.
 - C. Physician appointments: Parent/Guardian is requested to make a student appointment during non-school hours. **Students are not generally excused an entire day for a routine physician or dental appointment.**
 - D. A death in the immediate family or funerals for close relatives.

- E. Trips which are pre-approved as educational by the principal.
 - F. A subpoenaed court appearance which requires the attendance of the student.
 - G. A quarantine that is imposed by a public health officer.
 - H. Attendance at special events of educational value as pre-approved by the Principal.
 - I. Pre-approved school activities during class time.
 - M. Special circumstances that show good cause which is approved by the Principal, or designee in advance.
4. All students with excused absences will be given the opportunity to make up work.

5 Absences That Will Not Be Excused

- 1. Babysitting.
- 2. Missing the bus.
- 3. Bus didn't stop to pick up student/s.
- 4. Students refusing to attend school.
- 5. Students stayed up late the night before.
- 6. Student went out of town.
- 7. Student spending time with non-custodial parent or other relative.
- 8. Parent or other family members were ill.
- 9. Unforeseen circumstances – unless specified and approved.
- 10. Family emergency – unless specified and approved.
- 11. Personal reasons – unless specified and approved.]
- 12. Out of School Suspensions.

Tardiness

- 1. When a student arrives late for school, he/she must report to the school office first for an admit pass.
- 2. A Parent/Guardian's note is required stating the reason the student is late. If a student does not have a note, the tardiness will be unexcused.
- 3. **Accruing 7 tardies will equal 1 day of unexcused absence.**

Absences

- 1. If your child is sick, please **DO NOT** send him/her to school.
- 2. When a student arrives back to school after an absence, he/she must report to the school office first for an admittance pass. This applies to short and long-term absences.
- 3. School work which was missed during an absence, whether excused or unexcused, must be made up.
- 4. Each unexcused absence will require a parent contact by the school.
- 5. **At (3) days unexcused absence, a letter will be mailed to the parent.**
- 6. **At (5) days unexcused absence, a letter will be mailed to the parent, requiring the parent to accompany the student to school for a conference with the Principal/designee and school liaison officer to discuss the student's attendance.**
- 7. **At (10) days unexcused absence, the student will be referred for truancy. The truancy referral may result in issuance of a truancy citation. If the truancy continues after meeting with Principal/designee and school liaison officer, a referral may be made by the school administration to the school board for dis-enrollment. The School board will either uphold the dis-enrollment recommendation, or define the conditions whereby a student may continue enrollment.**
- 8. **Any absence, excused or unexcused, after the 10th day absent will be considered unexcused.**

BREAKFAST / LUNCH PROGRAM

The Oneida Nation School System operates a computerized breakfast and lunch program. Each student is issued an account identification number when entering the school system. This identification number will remain with the students during their stay in the district. All payments are to be made in advance to participate in the program. Students will be allowed three meals if their account falls below zero. Notices will be sent home with students periodically to inform parents of status of accounts. A parent or guardian may at any time, contact the Business Office to inquire about the status of a student=s account. Federal lunch assistance forms must be on file in the Office for each child enrolled in order to participate in the program. Free and Reduced Meals applications must be completed each year, and whenever there is a change in the household size or income. Students may bring a cold lunch if they desire to do so.

BUS TRANSPORTATION

Bus transportation on school buses is provided for eligible students to insure them a safe and efficient route to school. The Oneida Nation School System and bus personnel continually monitor this system to insure its success. Student cooperation in riding the bus and maintaining proper conduct as a student and rider is essential. Riding the bus is a privilege and can be revoked if students do not follow established policies. Parents / guardians will be notified if rules are not being followed and if consequences are given. If a student loses bus privileges, parents are responsible for getting the student to and from school. The final consequence for a student not adhering to bus regulations is to meet before the School Board for consideration for expulsion from the privilege of riding the school bus. *Cameras are on all Lamers= buses used by ONSS.*

The School Board has set bus transportation boundaries as:

1. Oneida Reservation Boundary
2. Within Green Bay:
 - HWY 29 - Memorial Drive - Velp Ave. (NW side of Green Bay)
 - Cormier Road to Oneida Reservation Boundary (SW side of Green Bay)
 - Eastman - Baird - McCormick (E side of Green Bay)

The Oneida Nation School=s concern is the safe and efficient transportation of your student. Students will be picked up and dropped off at a set location daily which normally is where they live or at a designated point in a Ahousing area@. If your student is not going to be picked up or dropped off at the designated area on a regular basis, parents/guardian must submit a written request to the bus transportation coordinator within the guidelines established. The bus will not wait for riders to appear at a loading spot. The building principal or designee is authorized to make other transportation arrangements in emergency situations if sufficient notice is given to make the change and if seating is available on the bus. To avoid misunderstanding of emergency requests, requests must be made in writing in a timely manner. Written requests must be received by 12:00 p.m. to insure the emergency location can be honored. Telephone requests will not be accepted under any conditions. Going to someone else=s house to visit or to a party on a different bus is not an emergency. Parents/Guardians should make their own arrangements in these cases.

Before Loading:

1. Be on time at your designated bus stop.
2. While waiting, **stay alert, act appropriately** and **stay off the streets.**
3. Do not cross the road until given the Ago ahead@ by the driver. **BE SURE TO WATCH FOR CARS!**

While Riding:

1. Take your seat immediately and remain seated until you arrive at your destination.
2. No fighting, teasing, crawling on floor, throwing objects or pushing.
3. Keep head, hands and materials in the bus.
4. Use inside voices -- no shouting, inappropriate language or gestures.
5. Regular conversation or noise must be kept to a minimum.
6. **ABSOLUTE QUIET** is mandatory before and at all railroad tracks.
7. Remain courteous to drivers and fellow students.
8. Follow all directions immediately that are given by the driver or school staff
9. Respect each other **and** the bus. Do not litter or vandalize.
10. Damage done to seats or other bus equipment by the rider must be paid for by the rider, their parents, or guardian. Students will not be allowed to ride a bus until the bills for damages are paid. Under this condition, parents must transport their student/s to school.

Bus Referrals & Consequences:

Riding the bus is an extension of a student's school day. All bus conduct referrals made will follow progressive disciplinary steps. **Students receiving Adisciplinary bus referrals@** will be disciplined as follows:

First Referral: A Principal or designee and Transportation Coordinator conference with the student. An in-school consequence will be required.

Second Referral: Student and Principal or designee and Transportation Coordinator will conference. The student will not be allowed to ride the bus for three (3) days. Parents will make arrangements for transportation.

Third Referral: Student, Parent/Guardian, Principal or designee and Transportation Coordinator will conference. The student will not be allowed to ride the bus for ten (10) school days.* Parents will make arrangements for transportation.

Fourth Referral: Student, Parent/Guardian, Principal or designee and Transportation Coordinator will conference. The student will not be allowed to ride the bus for twenty (20) school days.* Parents will make arrangements for transportation

Fifth Referral: Student, Parent/Guardian, Principal or designee, and Transportation Coordinator will conference. The student may lose all transportation privileges for the balance of the school year. Parents will make arrangements for transportation.

*Identified Special Education students will be given additional consideration before reaching the twenty (20) day referral.

CHILD ABUSE & NEGLECT REPORTING

Any staff member who has reasonable cause to believe, or suspects that a child seen in the course of their duties is, or is at risk of, being abused or neglected shall report the situation to the proper authorities. All Oneida Nation School staff are mandated reporters as defined in Wisconsin State Statute Chapter 48.981 (2); the Oneida Policy on Reporting Child Abuse and Neglect; and the Bureau of Indian Affairs.

CLASSROOM PARTIES

Incentives and rewards are a part of the classroom management and instruction plan. At times teachers may plan tangible rewards such as a classroom party that may include food*, games, and/or a movie. So that engaged learning time and instruction is maximized, classroom parties are limited. While these activities may be fun and even humorous at times, classrooms are designed for instruction, study, and learning. Learning for learning sake is to be the standard in all classrooms. *(Please see Addendum I for the Wellness Policy)

CLOSED CAMPUS

During a student's scheduled attendance hours, he/she must stay within the campus area and is not permitted to leave without authorized permission. Lunch hour is considered part of the student's day. Students who leave campus during the school day without school permission may be cited for truancy.

CLOTHING

Your student's health is one of our major concerns. When students are required to go outside, they should wear suitable clothing. All articles of outdoor clothing should be marked with the student's name. Book bags and clothing will be kept in lockers or cubicles during the school day.

Students must wear clothing appropriate to an educational setting. Students may not wear or display gang-related attire, including: bandanas or any articles of clothing bearing gang symbols, names, initials, insignia, jewelry, emblems, or other things which signal gang affiliation. Hats, caps, bandanas, or other head coverings, immodest clothing, tank tops, transparent tops, belly shirts, or cut off shorts are not appropriate and students will be asked to change. Clothing which promotes alcohol, drugs, gang symbols or colors, or sexual references will not be permitted. Students need to wear shoes; slippers and socks are not acceptable. Students must put all hats/head coverings in their locker at the beginning of the day or they will be taken away, only to be returned to a parent/guardian.

Consequences are as follows:

First Offense: Student must remove/cover inappropriate clothing for the remainder of the day

Second Offense: Student must remove/cover inappropriate clothing for the remainder of the day, parent/guardian will be contacted.

Third Offense: Student must remove/cover inappropriate clothing for the remainder of the day, after-school detention must be served.

Fourth and Subsequent Offenses: Student must remove/cover inappropriate clothing for the remainder of the day and serve suspension

CRISIS PLAN

The Oneida Nation School System has a Crisis Plan which assists staff members with the aftermath of a crisis. The purpose of this plan is to provide immediate counseling services to students and bring a calm to an emergency situation. This plan addresses the crisis of a sudden death or school emergency. The school's crisis team evaluates the crisis impact on the school and student body, and determines strategies to deal with the impact. (Crisis Intervention Plan available upon request).

ELECTRONIC DEVICES

Technological advances over the past decade have been phenomenal and have had a dramatic and revolutionary effect on educational environments. The misuse of technology, however, can create a disrespectful, dangerous and distracting influence. **Use of any electronic devices that result in the harassment of others will be considered in violation of ONSS Harassment and Anti-Discrimination Policies. The unauthorized** use of such devices during instructional time is a demonstration of disrespect toward school faculty and staff as well as students who might be distracted by such activity while attempting to learn. In order to minimize any negative impact, the Oneida Nation Schools will incorporate the following:

K-8 grade students are not to bring beepers, CD's or players, I-Pods, MP3 players, games, or other electronic devices to school. Students who do so will have their items confiscated by school officials and returned only to the parent. **Cell phones are permitted as the only exception, and are required to be turned off during the school day.**

Telecommunications:

Telecommunications devices are defined as cell phones and any future devices that are developed with the capacity to communicate in a similar manner. All such devices are to be turned off and put away (out of sight) during school hours.

Imaging devices:

Using a cellular telephone, personal digital assistant, digital camera, digital video camera or any other electronic device that is capable of capturing an image of an individual without his or her consent anywhere on school premises or any other location during a school-related activity is considered an invasion of privacy and is not permitted without the express permission of the building principal. Exception to this policy is any event that is considered a "public event, (i.e. athletic contests). School administration assumes the right to view all images on the device and delete any images that are in violation.

Computing Devices:

Personal computers, laptops, or notebook computers, Personal Digital Assistants (PDAs), and other similar items may be used in the classroom for educational purposes only. Any other use consistent with the above identified uses (telecommunication, personal entertainment, personal games, or image capture) will cause them to be treated as such with penalties for violation as identified.

Penalties will be as follows:

First offense: will result in the device being confiscated by the teacher and returned at the end of the day.

Second offense: will result in the confiscation and taken to the office. The item will only be returned to a parent or guardian.

Third offense: will result in the confiscation and taken to the office. The item will only be returned to a parent or guardian, and the student will be assigned a detention.

Continued offenses: the item will be confiscated and taken to the office. The item will be returned to a parent or guardian and the student will be suspended from school for consistent refusal to follow this rule.

EMERGENCY INFORMATION

Family / Emergency information forms are a part of the school application each year. Parents are required to update school files if and when the information changes during the school year. The school relies on the cooperation of the parents to assist with this critical information. Please call the school office to make sure we have current phone numbers in the event of emergencies.

FEES

Textbooks are “free” to students but they do not come free to ONSS. Good care is to be taken of all school books and materials. Students will be charged for books and equipment that are damaged or that are not returned.

FIELD TRIPS

Field trips are allowed contingent upon funding availability. Educational justification is required and approval by the Principal/designee must be obtained, two weeks in advance of the proposed date of the trip.

The following conditions govern all field trips:

1. The form to propose a field trip must be completed and submitted to the principal/designee in advance of the date on which the trip is scheduled.
2. All teachers/staff members must follow the same rules for the proposed trip. Once approved by the Principal/designee, the trip and rules must be discussed with the students and a permission slip will be sent for parent signature prior to the scheduled field trip.

Chaperone guidelines are as follows:

1. Chaperones must be 21 or older, preferably a parent or guardian of ONS System students.
2. Chaperones must have an approved, current background check on file, prior to the field trip.
3. Chaperones must monitor all ONS system students but will be assigned no more than ten students to be directly responsible for.
4. Chaperones must encourage and maintain appropriate behavior of students and report all inappropriate incidents to the teacher. Accidents must be written up and reported to the teacher within 24 hours.
5. NO PERSONAL VEHICLES will be allowed to transport students.
6. ALL CHAPERONES MUST RIDE THE BUS WITH STUDENTS, be a positive role model; not use profanity, act recklessly or smoke in the presence of students.
7. Chaperones cannot bring siblings of students, or other children on the field trip.

FINES AND OBLIGATIONS

These obligations include, but may not be limited to, detention, materials, musical instruments, class work, or financial debts. Damaged or unreturned textbooks, musical instruments and physical education/athletic equipment may be assessed at a replacement cost.

FUND-RAISING

No student or school group, club, or class may put on a sale, drive, dance, or campaign to raise money for their organization without the prior permission of the principal. All requests to participate in FUND-RAISING must be submitted in writing to the principal/designee. The written requests must be received by the principal at least 14 days prior to the proposed FUND-RAISING activity. There will be no solicitation among students for funds. Student fund-raising requires parental consent.

LOCKERS

The ONSS retains ownership and possessory control of all student lockers. School personnel may conduct searches of student lockers when there are reasonable grounds to believe that the student is in possession of alcohol/tobacco, controlled substances, and/or other drugs, weapons, or other prohibited items. A student may be present during his/her locker inspection, if available. Any unauthorized or prohibited item found in the locker may be removed, and the parent/student shall be informed of his/her right to obtain items that may have been removed. School personnel may arrange for Canine searches within the school buildings, including searches of student lockers and desks, and on school grounds to detect drugs

Students in grades 6-12 will be issued a locker and combination lock. It is the student's responsibility to keep the locker orderly and clean. Periodic inspections will be conducted by school officials. Students may not tamper with another person's locker or give their combination to another person.

LOST AND FOUND

Lost and found items are kept until the end of June at which time they are discarded. Students may check for lost items at the school office.

MEDICATION AT SCHOOL

All medications that are brought to school should be brought by the parent/guardian, given directly to the school nurse or designee to be kept in the nurse's office. All medicine needs to be labeled, indicating the times and amount to be administered and side effects (if any), or the medicine will not be given to the student.

Over the counter medicines must be accompanied by a signed Parent/Guardian Medication Request Form.

Prescription medication must be accompanied by a Physician's Authorization of Medication for a Student While in School Form.

Students are not allowed to carry medication in school with the exception of an asthma inhaler (see addendum 2). The school nurse or designee will dispense all medication.

NEWSLETTER

A monthly newsletter is mailed to each student's home. In addition, notices of important or noteworthy school events or happenings will be sent home with students. The newsletter includes a monthly calendar of events, including cultural activities, athletics, and after school presentations.

PARENT INVOLVEMENT IN THE SCHOOL

All parents are strongly encouraged to be active participants in their student's education by attending school activities, parent/teacher conferences, chaperoning field trips, and volunteering in other school-sponsored educational programs. There are varied opportunities for parents to serve on committees within the school. The Oneida Nation School Board has approved a PARENT INVOLVEMENT POLICY and HOME/SCHOOL/COMMUNITY COMPACT, in conjunction with the NO CHILD LEFT BEHIND ACT of 2001, five year plan. The Community Compact is an agreement between students, parents, teachers and school administration to work together to improve teaching/learning.

Johnson O'Malley Program

The purpose of the Johnson O'Malley funds are to meet the specialized and unique needs of eligible Indian students, including supplemental programs to the regular school programs and operational support when it is necessary to maintain the State standards. (25 CFR subpart Part A) An Indian Education Parent Committee is selected from among the parents whose children are enrolled in the school. (25 CFR subpart B 273.15), thus a Johnson O'Malley Parent Committee has been established for the Oneida Nation School System. The parent committee meets monthly. Parents are to be totally involved in the planning, implementation, and evaluation of the program. Interested parents may contact the school's Student Advocate for more information.

PASSES

Students must be under the direct supervision of a staff member at all times and must either be escorted or have been provided a corridor pass signed by a staff member before leaving an assigned area (student passes are found in the student agendas). Students must report directly to assigned areas at all times during the school day and/or the location indicated on the pass. Written permission from the building principal or designee will be considered an appropriate "pass" to an assigned area. Students' individual needs will be taken into consideration for corridor passes.

NO passes will be issued for bathroom or water breaks during instructional time at the Middle/High School level. Students receive a break each hour which provides an opportunity for both.

Agendas

NO AGENDA - NO PASS. Students will not be given a pass if they do not have an agenda. If a student does not have an agenda they will be issued a replacement agenda. If a student loses his/her replacement agenda, then the student will be furnished with a photocopy of a pass booklet. If a student loses the copy, then there will be no passes issued to that student for the remainder of the school year. Students wishing to go to a different room must receive prior approval from the teacher in that room.

REPORT CARDS / GRADES AND CONFERENCES

All students are evaluated and report cards are prepared at the end of each quarter. The reports for first and third quarter are distributed at scheduled conferences, and the reports for second and fourth quarter are mailed home. Parent/Teacher conferences are scheduled through the Principal's office. Dates for regular parent conferences are scheduled on the school calendar, and other individual student conferences are scheduled as needed to enable students to make the best possible gains during the school year. To develop continuity between Elementary, Middle School and High School all teachers in grades 3-12 will use the same grading system. Grades 1 and 2 will use "O", "S", and "N".

This is the grading scale:

| | | |
|--------------------------------|---|--|
| A 90 - 100 | A+ = 99 - 100 A = 93 - 98 A- = 90 - 92 | -Displays outstanding effort, achievement, and is exceeding proficiency or IEP standards. -Quality of work is excellent, creative products, accurate, well thought out, organized, and demonstrates a high level of skill, subject or strategy mastery. - Completes and submits work on time. |
| B 80 - 89 | B+ = 88 - 89 B = 82 - 87 B- = 80 - 81 | -Displays above average effort, achievement, and is exceeding proficiency or IEP standards. -Quality of work is good, solid products, accurate, well thought out, organized, and demonstrates above average level of skill, subject or strategy mastery. - Completes and submits work on time. |
| C 70 - 79 | C+ = 78 - 79 C = 72 - 77 C- = 70 - 71 | -Displays satisfactory progress in effort and achievement and is meeting basic proficiency or IEP standards. -Quality of work is satisfactory, some what accurate and organized, demonstrates average level of skill, subject or strategy mastery, assignments are meeting basic minimal levels. Assignments need to be more thorough. -Routinely completes and submits work on time. |
| D 60 - 69 | D+ = 68 - 69 D = 62 - 67 D- = 60 - 61 | -Poor achievement/effort, can do better work with more effort, barely meets minimal proficiency or IEP standards. -Quality of work is basic/minimal, inaccurate and unorganized, demonstrates below average level of skill, subject or strategy mastery, assignments are not meeting basic minimal levels. Assignments need to be more thorough. - Routinely does not complete and submit work on time |
| F 59 or below | Failing - not passing grade level | -Poor achievement/effort, can do better work with more effort, do not meet minimal proficiency or IEP standards. - Level/quality of work does not meet minimal proficiency standards. - Routinely does not complete and submit work on time. |
| NC | no credit | |

For the purpose of school reports and recognition awards, perfect attendance means that the student was present every day of the school year. Any absence, excused or unexcused, disqualifies a student from perfect attendance because the student missed the classroom instruction.

Report Cards:

1. At the discretion of the teacher, an incomplete grade can be issued at the end of the quarter and a list of incomplete assignments will be furnished. Incomplete work must be made up in two weeks after the end of the quarter to receive credit, or the delinquent work will be assigned a grade of no credit.
2. Five days absent (unexcused) during a quarter may result in a grade of NC (No Credit).
3. Report cards for grades 9-12 will be computer generated and are marked: A, B, C, D, F, and NC, for an achievement and an effort grade. 9-12 students will be eligible to receive recognition for the highest. Honor Roll (3.8-4.0) and High Honors List (3.5-3.79), and Honors List (3.0-3.49) also for perfect (no tardies or absences) attendance. A grade of “D” or “F” in any course disqualifies Honor Roll recognition.
4. In addition to the traditional grading system, teachers use a portfolio process. The portfolio is to document student progress in all curricular areas.
5. Grades and attendance awards are compliant with ONSS Policies and Procedures and may not be consistent with other Tribal Departments.

It is important to remember that your child is an individual and his/her grade information should not be compared with any other child’s report card. This is especially true of children in the same family.

SCHOOL HOMEWORK POLICY

Home Work

The quality and quantity of assigned home work will be determined by the student's grade level and policy of the classroom teacher.

Students' Responsibilities:

1. Homework is the responsibility of the student
2. Homework assignments should be written in the student's agenda book
3. Students should ensure that required materials are taken home. Completed homework should be returned to school when due.
4. Students should allocate a time and place for homework, free from distractions.
5. Homework should be completed by the student within the assigned timeframe.
6. When a student misses a class, it is her/his responsibility to complete the work assigned.
7. Students are responsible for work or tests missed the following day they are involved in co-curricular activities.
8. Students/parents may request homework from the office before 9:00 a.m. if the student is gone for more than one day.

Parents' Responsibilities:

1. Parents should demonstrate an interest in their children's homework and monitor their work habits.
2. Parents should ensure that students have a time and place for homework, free from distractions.
3. Parents are urged to attend information evenings and parent conferences in order to become aware of the homework and testing schedules in their children's courses.
4. Parents should do more than periodically explain or review their child's homework by contacting the teacher to discuss their concerns and ways to help their child.

Teachers' Responsibilities:

1. Teachers must be clear on homework assignments; make sure students have pre-requisite skills; vary and individualize the types of assignments.
2. Teachers should grade homework and/or provide appropriate comments as much as time permits.
3. Teachers should review homework in class and discuss problems or questions that students may have.
4. Teachers will contact parents in a timely manner, if students are not fulfilling their homework responsibilities

SCHOOLWIDE PROGRAMS

The school wide No Child Left Behind Act of 2001 provides several programs for school improvement. These programs include improving teaching and learning, professional development, technology, family and community involvement and managing school reform. Emphasis in the program is to strengthen curriculum and assessment, improve instruction in all academic areas, integrate technology, and to optimize parental involvement. The focus of school wide expands the resource base for every child. The resource program reaches the most educationally and socially disadvantaged children by immersing them in more advanced curriculum and the best instruction, and keeping them in class with peers who can show the way.

ATHLETICS DEPARTMENT

Oneida Nation Schools offer Fall, Winter and Spring sports for your children. The coaches work very closely with the teaching staff to insure consistency in participation and classroom work being completed. Attendance, grades and attitudes are monitored on a weekly basis. We encourage all students to participate in activities that afford them the opportunity to travel to other schools in the community.

Student- Athlete: Athletic Code of Conduct

The Oneida Nation School believes that athletic participation is a privilege and not a right. Penalties will be given to any student-athlete for rule violations. A copy of the Athletic Code of Conduct is reviewed with parents at a mandatory, pre-season meeting. These are also available in the school office, at both buildings.

EXCEPTIONAL EDUCATION

Exceptional education is a program which enables children with neurological dysfunctions; difficulties in academic and learning tasks; or showing a discrepancy between achievement and potential, to achieve growth at their own individual pace.

The exceptional education program requires completion of a certification process, which includes a teacher/parent referral, classroom observations, physical/vision/hearing exam, individual achievement tests scores, diagnostic test results and psychological evaluation.

Parental consent is obtained before any assessments are completed. There is a meeting after completion of the assessments, to review the results and discuss appropriate follow-up. Students who are eligible for enrollment in the exceptional education program have an Individualized Education Program (IEP) in all necessary academic, behavior, and social areas, which is developed with their parents and school staff. They are also included with their grade level peers for instruction as much as possible.

HUMAN GROWTH AND DEVELOPMENT

Wisconsin Statute 118.019 encourages all school boards to make available to students instruction in topics related to human growth and development. The kindergarten through twelfth grade programs in ONSS offer information and instruction appropriate to each grade level. The program includes instruction in the following areas:

1. Self-esteem, responsible decision making and personal responsibility.
2. Interpersonal relationships.
3. Discouragement of adolescent sexual activity.
4. Family life and skills required of a parent.
5. Human sexuality.
6. Sex stereotype and protective behavior.
7. HIV/ AIDS (taught yearly)

LIAISON OFFICER

ONSS has an agreement with the Oneida Police Department to have the services of a police liaison officer available to its students. In addition to building **positive** lines of communication between students and local law enforcement and promoting safety issues in the building, the police liaison officer assists in dealing with serious discipline issues such as truancy, disorderly conduct, tobacco, drugs and alcohol, intimidation and threats, and weapons. Students involved in these types of serious problems may be cited for their behavior.

ONEIDA LANGUAGE / CULTURE

The Oneida Nation School requires Oneida Language/Culture in grades kindergarten through twelve. Through a BIA mini-grant, digital audio files of the language and culture have been recorded for students and staff to access for curriculum-related activities. The school continues to work toward enhancing the overall program that will provide the students with the capability to eventually converse in the Oneida Language.

STUDENT SERVICES

The Oneida Nation School Student Service Department offers a variety of social and educational services for K-12th grade students. These services include:

ATODA and Violence Prevention Specialist

The ATODA (Alcohol Tobacco and Other Drug Addiction) and Violence Prevention Specialist works with students at the high school grade levels and is able to perform assessments, intervention, individual/group counseling, referral, advocacy, and follow-up. This position has an emphasis on substance abuse and violence prevention and culture based conflict resolution.

Group Facilitator

The Group Facilitator works with students at the elementary and middle school grade levels. This position facilitates student groups with an emphasis on social skills, suicide prevention, alcohol and drug abuse prevention, prevention of teenage pregnancy, and culture based conflict resolution. Student support has an emphasis on traditional identity and cultural guidance.

School Counselor

There are three School Counselors for the areas of K-5th grade, Middle School 6th-8th grade, and High School 9th – 12th grade. The School counselors provide individual and/or group sessions for students to allow students the opportunity to work on and identify issues that might be barriers from attaining goals in the classroom. Counseling curriculum is taught to all grades in the areas of self esteem, anger management, problem solving, peer mediation, conflict resolution, coping skills, and alcohol and drug abuse prevention. Career and pre-college activities and guidance are conducted throughout the school year.

School Social Worker

The School Social Worker works with students in grades K-12th and provides direct services such as home visits, assessments, follow-up, intervention and referrals to students and families involving personal, social and family problems. The School Social Worker can assist children and families facing challenges at school or in the home and can help with locating resources, services, and support. A strength based team approach is used and teachers, parents, and students themselves can request assistance.

Student Advocacy

The Student Advocate is available to students in K-12th grade. This service provides support to students and families through home visits and phone calls. Assistance can be offered for clarifying school policies, arranging parent conferences and meetings, addressing areas of attendance and matters hindering academic and/or social progress, as well as coordinating transportation for the student and/or parent for conferences, counseling, etc.

TECHNOLOGY

The ONSS will provide computer classes for grades K-12. A K-12 Technology Curriculum has been developed for the classes, which aligns with the WI State, National and American Indian Content Standards. In addition, many of the core subject areas are being supplemented through the lessons and activities.

The Technology Department continues to develop, maintain and integrate culturally relevant activities and resources using technology. Three software programs are available for teaching the language and culture.

Acceptable Use Policy

The Oneida Nation School System (ONSS) offers the privilege of Internet access for student and staff use. With this learning tool, students and staff must understand and practice proper and ethical use. All students must attend a presentation regarding procedures, ethics, security and other issues addressed with this policy. Please be aware that your child(ren) may be using school district resources to access the Internet.

Violating the acceptable use policy will result in the suspension of internet privileges.

We will continue to take precautionary measures to ensure the safety of our students when using the Internet. Biweekly reports of Internet activities are run to identify access to areas of concern. We also check the student directories periodically to eliminate any viruses from entering the network.

TELEPHONE

School phones are not to be used by students at any time for personal use. Any exception **must** be approved by the appropriate staff. If a student must make a telephone call, he/she may be given a corridor pass to the front desk, and the staff member will place the call for the student. Students who misuse or abuse the telephone system (placing 911 calls without causes) may be subject to an immediate suspension from school. A second offense may result in a recommendation to the School Board for expulsion from school.

TESTING

The Oneida Nation School System follows Wisconsin State Assessment (WKCE) requirements for standardized testing. ONSS also administers the Measures of Academic Progress (MAP) testing, during the fall and spring of the school year. This is an individual, computerized assessment that measures academic progress more specifically than the state evaluations. These tests are considered an important part of evaluating individual student abilities and learning needs.

Parents are encouraged to be sure their children attend school during testing and perform to their fullest potential on the testing materials. Parents will be informed of the assessment dates through the newsletter, with more detailed information regarding the specific tests.

TRAFFIC

No stopping or standing is permitted in the bus loading and unloading zone. Pick up your student in a regular place each day so he/she knows where to look for you. Bikes are not encouraged because of the busy traffic on Seminary Road.

Students who ride a bike are encouraged to learn the rules of the road and to have their bikes registered.

Parents/guardians who come to the school to pick up their student during or at the end of the school day must come into the main office. The office staff will summon the child to the office, and the parent will be required to sign the roster at the front desk indicating the students name and the time the student was removed from the school.

VISITORS TO SCHOOL

Parents and other visitors who come upon school premises between the hours of 8:00 a.m. through 4:30 p.m. are required to come to the school office, identify themselves, and state the purpose for their visit. Visitors must sign in and obtain a Visitors Pass. The visitors pass must be worn in a visible place by the visitor while he/she is in the school. The School Administration reserves the right to refuse anyone to visit in the school, if it is determined **NOT** to be in the best interest of the school. Any unauthorized person who fails to come to the office or who is on the premises for improper reasons and disrupts school activities will be asked to leave the school grounds. Failure to leave will result in the summoning of the Oneida Police Department for follow up and appropriate action. **Visits by students from other schools are not usually permitted, but special requests must be submitted to the building principal at least one day before the visit for possible consideration.**

WEATHER AND SCHOOL CLOSING

Schools are closed during inclement weather by the School Administration, by their discretion if the weather conditions are such that it endangers the students' well being and safety. In the event that it is necessary to call school off due to inclement weather or other justifiable conditions, the following plan of action will be put into effect:

1. The decision to close will be made at the earliest possible time, utilizing all available information in regard to current weather conditions. Usually, the school will inform the radio stations by 6:30 a.m. on the day of inclement weather.
2. Advance notices will be given via the radio whereby parents will be informed so that they may take necessary measures.

Please listen to one of the following radio stations listed below:

| | |
|---|-------------------------------|
| Wdua-AM AM 1400 | Wnam AM 1280 |
| Wixx -FM FM 101.1 | Whby AM 1150 |
| Wnfl-AM AM 1440 | Wgee AM 1360 |
| <u>or watch the following television stations:</u> | |
| Wbay Channel 2 | Wfrv Channel 5 |
| Wluk Channel 11 | Nbc Channel 26 |

3. In the event that it is necessary to close school during the course of the school day, notice will be given via the listed radio stations.

STUDENT DISCIPLINE

The goal of our discipline plan is to provide a safe, humane, school climate of respect and caring for all people involved at the Oneida Nation School System. All staff and students share this responsibility and caring, which will promote and encourage the teaching/learning process. There will be implementation of a **MONTHLY POSITIVE RECOGNITION** for good attendance, academic progress, good behavior, for all students, K - 12. This program has been built into the new five year plan of the No Child Left Behind Act. Student academic progress will be monitored weekly, with meetings between teachers, as well as, notification to parents of **POSITIVE** behavior, along with areas of concern. Meetings with parents will be held, as needed with frequent contact between teachers, student service staff and parents.

Assemblies-Special Gatherings

School-sponsored activities (Social Events, Athletic Contests, Plays, Concerts, etc.) are an integral part of the school curriculum. As such, they require the same student behavior as is stated for regular school attendance. All school policies are in effect and will be followed.

1. Show respect to all people.
2. Do not talk during the program.
3. Applause should be in keeping with the program.
4. Be attentive and courteous to all.

Categories Not Covered

The Oneida Nation Oneida Nation School Board and Administrators retain the right and privilege to issue and alter penalties for acts of discipline not specifically defined above, including violations of local, state and federal laws. The school administrator or designee(s) may recommend that a student be placed on a separate educational track that requires an alternative program for repeated offenses in any and all of the above behavior categories.

Destroying School Property/Vandalism

Defacing, mutilating and destroying school property of any type will result in the student receiving regular disciplinary consequences that may include suspension from school or possibly expulsion if the destruction is excessive. Students must pay for all damages. School property includes, but is not limited to textbooks, workbooks, and materials for experiments and class activities. An immediate assessment of any damages will be made and the student will be billed accordingly.

The school is not responsible for the personal property of students, which is missing, destroyed or damaged in any way. Such items must be reported to staff members and referred to the office immediately. Students must keep personal property items in their possession or in a locked locker for prevention purposes.

Disruptive Behavior/Inappropriate Language/Gestures

Disruptive behavior means an outburst of any type which disrupts a class or the school in general. This behavior generally consists of loud, inappropriate noises, actions or comments. The consequences will vary with the student's degree of disruption **and frequency of the disruptions.**

A more serious offense may cause the student to be immediately removed from the area. The classroom teacher will follow the school's discipline plan as determined by the building principal/designee.

Fighting

Physical confrontations or attacks on other students will be grounds for a suspension, **and under certain circumstances can result in an expulsion.** An immediate investigation by the Principal or designee will indicate whether an additional investigation will be conducted by civil authorities. An investigation includes the Principal or designee discussing the incident with all involved parties including both students and staff. Based on the findings and depending on the severity of the individual actions of students, appropriate disciplinary and legal measures will be taken.

General Insubordination

Failure to follow reasonable directions and school policies will result in an immediate consequence that may include a detention, a time out, an in-school suspension or out-of-school suspension. The consequence will depend on the severity of the situation and/or previous disciplinary actions of the individual student **and will be determined by the building principal/designee.**

Grounds Behaviors

1. Stay in designated areas.
2. Use all equipment properly.
3. All tackling (rough-housing games/behaviors) are not allowed.
4. No snowballs will be allowed.
5. Stay in view of ground's supervisor.

Inappropriate Language

Students are expected to use school-appropriate language and behavior in order to provide a respectful, peaceful learning and teaching environment. The following is not permitted in the school or at any school-sponsored events, directed at either the staff or other students:

1. All words or phrases which are considered swearing or are profane or obscene.
2. All words or phrases which reference racial sexual or religious matters with the intent to degrade or defame.
3. All gestures which reference any of the above

Also prohibited:

- ❖ Any behavior or language which disrupts teaching or learning.
- ❖ Loud outbursts, tantrums or other disruptions.
- ❖ Any words, phrases, or gestures which may constitute bullying.

Consequences are as follows:

First Offense: Student removed from classroom; parent/guardian contact made by teacher.

Second Offense: Student removed from classroom, parent/guardian contact made by teacher, after-school detention assigned by **staff person.**

Third Offense: Student removed from classroom, parent/guardian contact made by teacher, one day in-school suspension assigned by principal/designee

Fourth Offense: Student removed from classroom, parent/staff conference scheduled by principal/designee. **A student may be suspended or cited if inappropriate language continues.**

Inappropriate Language/Gestures Directed At Staff

An immediate conference with the principal or designee will be held with the student. Secondly, the student and parents/guardians will be notified and will be given the opportunity to meet with the principal or designee and the staff member involved to determine how to curb difficulties. A student **may** receive an in-school or out-of-school suspension as determined by the principal or designee.

Dependent on what type of suspension was assigned, before the student may return to school or class, the student and parents/guardians will be required to meet with the principal or designee to determine a **plan of action**. Student Services staff may facilitate a referral to other appropriate agencies. If students have been involved in previous disciplinary offenses or categories, **the student may be recommended to the School Board for expulsion proceedings from school.**

The Student Services and Exceptional Education Department will be involved with the student disciplinary procedures so that the student will know that counseling services are available and to determine if curriculum modifications are necessary. In addition, the student may be evaluated or re-evaluated to determine if Special Education services are necessary.

Lunchroom Behaviors

1. Eat food and drink in the cafeteria, or designated area of the building.
2. **Practice appropriate behaviors, and appropriate table manners.**
3. Clean up after yourself.
4. Use inside voices.
5. Wait to be dismissed.
6. **Walk when leaving the cafeteria to go to recess or classroom.**

Multiple Types of Incidents of Misconduct

When a student is involved in multi-disciplinary problems, such as inappropriate language or gestures, verbal or physical confrontations, etc., he/she will be notified that should anything else occur, the student and parents/guardians must meet with the principal or designee to determine the next disciplinary step and/or plan. In addition, the Student Services Department will be involved with the student disciplinary procedures so that the student will know that counseling services are available and to determine if curriculum modifications are necessary. In addition, the student may be evaluated to determine if Special Education services are necessary. **After all attempts have been exhausted to correct the misconduct, and if the misconduct continues, a student may be suspended or expelled for repeated refusal to follow school rules.**

Oneida Police Disciplinary Referrals

In order to provide a safe, healthy environment and the best education possible for students in the Oneida Nation School System, a positive learning atmosphere must be maintained. It is never an easy decision to suspend students or submit reports to the proper authorities for dangerous or illegal activities. Sometimes it is necessary to ensure the safety and health for all students. The following infractions will result in immediate suspension and a referral to the Oneida Police Department. An investigation will follow. Citations and charges may be issued. Fines may be assessed for the following: Physical acts of violence, possession of weapons, possession of controlled substances, intimidation/harassment, destruction of property/vandalism, gang related activity/gestures/clothing, gambling and theft.

Every effort will be made by staff and administration to use conflict resolution, mediation, anger management and counseling services when it is in the best interest of the student.

Physical Confrontations Or Attacks On Staff

Physical confrontations/attacks or other types of intimidation against staff members will not be tolerated. Student confrontations with staff members will include an immediate investigation that may result in a five day out-of-school suspension from school. Reports to civil authorities and other appropriate agencies will be filed by the building principal/designee. The student(s) involved will meet with the principal or designee and parents/guardians to determine the next disciplinary steps. **Depending on the findings of the investigation, the student(s), may be recommended** to the School Board for expulsion proceedings from school.

Pupil Harassment

It is unlawful to discriminate against another student on the basis of sex, race, color, national origin, or disability. Further, the ONSS does not permit discrimination of another student on the basis of ancestry, creed, religion, pregnancy, marital or parental status, or sexual orientation. Harassment, including sexual harassment and bullying, is a form of discrimination and occurs when a person intentionally engages in a pattern of conduct or repeated acts that harass or intimidate another person and creates a hostile or offensive learning environment. Discrimination, including harassment, that interferes with another student's school performance and/or ability to access and benefit from the educational environment will not be tolerated.

Hazing is also prohibited, and is defined as forced activity in which a person, or group, intentionally or recklessly engages in conduct that endangers the physical health or safety of another for the purpose of initiation or admission into or affiliation with any organization, regardless of a student's willingness to participate in the activity. The conduct includes, but is not limited to whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, or forced confinement. This activity may be a felony if it results in great bodily harm to another.

Discrimination of any kind is not acceptable behavior and students will be given appropriate consequences, including suspension or expulsion. Discrimination complaints may be filed by contacting the proper school authorities.

Respect

All people were given the warmth, love and compassion that would transfer through our words and our actions. The Creator hopes we would open our minds and our hearts to the needs of others. We should put ourselves within their thoughts and ensure their well being. Our responsibility is not to listen with just our ears, but our hearts. Everything the Creator has put on this earth deserves the acknowledgment of love and caring.

- ◆ Use soft words
- ◆ Respect is collaboration, and also in your words and actions
- ◆ Consider the needs of others and balance it with your needs
- ◆ Listen responsibly

School and Hallways

It is expected most behavior and general conduct is a matter of common sense. The following are listed as reminders of specific rules:

1. Respect other students/staff at all times.
2. Use proper language.
3. Walk the hallways in a quiet and orderly manner.
4. Wait your turn to speak.
5. Keep valuable possessions at home.
6. All cell phones are to be turned off **and kept in students lockers during the school day.**
7. Always get permission and have your agenda corridor pass signed before leaving a classroom.
8. Confiscated items must be picked up by a parent/guardian from the principal/designee. **If the parent does not pick up the confiscated item within 30 days, it will be returned to the student at the end of the 30 day period.**

Student Behavior Expectations/Basic Rules

All students are reminded that the majority of their time at school is in the classroom learning environment. If any student or group of students' behavior or misconduct disrupts the teaching process, **all** students are denied their right to learn. No student retains the right to interfere with another student's learning, interfere with a teacher's teaching, or interfere with a safe and healthy environment.

Expectations for students include, but are not limited to:

1. Walk at all times.
2. Keep hands, feet, objects and inappropriate comments to yourself.
3. Follow all staff directions the **first time** they are given.
4. Inappropriate comments, yelling, name calling, teasing, and general disrespect will not be tolerated and students will be disciplined accordingly.
5. Be in assigned area **with required materials.**
6. Food, soda, candy, and toys are not permitted during school hours and on the bus.

STUDENT SUBSTANCES ABUSE, ALCOHOL/TOBACCO AND OTHER CONTROLLED SUBSTANCES

In order to provide a safe, healthy environment and the best education possible for students in the Oneida Nation School System, a positive learning atmosphere must be maintained. Therefore, in order to maintain this healthy environment, our students must be alcohol and drug free.

Students have the right to attend school in an environment that is free from the non-medical use of alcohol and controlled substances. These substances interfere with the learning and performance of students.

The following actions are prohibited by students while under the supervision of a school authority, in or on school property, or in any Tribal-School or contracted vehicle or at school-sponsored activities:

1. The use, possession, dispensing, distribution, manufacture, transfer, sale or possession, with intent to sell controlled substances, alcohol, tobacco or drug paraphernalia (as defined by local, state and federal statutes);
2. The possession and/or use of prescription drugs by individuals for whom the drug is not prescribed;
3. Being under the influence of alcohol or controlled substances;
4. The possession, distribution or sale of look alike or counterfeit drugs, **drugs, non-prescription drugs, and/or controlled substances, designer drugs (e.g. performance enhancing) or look-alike alcohol;**
5. The distribution or sale of prescription, controlled, or over-the counter drugs; and
6. The use, possession, distribution, transfer or appearing to be under the influence of inhalants.

Parents/guardians and students will be informed of the established standards of conduct and possible sanctions related to the use and abuse of alcohol and controlled substances. Failure to abide by this policy will result in disciplinary action up to and including suspension or expulsion from school. Such disciplinary action shall be done in accordance with state, federal and tribal law or ordinance and established school administrative procedures.

Prescription medications are to be construed as exceptions to this policy when used by the individual for whom they were prescribed and in the manner and amount prescribed, and in accordance with the Oneida Nation School policies and procedures.

The Oneida Nation School shall assist students, parents/guardians, and staff to be aware of and how to access programs that exist to deal with the problems associated directly or indirectly with controlled substance and alcohol abuse. The Oneida Nation School will participate in programs which focus on prevention of drug and alcohol use and abuse and provide intervention and support for those students affected, directly or indirectly by controlled substance or alcohol problems. Canine searches may be used as prevention or intervention tactics to discourage the use of controlled substances by students. These programs should be part of a network of community services and provided through both school and community efforts.

Violations of this policy will be cumulative during a student's K-5, 6-8, and 9-12 career. Violations will not be carried from 5th to 6th grade and 8th to 9th grade.

A student may be required to submit to a breath test to determine the presence of alcohol if a school official and/or with the assistance of a law enforcement officer if there is reasonable suspicion that the student has alcohol in his/her system in violation of state law. Such test shall be administered by a law enforcement officer and shall meet the state law requirements.

Violations of this policy, or refusal to submit to required breath testing for the presence of alcohol, shall be processed in accordance with established Oneida Nation School policies and procedures. The results of breath testing or the fact that student refused to submit to breath testing may be used in any hearing or procedure regarding the discipline, suspension or expulsion of a student due to alcohol use. The results of such testing may also be used for student treatment decisions. Due Process will be followed in accordance with the student handbook.

OFFENSE: Controlled Substance, Other Drug, Prescription Drug, Non-Prescription Drug and Alcohol Abuse

EXPLANATION: Any student of the Oneida Nation School system attending school or any school related activity, in the possession of, under the influence of controlled substances, or uses or has possession of prescription drugs by individuals for whom the drug is not prescribed, or intoxicants, including, non-alcoholic beer or wine or mood altering substances, or a substance which is represented as a drug or intoxicant, or in possession of related drug paraphernalia at any time (24 hours per day-365 days per year) on school premises or at a school related activity shall automatically, **and without exception**, be subject to the following consequences.

CONSEQUENCES:

A. First Violation:

1. Any student found to be in violation of this policy for the first time will receive an automatic three (3) day suspension. In addition, the student and/or his/her parents will be required to seek counseling and provide written evidence of this counseling to the building principal within 14 days of the first day of the suspension. Acceptable sources of counseling **are non-school licensed counselor/therapist with Oneida Behavioral Health ATODA or MH counseling program OR other counseling agency.**
2. If counseling is not completed within the time allotted, the student may be recommended for expulsion.

B. Second Violation:

1. Any student found to be in violation of this policy for the second time, **will be suspended during the investigatory procedure, the length of the suspension will be determined by the principal or designee, and may** be referred to the School Superintendent for expulsion from the Oneida Nation School System. The student shall not be allowed on campus, or permitted to attend any school activities or events during the investigatory procedure. **If the student is suspended, and not recommended for expulsion, the student and/or his/her parents will be required to seek counseling and provide written evidence of this counseling to the building principal within 14 days of the first day of the suspension. Acceptable sources of counseling are non-school licensed counselor/therapist with Oneida Behavioral Health ATODA or MH counseling program OR other counseling agencies.**
2. **If counseling is not completed within the time allotted, the student may be recommended for expulsion.**
3. If expelled, a student shall receive no credits toward graduation for said semester **(High School Students)**. In addition if the student requests reinstatement to the Oneida Nation School System, the student, and his/her parents will be required, to seek counseling and provide written evidence of this counseling to the building principal prior to the conclusion of the semester for which the student is expelled, before reinstatement will be considered. Acceptable sources of counseling agencies are as noted above.

4. All efforts will be made by the school to meet the student's educational needs while the child is in an inpatient or outpatient drug/alcohol treatment center whether or not the student is a voluntary or involuntary placement.

C. Third Violation

1. Any student found to be in violation of this policy for the third time shall be referred by the appropriate building principal to the School Superintendent for expulsion. Upon receipt of the referral but prior to making a recommendation to the School Board for expulsion, the School Superintendent will conduct an administrative investigation for the purpose of considering all relevant information surrounding the alleged violation and the School Superintendent shall have discretion in regards to making the final recommendation to the School Board for expulsion. The same procedures used under the second violation will be followed with these exceptions:

D. After the expulsion hearing:

1. The parent will be informed of the re-entry process.
2. The student will be required and his/her parents(s) encouraged to participate in additional counseling. A written assessment report indicating the completion of a series of counseling sessions accompanied by a favorable recommendation of counselor(s) would be **taken into consideration** when making a decision on the student's re-admittance to **the Oneida Nation School System**.

OFFENSE: Exchanging, **dispensing, distributing, manufacturing, selling, transferring, giving away, or possessing with the intention of exchanging, distributing, selling, transferring, or giving away a controlled substance, other drug, prescription drugs that are not prescribed for the student, non-prescription drugs, intoxicant and/or a substance which is represented as a drug or intoxicant.**

EXPLANATION: Any student of the Oneida Nation School System found to be exchanging, **dispensing, distributing, manufacturing, selling, transferring, giving away, or possessing with the intention of exchanging, dispensing, distributing, transferring, selling or giving away a controlled substance, other drug, prescription drugs that are not prescribed for the student, or non-prescription drugs** on school buses or tribally owned or contracted vehicles, or attending any school related activity shall be subject to the following consequences.

CONSEQUENCES: Any student found to be in violation of this policy will be subject to the same penalty normally provided for a **third violation**.

C. Third Violation

1. Any student found to be in violation of this policy for the third time shall be referred by the appropriate building principal to the School Superintendent for expulsion. Upon receipt of the referral but prior to making a recommendation to the School Board for expulsion, the School Superintendent will conduct an administrative investigation for the purpose of considering all relevant information surrounding the alleged violation and the School Superintendent shall have discretion in regards to making the final recommendation to the School Board for expulsion. The same procedures used under the second violation will be followed with these exceptions:

D. After the expulsion hearing:

1. The parent will be informed of the re-entry process.
2. The student will be required and his/her parents(s) encouraged to participate in additional counseling. A written assessment report indicating the completion of a series of counseling sessions accompanied by a favorable recommendation of counselor(s) would be **taken into consideration** when making a decision on the student's re-admittance to **the Oneida Nation School System**.

OFFENSE: Tobacco Prohibition

EXPLANATION: Use of tobacco, such as smoking or chewing, by students is forbidden on school property, during school activities, and on school buses.

CONSEQUENCES: Use of Tobacco **products** (smoking or chewing) **or materials, such as lighters, matches and any other flammable items** on the school bus, tribal or contracted vehicles, on school grounds, at school sponsored activities or inside a school buildings, will be confiscated.

Suspension will be assigned at the rate of one day for the first occurrence, two days for the second occurrence, and three days for the third occurrence. **A parent conference will be required** following each suspension and the student may be referred to Municipal Court for violation of the State Law prohibiting smoking on property controlled by the school and at any school activity.

REPEATED OFFENSES: The student will be suspended for up to three days and may be referred to Municipal Court for violation of the State Law prohibiting smoking on property controlled by the school and at any school activity. **Repeated refusal to follow this rule may result a recommendation of expulsion to the school board.**

OFFENSE: Weapons Policy

EXPLANATION: Students who possess or use guns, military devices, knives or other weapons **designed to or used for the purpose of inflicting bodily harm and/or to intimidate others** on school property or at school-sponsored events **at school or away from school**, will be subject to an immediate out-of-school suspension for a minimum of three days and possible expulsion proceedings. In addition, students will be referred to civil authorities, **as is appropriate**. The Oneida Nation School Board **will conduct an expulsion hearing for any student possessing any weapon that will or is designed to or may readily be converted to expel a projectile by the action of an explosive, and the student may be expelled for a period of not less than one year.**

FORMAT FOR DISCIPLINE PROCEDURES

Students must learn to be responsible for their own actions and to respect the property and rights of others. Failure to act responsibly will result in appropriate consequences. Appropriate preliminary, non-disciplinary procedures such as warnings to students, moving of an assigned seat, calling to parents/guardians will be used by staff members for minor infractions prior to notification to Assistant Principal. Minor infractions include, but are not limited to, such actions as tardiness, minor disruptive behavior(s), inappropriate language and gestures, or out of assigned area. Staff members (usually teachers) will notify the individual student(s) of the infraction, and, if the inappropriate action continues, they will notify the parent/ guardian.

The following are appropriate, non-preliminary, disciplinary procedures from staff members which may include the following:

1. Quietly talk to students about desirable behavior in a classroom. This is to be on an individual basis so that other students are not involved.
2. Quietly ask the student using inappropriate behaviors to speak with you outside the classroom and talk individually about desirable behavior.
3. Move student's seat, if possible, and/or adjust classroom environment accordingly. Review individual teaching strategies and determine if teaching style can improve.
4. Call parent/guardian and notify of misbehavior and indicate behavior desired.
5. Provide opportunity for mediation steps with other personnel.
6. Notify the Assistant Principal to determine the necessity of time out or an office intervention.
7. A conference with the student, Assistant Principal, parent/guardian and teachers about behavior desired.

If the individual student is not progressing in a positive manner, notification will be given to the Assistant Principal and appropriate disciplinary procedures will be engaged. **Assistant Principal, will determine whether students will be assigned to an extended in-school or out-of-school suspension, consistent with the consequences described above and with administrative discretion.**

ALL DISCIPLINARY PROCEDURES WILL BE PRECEDED BY AN ADEQUATE INVESTIGATION OF THE ALLEGED MISCONDUCT, INCLUDING AN INTERVIEW WITH THE STUDENT SUSPECT, WHO WILL BE GIVEN THE OPPORTUNITY TO TELL HIS OR HER VERSION OF THE INCIDENT TO THE INVESTIGATOR. CONSISTENT WITH A STUDENTS'S DUE PROCESS RIGHTS, A HEARING BY THE BOARD WILL BE CONDUCTED PRIOR TO AN EXPULSION. RECOMMENDATIONS FOR EXPULSION SHALL BE MADE BY THE SCHOOL SUPERINTENDENT TO THE SCHOOL BOARD.

The Administration, at its discretion, may request the assistance of the police in conducting any investigation. In certain situations where allegations of a serious crime are involved or where imminent threats to persons or property are involved, it may be necessary for the police to conduct there own investigations on school property. The police officer shall obtain the permission of the Administrator or his/her designee before commencing any investigation. Every effort will be made to interview students outside of school hours and outside of the school setting in those cases where assistance by school authorities has not been requested.

After School Detentions:

The student must work quietly for 45 minutes after school. The parent/guardian of any student who is assigned an after school detention will be given a day's notice of the detention. (**Parent/guardian will be responsible for their student's transportation home). If a student skips after school detention, parent/guardian will be notified of further disciplinary action that will be progressive.

Expulsions: The School Superintendent shall recommend an expulsion to the School Board when he or she believes such disciplinary action is warranted based on the student's conduct. An expulsion hearing shall be held within 15 days of the first day of a student's suspension from school when the student's suspension has been ordered by the Superintendent, and the student shall remain suspended from school pending the outcome of the expulsion hearing. Suspension of the student from school is not required, however, prior to an expulsion hearing.

The student shall receive a notice of the expulsion hearing at least 5 days prior to the hearing. The notice shall inform the student about the alleged misconduct upon which the expulsion proceedings are based and the grounds for expulsion. At the expulsion hearing, the student and his or her parent shall have a right to be represented by legal counsel, may present evidence, cross-examine witnesses, and review and obtain copies of evidentiary materials. The Board shall make a determination whether sufficient evidence supports a finding that the student engaged in the alleged conduct and that the interests of the School warrant the student's expulsion. The Board shall issue an order of expulsion, identifying the length of the expulsion period, which may be through the student's 21st birthday.

At the Board's discretion, the student may be given the opportunity for "early reinstatement," which means the reinstatement to school before the expiration of the term of expulsion. The student may be required to meet certain conditions prior to and /or after his or her early reinstatement. The School Superintendent shall meet with the student and provide the student the opportunity to present his or her explanation of the alleged violation before determining that the revocation is appropriate. The School Superintendent shall provide the student and parent a prompt written notice of the revocation and the reasons for the revocation. The student's expulsion shall then continue until the expiration of the term of the expulsion specified in the expulsion order.

In-School Suspensions:

The student is required to stay in a timeout area and display appropriate behavior before returning to class. Teachers are required to provide work for the period(s) of in-school suspension. Inappropriate behavior can result in additional time, or an out-of-school suspension.

Out-of-School Suspensions:

Out-of-School suspensions should be progressive in length, generally starting with one day and being extended to three, but **will be issued according to the offense**. A return conference **will be requested** prior to re-admittance after the suspension. Conferences must include the student, parent/guardian, and Principal. A parent/guardian will be invited to accompany the student to classes on the day of return.

Note:

Students who have In-School or Out-of-School suspensions are not eligible to participate in extra curricular activities such as athletic events, school dances, etc.

DISCIPLINARY COMPLAINT PROCEDURE

PARENTS/CHARGES COMPLAINTS:

1. A parent or legal guardian of a minor student or an adult student who disputes the disciplinary determination or action of the Ohwa'tsileh< Coordinator or Vice-Principal, may appeal such determination or action by bringing or sending a complaint to the school principal.
2. A charge/complaint must be made in writing, signed by the complainant, and submitted within **3 consecutive** school days of the disciplinary action and must contain a) a statement of the facts, b) a statement of the relief requested, and c) any necessary pertinent information.
3. Charges/complaints **involving the discipline of a student** with disabilities and **alleging that the student's federal rights under the Individuals with Disabilities Education Act (IDEA) have been violated** will be resolved through the procedures contained in the Oneida Nation Schools special education handbook and 34CFR300.
4. **Other complaints will be resolved by the School Superintendent.** The School Superintendent will confer with the parties involved and will render a written decision within **five consecutive school days** of his or her receipt of the complaint. A complainant who remains unsatisfied may appeal to the **School Board**. All charges and complaints should be made to the Board in writing and be submitted to the Secretary of the Board or the School Superintendent at least two weeks before a regular or special meeting of the Board. The statement of charges or complaints will be placed on the agenda for the Board's meeting as a **non-action** item to permit the board to determine further action which may be necessary should the Board in its deliberations determine that a hearing or other formal action is required, a timely meeting date for this purpose will be established.
5. Except to the extent prohibited by law, a student may be excluded from school during the pendency of any appeal behavior.

Oneida Nation School District Wellness Policy Highlights

This new school year, we are excited to implement a new Wellness Policy at both the Elementary and High Schools. Some changes in acceptable and not acceptable foods are important for all of us to become familiar with. The following is a very brief outline of some of the most important changes. These changes will affect everyone and will get all of us on the road to better health, good food choices, and healthier living.

If you would like a copy of the complete board approved policy, please request on from the main office at the Oneida Nation Elementary School.

Policy Statement

Students who practice good nutrition attend school with minds and bodies ready to take advantage of their learning environment. The Oneida Nation School System encourages all members of the school community to help create an environment for students that supports healthy, lifelong eating habits. Decisions made district wide in regard to food and beverages need to reflect and encourage positive nutrition messages and healthy food choices.

The following information is a brief explanation of the new wellness policy as it pertains to the types of foods that should be considered for parties, celebrations, feasts, sporting events, fund raising, etc. You may obtain the complete policy upon request from the main office at the Oneida Nation Elementary School.

Parties/Birthday Celebrations and Classroom Treats:

Some suggested foods for these occasions are:

- Raw vegetables sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit and 100% fruit juices
- Frozen Fruit juice pops
- Dried fruits
- Trail mix
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- Low-fat meats and cheese sandwiches (use low-fat mayo in chicken/tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Low-sodium crackers
- Baked corn chips & fat-free potato chips with salsa/low fat dips
- Low-fat muffins, granola bars, cookies
- Angel food or sponge cakes
- Flavored yogurt & fruit parfaits
- Jell-O made with fruit or fruit juice and low-fat pudding cups
- Low-fat ice creams, frozen yogurt, sherbets
- Low-fat and skim milk products
- Pure ice cold water

Please do not send the following types of treats:

- ☹ **Snack foods** like potato chips, corn chips, cheeto-type cheese curls, dorito-type tortilla chips, or other snack foods that have been fried in oils and fat
- ☹ **Soda Pop**- No soda pop will be allowed during the school day including students bringing lunches or snacks. Staff may not take pop outside the staff lounge.
- ☹ **Water Ices** such as popsicles that do not contain fruit or fruit juice. Children who bring sack lunches from home are encouraged to bring 100% juice or water with them instead of consuming heavily sweetened juice drinks and sport drinks.
- ☹ **Candy** made from sweeteners or artificial sweeteners, including candies like: sour balls, lollipops, fruit balls, candy sticks, starlight mints, after dinner mints, jaw breakers, sugar wafers, rock candy, cinnamon candies, breath mints, and cough drops, as well as chocolate candy bars .
- ☹ **Chewing Gum of any type**

Students are not allowed to have or serve these types of foods at school. Before sending the snack to school if you are not sure it is an acceptable snack, please call your child's teacher or the main office.

Fundraising Activities and Concessions

Any fundraising requires administrative approval. To create a school environment that supports the promotion of healthy food and beverage choices for children, it is important to consider all venues where food and beverages are consumed or sold. The following recommendations are made to promote healthy choices for children related to fundraising activities supported by the school:

- Offer only non-food items as the items that raise funds such as books, gift wrap, candles, plants, flowers, school promotional items, etc.
- Whenever food and beverages are sold that raise funds for the school, include at least some healthy food choices.

Organizations operating concessions at school functions should include at least some healthy food choices in their offering. It is recommended that groups market these healthy options at a lower profit margin to encourage selection by students.

Learning Incentives:

Healthy food choices or not-food items should be substituted for foods of minimal nutritional value.

The Oneida Nation School System encourages all members of the school community to help create an environment for students that supports healthy, lifelong eating habits. Decisions made district wide in regard to food and beverages need to reflect and encourage positive nutrition messages and healthy food choices.

Please take time to become familiar with the new policy guidelines. Supported by nutrition education for everyone, we can make a difference in the health-filled futures of our children and our community.

Yaw^ko.

ONEIDA NATION SCHOOL DISTRICT

Student Handbook

2008-09

GLOSSARY

Probationary Period - Time enrolled in school and for at least two months

Dis-enrollment - After ten unexcused absences students may be taken off the enrollment, or dismissed from school, by the School Board

Prearranged Excuses - Students planning to be away from school must arrange the absence and get assignments **before** leaving.

Inappropriate Language – Offensive or disrespectful language

