

MENOMINEE TRIBAL SCHOOL



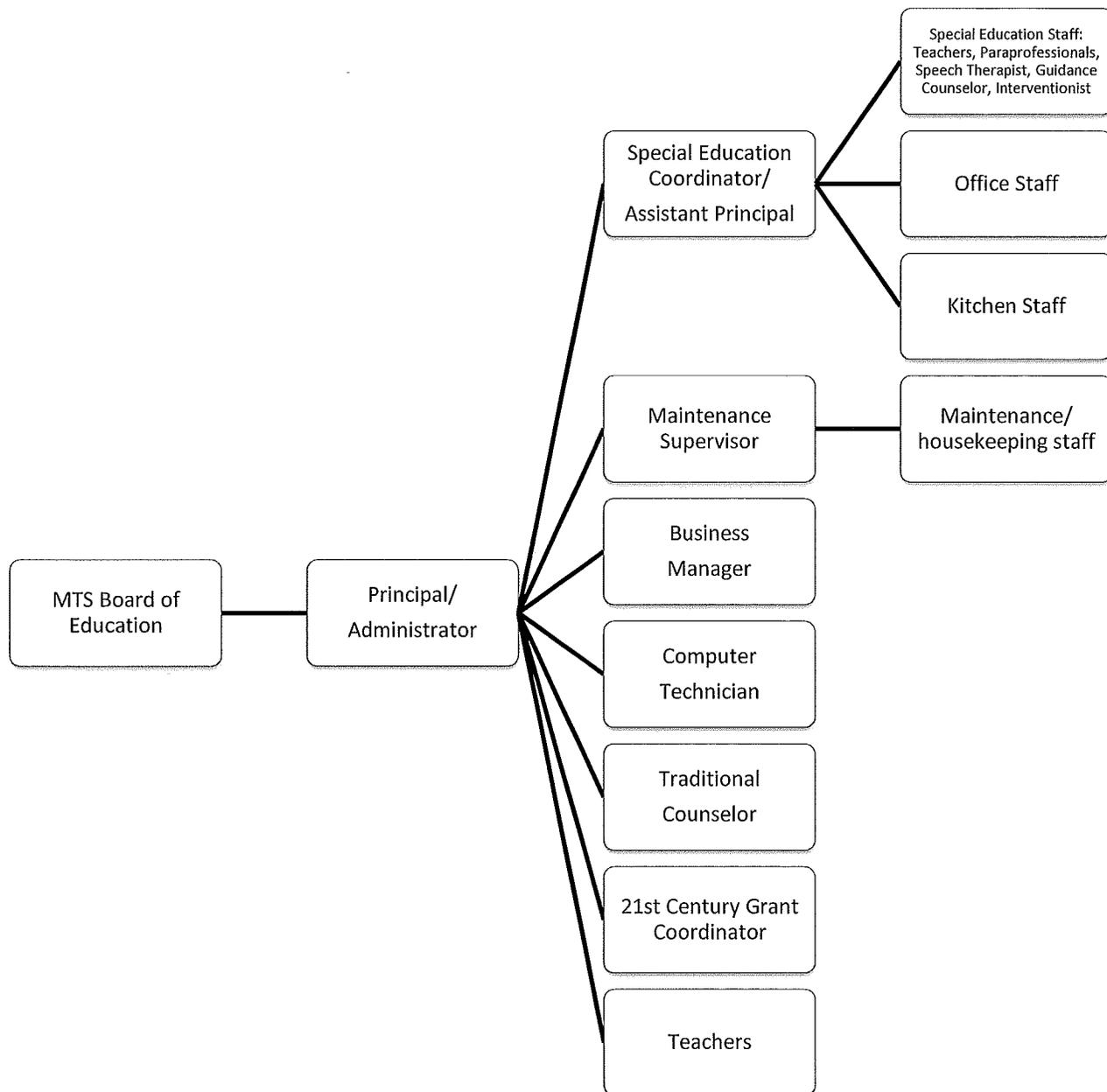
STAFF POLICIES AND PROCEDURES HANDBOOK 2014-2015

Approved by the Menominee Tribal School Board of Education
 8/10/04 & 8/24/04
 Revised on 8/21/07, 7/29/08, 8/4/09, 8/16/10, 8/16/11, 8/7/12, 6/11/13,
 8/11/14

TABLE OF CONTENTS

MTS Organizational Chart	3
Philosophy, Vision Statement, Mission Statement, Goals	4
History of School, Relationship between Tribal & Federal Governments	5
Acknowledgement of MTS Procedures	5
Administration	5
Attendance by Staff	6
Background Checks	6
Budget	6
Building Security	7
Bus Notes	7
Bus Complaints	7
Calendar	7
Chain of Command	7
Classroom Environment	8
Classroom Materials	8
Coaching	8
Communication	9
Community Service – Teachers & Students	9
Complaints – Internal	9
Concerns – External	10
Confidentiality	10
Contracted Personnel Pay Scale	10
Copying	10
Dress Code	10
Education of Teachers and other Staff Members	11
Emergencies – Safety Manual & Emergency Routes	11
Evaluation	12
Field Trip Procedure	12
Food Handling	13
Food Service Requests, Fund Raising	13
Fund Raising	13
Grading Students	13
Homework	14
Injury on the Job by Staff Member	14
In-School Event Request	14
Lesson Plans	14
Library Use	15
Lunch Count	15
Mail – Incoming and Outgoing	15
Maintenance Repair or Cleaning Requests	15
Medication Administration	15
Meetings	16

Menominee Language, Culture, and History Training for Staff	16
Mileage Reimbursement	16
Movies and Food in the Classroom	16
Parent-Teacher Conference Expectations	17
Parties in the Classroom	17
Policy on Safekeeping of Valuables – Students & Staff	17
Professional Growth/Development Plan	18
Pupil Services	18
Reimbursement of Expenses	18
Remediation Plan for Teachers	18
Reporting Child Abuse	19
Safety Concerns	19
School Assemblies	19
Snow Days	20
Solicitors	20
Staff Assistance	20
Staff Attendance to Professional Meetings	20
Staff Emergency Information	22
Stolen Property	22
Student Absenteeism	22
Student Checkout List	22
Student Conduct	23
Student Conduct – Use of Physical Force	23
Student Files – Change in Student Status	24
Student Illness/Injury	24
Student Retention Policy	25
Suggestions	25
Supervision	25
Supplemental Pay Contract	25
Support Staff	25
Teacher End of the Year Check Out	26
Teacher's File	26
Teacher's Responsibility for Enforcement of Rules	26
Technology Repair Requests	26
Technology Staff Acceptable Use Agreement	26
Telephone Calls/Cell Phone Usage	27
Textbook Selection and Adoption	27
Travel and Training Requests	27
Tutoring	27
Use of School Equipment/School Facilities	27
Vehicle Use Policy	28
Visitor Registration	28
Work Hours	28
Addendum	
Student Admissions	30
Student Classroom Placement	32
Bulling Prevention Policy	33



Posoh! Welcome to the Menominee Tribal School. We are excited to have you as a staff member and part of our school family! This is our school, as a member of the Menominee community. Together, we will make learning a positive educational experience for all children attending the Menominee Tribal School. This staff handbook is intended to serve as a reference manual that helps you become familiar with the expectations, policies, and procedures of the Menominee Tribal School.

Vision Statement:

The vision of the Menominee Tribal School is to create a safe learning environment integrating Menominee values with academic and behavioral excellence.

Mission Statement:

The mission of the Menominee Tribal School is to

- Teach respect for self and others**
- Promote opportunities for academic and behavioral success**
- Incorporate 21st century skills**
- Integrate Menominee language and culture**
- Form school, family, and community partnerships**
- Foster life-long learners who positively impact their communities**

Philosophy:

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

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

Goals

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

- Students will read independently by third grade
- Students will be proficient or advanced in reading and math
- Individual student attendance rate will be 90% or better
- Students will demonstrate knowledge of their language and culture

Increased enrollment, retention, placement and graduation rates for post-secondary students

History of the School

The Menominee Tribal School is a tribally-controlled grant school through the Bureau of Indian Education. Owned by the Menominee Tribe, the school serves students who document ¼ blood quantum of federally recognized tribes in Kindergarten through the eighth grades. The Menominee Tribal School has full services for the students with disabilities through a Special Education Program that is monitored by the Bureau of Indian Education. The school was started in August of 1990. It was formally St. Anthony's Catholic School. The school is proud to be culture-based and dedicated to the promotion of the Menominee Language and culture.

Relationship between Tribal and Federal Governments

The Menominee Tribal School receives its major funding from the federal government through the Bureau of Indian Education. This is a trust responsibility, which was established in treaties that were made with the Menominee people. The Bureau of Indian Education is under the Department of the Interior. The Menominee Tribe, not the federal government, employs employees of the school. Annual reports are sent to the BIE to demonstrate the progress of students. The BIE requires that the school is accredited by the North Central Association (NCA), follows the educational standards of the state of Wisconsin, and participates in the Wisconsin State Assessment System. The school also received funding from the state of Wisconsin through the Department of Instruction for Food, and the Language and Culture Programs. The school also seeks grants for additional opportunities for the students. The Menominee Tribe also provides funds and services to the school in terms of Human Resource, Accounting, Procurement, Community Development, Information Technology, Program Attorney, and Administration departments as well as a Chief Financial Officer.

Acknowledgement of MTS Procedures

Every staff member will be required to sign an Acknowledgement Form (Appendix B). This form documents that the staff member has received and reviewed the Staff Handbook, Parent/Student Handbook, and Emergency Procedures. In addition, the staff member has a copy of the Menominee Tribal Personnel Policies and Procedures Manual. A copy will be kept in the school library. The Administrator will always have the most recent edition in the main office. All staff members understand that it is their responsibility to read these documents and be responsible for the procedures set forth in them. If there are any questions in regard to the procedures, questions may be clarified by their supervisors, the Administrator, or personnel in the Human Resource Department.

Administration

The Menominee Tribal School has a 5 member Board of Education that is appointed for up to 3-year terms. Board Members must be an enrolled Menominee member, over 24 years old residing on the Menominee reservation with a minimum of a high school diploma or a Bachelor's Degree. The Board of Education is a policy-making entity that supervises the Administrator who enforces the policies of the school. The school actively engages in participatory management and has input from the staff through designated committees and unit teams. School Improvement is directed by the efforts of the school unit teams (K-2, 3-5, 6-8, Specials, Special Education, and Behavior, Food/Transportation, Technology, Business, and Maintenance).

Attendance by Staff

All staff is expected to have regular attendance every day as designated in the current school calendar in order to maintain consistent school operations. Staff is encouraged to make appointments after school, so as not to disrupt operations. If the staff member knows ahead of time that an absence is happening, the immediate supervisor needs to be notified a week in advance. It is necessary to fill out a Leave Request Form (Appendix B) and the employee will submit the form to their supervisor for approval or denial. Administration reserves the right to deny requests based on staffing needs. If the absence is not planned, staff must notify the immediate supervisor between 7:00-9:00 p.m. or between 5:00-6:00 a.m. the day of the absence to obtain approval, speaking directly to the supervisor. Once the immediate supervisor approves the leave the supervisor will then contact the Administrative Assistant to schedule a substitute teacher if necessary. If an employee needs to leave during the course of the day, or needs to leave early the employee will need to sign in and out of the building. A record will be kept of the hours absent from work for all staff. Staff need to present any planned extended leave of absence (more than 3 days) to their immediate supervisor by means of a written request. Illness-related absences of more than 3 days will require a Doctor's Medical Excuse. The Menominee Tribal School Board encourages 9 month employees need to schedule their appointments during the months they are off from school.

If an absence requires a substitute teacher to be scheduled, the teacher is responsible for the following:

- **A lesson plan should be provided, which outlines the procedures and materials for classroom activities.**
- **Information as to where to locate requisite materials.**
- **A red "Sub Binder" should be on their desk in a visible area that includes pertinent student information such as roster, allergies/medications, seating chart, emergency phone contacts, daily schedule, class procedures, etc.**

Absentee policies that are established in the Menominee Tribal Personnel Policies and Procedures will be followed. The Administrative Assistant will maintain an accounting of employee absences. Excessive absenteeism will affect an employee's evaluation and possibly employment, per the MITW Policies and Procedures.

Background Checks

A tribal, state, and federal background check will be performed on all persons paid or unpaid (volunteers) that perform work in the school. If a parent/guardian is a chaperone for a field trip or other school event, a background check will be performed. A list will be kept for review at the Bureau of Indian Education's Midwest Regional Office of Indian Education or the Menominee Tribal Human Resource Department as necessary.

Budget

At the end of the school year, the teacher is given the opportunity to order the necessary materials for their classroom. At this time the teacher is given approved forms to estimate educational materials, office supplies, equipment, field trips, and staff development. These forms are reviewed for relevancy to the area of teaching, and then

the Administrator and the Business Manager will review in regard to available funds and relation to other budget requests. The School Board and the Bureau of Indian Education, reviews the budget for the school.

Building Security

In order to maintain the safety and security of our students and staff the following guidelines need to be followed:

1. Maintenance staff will ensure that all outside doors are closed and locked at all times.
2. Visitors will only be let in through the main doors by the school office.
3. Visitors will sign in in the main office and will be given a Visitor Pass to wear. If parents are visiting a room, the office will call the teacher/room prior to escorting the parent down.
4. Office staff will escort visitors to any classroom or room that they are visiting.
5. All students that leave early will be signed out in the office.
6. If you happen to see a visitor in the hall without a Visitor Pass you must inform the office as soon as possible.

Bus Notes

When a parent/guardian calls the school to allow a student to ride the bus to a different destination the office staff needs to gain the following information:

- Name of person that the student may be released to from the bus
- Fire number or House number of residence
- Street name

The bus notes are delivered at least twenty minutes before the end of the day.

Bus Complaints

Parents, guardians, or students may make complaints or bring concerns forward about the transportation of their student(s). These concerns will be logged and addressed by the school administration. They will be discussed with the Director of Transit and may result in a disciplinary action or modification in the transportation program.

Calendar

Staff will work 186 days during the school calendar year with 180 student contact days and 6 days of staff in-service/staff development. The work day or student contact day is from **7:30 A.M. to 3:30 P.M.** Monday through Friday. The work day hours may change when special event activities (Open House, Parent-Teacher Conferences, etc.) are scheduled by the Administrator or his/her designee. Attendance is mandatory for all special events unless the employee has been approved for leave.

Chain of Command

In case the Administrator of the Menominee Tribal School is not available, the following chain of command has been established to address issues that may occur during his/her absence. The Chain is as follows: the Administrator, the Special Education Coordinator, Business Manager. Any deviations from this order will be announced to staff members. The Administrator will perform supervision of all contracted staff members except for the Special Education Department. Designated Coordinators as

listed on the MTS Organizational Chart supervise other staff members. See flow chart on page #.

Classroom Environment

The purpose of the classroom environment is to stimulate, inform, and motivate the student. It can be reflective of the people that work within it. Classrooms should be comfortable places for students and teachers to enhance education. Teachers at all levels should work at making the classroom neat and attractive (i.e. furniture arrangement, items put away or organized with in the classroom and items identified that need to be fixed or repaired). The classroom needs to be kept clean; the teacher needs to make appropriate referrals to maintenance if it is not cleaned adequately.

Classroom Materials or Services

Educational materials are ordered at the end of the school year for the following school year. However, the need may arise to purchase items during the year. The procedure is to fill out a purchase order requisition form, attach it to the order form, and submit it to the business manager for administrative approval. The Administrator understands that additional materials may be necessary to stimulate the interest of the students.

A Purchase Order Requisition Form is required before an order can be placed or service started at MTS. Any staff member that places an order or starts a service without a Purchase Order will be subject to the Discipline Process as stipulated in the Menominee Tribal Personnel Policies and Procedures, and may be held liable for said product or services.

If the service is over \$500, the school will request a contract from the Program Attorney's office 30 days prior to the start of the service. If the service is \$2,000 or more the school is required to obtain written quotes from a minimum of two vendors. The lower bid will be accepted if bids describe the same service.

When planning a project that costs \$2,000 or more, OR will take longer than one week to complete, a planning meeting will have to be scheduled between Program Coordinator, Business Manager, and the Administrator to completely plan project from start to finish. It is recommended that this meeting take place at least two months prior to the anticipated start date of project.

Coaching

Staff members will be allowed to apply for one (1) sport to coach during the school year to give all interested staff members coaching opportunities. If no other staff member who has not already selected to coach a sport applies for coaching position, staff already coaching a sport during the current school year may apply for additional coaching positions. If no MTS staff member is interested in coaching a particular sport, then qualified members of the general public may apply. Interested coaches should fill out a coaching application submit it to the Menominee Indian Tribe of Wisconsin Human Resource Department.

Communication

Communication is a responsibility of every staff member. The major form of communication is the Daily Newsletter. **Information about daily activities** will be posted on the Daily Newsletter, which is available to all staff members on Outlook. There may be some highlights on the Morning Announcements. Every teacher will log in his or her attendance by 8:30 AM, and then by 9:00 AM the Technology department will release the daily newsletter. If you need to make any announcements, they need to get to the technology department by 8 AM or preferably the night before the publication is released. **Unit Team Meetings** will be held weekly to inform staff about School Improvement discussions. Minutes will be distributed to keep Team Members up to date. **Staff meetings** will be held the first and third Tuesday of the month and other days as needed. **School Leadership Team Meetings** will be held on the opposite weeks to bring issues forward, plan activities, and coordinate initiatives as needed. **Committees** will be held for specific purposes and meet as needed. Being a TEAM MEMBER is a participatory responsibility to facilitate positive change at MTS. If a staff member is not clear about any issue, they need to ask for clarification. **Together we can make a difference.** For communication purposes, all meeting notes should be submitted to the Technology Department to post in the Daily News as well as to the Administrator and Administrative Assistant.

Community Service

Teachers and all staff members are required to participate in 4 events during the school year. This will be considered community service within the Menominee Tribal School and fulfill the contractual obligation. Participants may work in the kitchen, direct activities, assist with fundraising, or provide assistance with special events after school such as family nights and sporting events. Documentation will be kept on each employee and reported to the Administrator or Administrative Assistant.

Complaints - Internal

If a staff member would like to make a complaint, he/she may do so by adhering to the following procedure:

- Address the matter with the direct supervisor first.
- If there is no resolution, the next step will be to make a complaint in writing with a signature to the person above the supervisor or colleague in the Chain of Command of employee's supervisor, and any correspondence shall be copied to all supervisors involved (see MTS Organizational Chart).
- The document is reviewed and investigated by the next supervisor in line (example: a complaint of the Administrator would go to the School Board; a complaint on a paraprofessional would go to the Special Education Coordinator; a complaint about a teacher would go to the Administrator) and a decision would be made within 2 weeks.
- It is highly suggested that recommendations work toward a mutual resolution, which may include an apology or mediation between personnel or if necessary a disciplinary action as described in the Menominee Tribal Personnel Policies and Procedures. It is noteworthy that the disciplinary action is confidential between the Administrator/School Board and the employee.

- If the employee is not satisfied with the resolution, he/she may grieve the decision as designated in the Menominee Tribal Personnel Policies and Procedures. (Constructive Dispute Resolution, Appendix B).

Concerns – External

The parent has the right to make a formal Complaint as indicated in the Parent-Student Handbook. This Complaint is written and signed by the community member. It is investigated and a resolution is suggested. A concern may be informally brought forward verbally to the Administrator by a parent, guardian, or community member. The Administrator is to keep a record of all concerns brought forward in this matter and tries to come to a satisfactory resolution to remedy a problem before it becomes a formal complaint. The record of such concerns may be used for school improvement initiatives.

Confidentiality

Each staff member of the Menominee Tribal School will sign a confidentiality statement that acknowledges that he/she recognizes that some of the information the staff has access to may be highly sensitive personal information about families in the Menominee community. In respect to community members, the staff members of the Menominee Tribal School agree not to intentionally engage in sharing of any information about families or other staff members that may be hurtful or harmful to their wellbeing. The Confidentiality Agreement form (Appendix B) will be kept in the school personnel file and will be renewed every year. A break in confidentiality will be considered negligence in performing work duties (negative job performance) and may lead to termination.

Contracted Personnel Pay Scale

The School Board reviews the Contracted Personnel Pay Scale every year. Changes in the Pay Scale are negotiated with the Teacher Contract Negotiation Team. Teachers who are certified through the Wisconsin Department of Public Instruction may increase wages by the number of years of service at the Menominee Tribal School or by increasing the number of graduate credits accumulated.

Copying

Copies are made for school purposes and the school reserves the right to limit copies or deny copies.

Dress Code

Education is a profession and all staff members are role models, therefore, it is expected that all teachers, paraprofessionals, and student services staff (administration, office staff, and counselors) will avail themselves of the opportunity of impressing those about them with their professional status by their work, their behavior and their dress. The Administrator will give a friendly reminder if they feel that the staff member's attire including footwear is inappropriate (cut-offs, tank tops, t-shirts, sweat pants, faded jeans, flip-flops, etc.) If the staff member continues to wear inappropriate apparel in the school setting, it could lead to a Step One in the Remediation Process. Educational and student services staff may wear blue jeans on Friday or the last staff/student contact day of the week. Exempt departments: IT, Maintenance, and Food Service.

Education of Teachers and other Staff Members

The Menominee Tribal School encourages the educational advancement of all staff members. The Menominee Community will benefit as more people experience academic achievement. There are several opportunities for teachers and staff to have their education paid for and MTS is dedicated in identifying additional resources for all employees.

If a teacher or staff member desires to seek higher education opportunities, the following procedure must be adhered to:

1. If the teacher or staff member needs time off from their contracted or employment obligations a request must be made in writing to their supervisor before they register for their class.
2. If the Menominee Tribal School has made the obligation to pay for the tuition charges, a request for tuition must be made before the start of the class. **After-the-fact expenses cannot be reimbursed.** Preferential consideration will be given to those classes that directly relate to assigned contracted teaching position
3. A payment for a higher education opportunity will be for tuition only, not to exceed \$1,000 per year, unless mandated by Administration per job requirements. Staff requests for tuition reimbursement will be made on a case-by-case determination, and will be based on the availability of funds.
4. Grades must be submitted to Administrator to demonstrate successful (B or above) completion of the coursework to continue an allocation from the Menominee Tribal School. Staff receiving below a "B" grade in a class will be responsible for reimbursing Menominee Tribal School the cost of tuition.
5. All paperwork in regard to higher education will be kept in the Unofficial Personnel file kept at the school site.
6. Reimbursement for Tuition will be covered under this specific topic.
7. Tuition Reimbursement: Any staff member may apply for college credit tuition reimbursement from the Menominee Tribal School in writing. First the employee needs to attempt to secure tuition through scholarship opportunities or other funding sources. Tuition reimbursement will be reviewed on an individual basis based on the benefit it will bring to the school. Tuition reimbursement for Contracted Staff is outlined in the current Teacher Contract reads as follows:

"Educationally-based graduate credits in the following fields are eligible for tuition assistance: school administration, counseling, library science, computer technology, curriculum/instruction, core subject areas, special education, art education, physical education, and cultural studies per availability of funds. In order to facilitate this progression and encourage teachers to do so, MTS will share the cost of these credits with the Teacher; provided that Teacher satisfactorily completes these courses with a "B" grade or better.

Emergencies – Safety Manual & Emergency Routes

Every room in the school will post a map that shows emergency exits for that particular room.

Every room in the school will have Emergency Procedures posted, for all staff to follow in case of an emergency situation. This Safety Manual has been developed and

reviewed by the law enforcement agencies that are accessible on the Menominee Reservation. These include Menominee Tribal Police, Federal Bureau of Investigation, Menominee County Sheriff's Department, and the Menominee County Human Services Department. Procedures have been developed to address a variety of issues. The manual will be reviewed; however, it is staff member's responsibility to be familiar with the required procedures that are available in this document.

Evaluation

Hourly personnel will continue to follow the evaluation form that is established by the Menominee Human Resource Department.

Teacher Evaluations:

- a) All teachers will be evaluated, minimally, once per year. Evaluations may include formal or informal methods. The evaluation will consider how the teacher is meeting behavioral and instructional expectations. Continuous monitoring and feedback will occur through the school year. Expectations will include the following:

1. Attendance
2. Lesson Plans
3. Committee and Community Service
4. Classroom Environment
5. Communication with Parents
6. Professional Development Activities

During the beginning of the school year in-service, each Teacher will receive a copy of any evaluation form(s) the Administrator intends to use for evaluation purposes. Information from teacher evaluations will be shared with the MTS Board of Education as requested. All evaluations will be forwarded to the MITW Human Resource Department.

- b) If the performance of a Teacher is unsatisfactory according to his/her evaluation, the MTS Administrator will adhere to the remediation plan in the MTS Staff Handbook.

Field Trips

The purpose of field trips is to expose students to different experiences that may not be available in the classroom to enhance their learning. A Field Trip must have a clear educational value indicated on this request form. The following procedure will be followed by all staff for field trip approval:

1. Approval. All field trip request forms must be turned in to the School Secretary and stamped with the date it was received. If approved by Administration, copies will be given to the Administrator, business manager, transportation, and kitchen staff, and other departments deemed necessary for the specific field trip.

- A. Walking field trips need only approval by the building principal and/or designee
- B. Field Trip requests will need to be submitted **fifteen (15) working days** in advance.
- C. **School Board approval** is needed for all overnight trips, trips over 300 miles, and trips that cost more than \$50.00 per student.

- D. Information shall go out to parent/guardian regarding all field trips. Student exclusion from the trip is made by the classroom teacher and the building administrator/s. Teachers must notify the parent of the student being excluded from the field trip. Administration must be notified at least two (2) days before the trip as to the arrangement for excluded students.
- E. All parents/guardians attending or chaperoning a field trip must pass a background check completed by the MITW Human Resources Department. Staff members, and Parent/ Guardians will be prohibited from bringing additional family members on field trips.
- F. Teachers or other staff shall accompany students on all field trips and shall assume responsibility for their proper conduct. There must be one adult chaperone for each group of 10 students or as appropriate. Teachers must notify office and turn in Classroom Roster when leaving the building. Students participating in field trips are expected to follow established rules of student conduct.
- G. One-day field trip staff chaperones shall receive the regular eight (8) work day hours on their time card; however, anytime spent chaperoning beyond eight (8) hours will be considered one (1) volunteer event.
- H. Overnight field trip staff chaperones shall receive compensation in the amount of \$100 per night.

Food Handling

Foods that are made for student lunches need to be preplanned, documented daily on production sheets, and meet the standards of the Department of Public Instruction Food Program. The supervisor and cooks will closely monitor the handling of food in the kitchen. No staff member may remove food from the building.

Food Service Requests

All requests for food for a special event, classroom project, or classroom party need to have a Food Service Request form (Appendix B) filled out completely fifteen (15) working days prior to the event. The purpose of this form is to order food in a timely manner and charge to appropriate funding source. This includes all food requests (popcorn, plates, cups, pickles, meals, etc.).

Fund Raising

Classrooms, teachers, or staff may conduct fund raising activities that are in compliance with the school's Wellness Policy. The purpose of the event needs to be clearly indicated in the advertising. A Fund Raising Form needs to be completed ten (10) working days before the event and approved by the Administrator. Soliciting funds from businesses outside of the reservation need to be approved by the Tribal Chairman of the Menominee Tribe. Fundraising events that require a student to miss any of his/her classes need to have an anticipated absence form completed and signed by the student, parent, and teacher. All work should be complete prior to the fundraising event.

Grading Students

Students need to be made aware of the school grading process. Midway through the quarter, a progress report will be sent home to parents. If the student demonstrates problems, the teacher is expected to make, or document that he/she attempted to make

a contact with the parent and has requested assistance from the Teacher Support Team. Teachers will fill out their report cards in a timely manner as posted in the School Office in order to determine Honor Rolls, complete mailings to parents, and inform students. Teachers are expected to post their grades weekly into the NASIS Grading program. Teachers are to contact parents if student's grades decline. Arrangements need to be made ahead with the special education teacher to determine who is responsible for giving a grade for any given student. All staff members are expected to have high expectations of Tribal School students.

Homework

Teachers are **required** to give Homework assignments at all grade levels (K-8) that are developmentally appropriate for the student. MTS is teaching students how to successfully complete their assignments as well as increasing their academic time on task. Homework assignments may also involve observation, data collection, or parental involvement. Homework is an effective instructional tool to let the parent be aware of what is happening at school, in addition to helping the student gain a better grasp of an academic theme. Students also need to learn how to be responsible for bringing their work back to the teacher, so as to have a better transition into the high school setting.

Injury on the Job

Teachers of the Menominee Tribal School are fully covered under Worker's Compensation Insurance. To insure that you have a proper claim, an Incident Report needs to be filled out with the school Administrator within 24 hours of the incident. Failure to do so could result in a denial of benefits. The Safety Committee of the school reviews incidents that occur in the building and if a staff member feels there is an unsafe condition, it needs to be reported to the school Administrator. Every effort will be made to keep the school a safe environment.

In-School Event Request

This request needs to be filled out when a teacher/staff member is holding an event. The event will be recorded with the school secretary to register on the monthly school calendar. It also coordinates the efforts of several departments to make the event run smoothly. The form needs to be filled out ten **(10) working days before the event**. The School Secretary will be responsible to stamp "RECEIVED (date)" on each form and give to all departments involved. All areas of the form must be filled out or it will be returned.

Lesson Plans

All teachers will prepare lesson plans. Providing lesson plans and daily classroom preparation is the professional responsibility of each teacher. Lesson plans are due Friday afternoon and need to be given to the Administrator or Administrative Assistant. Lesson plans will be reviewed and used for observations. Lesson plan template will be provided by administrator and must include:

- Learning standards addressed
- Lesson objective
- Materials
- Procedure and accommodations
- Assessment

- Homework
- Menominee language/culture integration

Suggestions for improvement or available resources may be made. All activities are to be indicated on the weekly Lesson Plan, including incentive parties, movies with guides, and field trips.

Library Use

All teachers are expected to learn the Library System. Library staff will be available to the teachers to help them learn how to access the Information Media Center from their classrooms. Staff will be providing opportunities for the teacher to learn how to use the Library system. This person is also available to help the teacher enhance their lessons through the library.

Lunch Count

The School Secretary or substitute will take a lunch count every morning by 9:00 AM. This count will be taken from the NASIS attendance program. All teachers are expected to have their attendance recorded in the NASIS system by 8:30 AM.

Mail – Incoming and Outgoing

Designated staff will take the mail to the Neopit Post Office twice a day (9:00 AM and 2:00 PM). All incoming mail must be put in mailboxes daily. Only office personnel will be trained to use the postage machine. Interoffice mail from the Menominee Tribal Offices will be picked up and delivered by office personnel a minimum of once a day.

Maintenance Repair or Cleaning Requests

If a staff member identifies a need in the building for a repair, he or she may fill out a Maintenance Repair/Cleaning Request (Appendix B). This form is then put into the Maintenance Supervisor's mailbox. The supervisor distributes the request to appropriate personnel. If you are not satisfied with the repair, the cleaning, or the manner in which the job was done, you are encouraged to write your concerns to the Maintenance Supervisor. The goal is to provide you with service in a timely efficient manner. The Maintenance Department would appreciate it if you would notify them ASAP about any spill in a room, so that they can address it immediately to maintain a high level of hygiene.

Medication Administration

When medication is administered to students the following procedure must be followed:

1. All students receiving over-the-counter or prescribed medication must have a Medication Disbursement Form filled out and signed by a Physician and/or Parent/Guardian annually.
2. Every disbursement of medication is logged on the student's file. A copy will be kept in the student file.
3. Only trained office staff may disburse over-the-counter or prescribed medication to students.

Students with Diabetes will have his/her blood taken, sugar level checked, and insulin shot as prescribed by a doctor. A log must be kept for every time a student with diabetes comes to the office, checks his/her blood, and gives him/herself a shot. A medication box specifically for diabetic students is kept in the office. The box will contain emergency procedures, extra supplies, and contacts for the students. The staff will be introduced to a student with diabetes in order that any staff member can give appropriate service to this student in case of an emergency.

Meetings

Staff Meetings will be held minimally twice a month. All staff is required to attend. Topics will be discussed that affect the entire staff. Unit Team Meetings and School Leadership Team Meetings will be held every other week or as necessary. Team members are required to attend. As a part of the Response to Intervention process, Teachers and support staff will participate in Teacher Support Team meetings to review student issues, to make suggestions, and be supportive of classroom teachers as they work to address student needs. This may be used for concerns about student behavior, achievement, or personal issues. Any teacher may be asked to sit on this team to offer their support and suggestions. Committee Meetings are held throughout the school year as necessary and attendance by members is greatly appreciated to review pertinent issues. School administrators will meet weekly.

Menominee Language, Culture, and History Training for Staff

All staff agree to participate in all instruction or activities provided by the Menominee Language Teaching Staff. These trainings may include using the Menominee Language in daily or classroom conversation, cultural activities, or historical information on Menominee history. These trainings may take place at staff in-services, staff meetings, or other activities provided by the Menominee Language staff here at MTS, from the Language and Culture Commission, or the College of Menominee Nation.

Mileage Reimbursement

All employees are required to provide proof of vehicle insurance to be kept on file in the office. Mileage due to performing work duties may be reimbursed to any employee only with prior approval from the Administrator. The school maintains tribal vehicles that may be used for Tribal business. It is highly encouraged that these vehicles are used when performing duties for the school. Mileage reports need to be turned in to the Business Manager at the end of each month.

Movies and Food in the Classroom

If teachers intend to show a movie in the classroom, the event needs to be recorded in the Weekly Lesson plan and must have educational value. The purpose of showing the movie must be directly related to the Lesson Objective. The movie needs to be clearly indicated on the Lesson Plan and a guide or set of questions must be used to emphasize the purpose of the movie as it relates to the objective of the Lesson. Movies may be used as an incentive, but the Administrator must approve all movies, **unless the movie is from the school Instructional Media Center (IMC)**.

If food is to be served or made in the classroom by the teacher, approval needs to be secured by the Administrator. Teachers need to be aware of food allergies and emphasize healthy snacks and drinks whenever possible.

Parent-Teacher Conference Expectations

All teachers are mandated to be present for Parent-Teacher Conferences.

Parent-Teacher Conferences are held formally twice during the school year. The Teacher will make every effort to make contact by alternative method if the parents cannot be in attendance during the times indicated on the school calendar. Parent or teachers can initiate additional meetings. Conferences that are well planned can be a great source of help to both you and the students in your room. A few remarks or comments on a report card are limited in communicating to the parent the message, which you had in mind. In a fifteen-minute conference, it is very easy to exchange several thousand words, which can be very meaningful to you, the parent and the students. Each teacher should prepare him or herself to ensure that the conference is a successful experience. Additional assistance may be requested for challenging cases as necessary.

Parties in the Classroom

Class time loss due to parties should be held to a minimum and only for special occasions. If additional food service is needed from the kitchen, those arrangements must be made with the Kitchen two weeks prior to the event to allow enough time to order goods. A Food Request Form (Appendix B) needs to be filled out fifteen (15) days ahead of the event in order to charge costs to appropriate sources. Teachers are encouraged to use the assistance of parents whenever possible. The School Office needs to be aware of any parties in the classroom in case that parent should call or desire to leave items at the office for a student. It is appreciated if the teacher would encourage healthy treats.

Policy on the Safekeeping of Valuables

The Menominee Tribal School is not responsible for any articles of value, which are brought to school by students or staff. Teachers should not accept responsibility for articles of value, which students habitually bring to school. Upper grade students (3rd through the 8th grades) have been provided with lockers as a suitable place to keep those items that are necessary and needed in the school program and should keep articles of value to them in these lockers. In the event that the student, either inadvertently or because of some unusual circumstance, has in his/her possession an article, which he/she feels, is too valuable to be kept in these lockers, the student will be referred to the school office as a depository for the temporary safekeeping of such articles. ~~If teachers accept valuable articles for safekeeping, they must individually accept the responsibility for those articles if a loss should occur.~~ Teachers need to think in the same terms that personal items of value should not be brought to the school setting. Teachers may also ask if their item of value be brought to the office for safekeeping. The school maintains no liability for such items.

Teachers are not to keep any fundraising money in their possession overnight, however, if circumstances leave no alternative, all monies are to be turned in to the school business office by the next business day. All funds must be turned in to the school office for proper accounting and safekeeping.

Keys checked out or duplicated for the staff members are not to be given to students. Teachers are responsible for the safekeeping of their keys.

Professional Growth/Development Plan

All staff are required to submit an annual Professional Development Plan to their immediate supervisor on a yearly basis. The annual Professional Development Plan is to include professional growth activities, an action plan and timelines. The Professional Development Plan is **NOT** part of the performance appraisal system, but it is your plan for educational and professional growth. This plan is a process that begins with reflecting on one's own professional growth, setting professional goals, setting an action plan that includes objectives to achieve your goal with timelines, conferencing with your immediate supervisor, keeping track quarterly with the progress made, and reflecting on your plan. The school library offers resources for professional development.

Pupil Services

Services available to students include counseling, tutoring, educational assessment, first aid to injuries, and referrals to appropriate agencies for other concerns that a student may exhibit.

The Menominee Tribal School operates within the least restrictive environment model regarding students with disabilities. Students with a disability are included in the regular classroom to the maximum extent possible based on their individual educational plan. IEPs are monitored by the teachers in special education with the collaboration with the regular education teacher.

The Special Education Coordinator will be available for consultation in all curricular areas to help teachers understand the specific needs of individuals, different learning styles, and modifications in curricular materials in order to provide successful experiences for students with disabilities.

As a part of the Response to Intervention process, meetings will be held as necessary to discuss students and plan appropriate interventions to meet their needs. This includes students who are demonstrating academic, behavioral, attendance, or emotional concerns.

Reimbursement of Expenses

All employees must plan for advanced expenses for their classrooms. The Menominee Tribal School is not liable for expenditures made for materials without prior approval. No reimbursements shall be made.

Remediation Plan for Teachers

If a teacher does not receive a satisfactory evaluation; the point of dissatisfaction may be placed in a Disciplinary Action category according to the MITW Personnel Policies and Procedures manual. Remediation is given in the spirit of improvement for the benefit of the children that MTS serves. If the performance is unsatisfactory, the Administrator will adhere to the following procedure:

- i) Step One: Event or issue is placed in general category for Discipline Actions as described in the MITW Personnel Policies and Procedures manual.

- (1) A Professional Improvement Plan will be developed that identifies the area(s) of concern, activities to improve the area of concern, persons responsible, type of evaluation to be used, and timeline for assessments. All parties involved in the Remediation will sign this form. If progress toward goals is satisfactory, the Step One will stay in effect for one full calendar year, and the teacher will be monitored.
- ii) Step Two: The Professional Improvement Plan may be revised if progress is not satisfactory with the teacher. The teacher will be notified that if satisfactory progress is not attained, employment may be terminated or the teacher contract not renewed at the end of the school year.
- iii) Step Three: Unsatisfactory progress is documented for a third time without significant progress. Termination may occur at this point or a non-renewal of the individual's contract at the end of the school year.

The Teacher has a right to appeal the decision of the Administrator after Step One, Two, or Three has been issued to them in writing. The Constructive Dispute Process will be followed. This process can be found in the MITW Personnel Policies and Procedures manual.

A copy of the remediation plan will be forwarded to the MITW Human Resource employee personnel file.

Reporting Child Abuse

It is the responsibility of all personnel to report a suspicion of child abuse. The report is made directly to the Menominee County Human Services (MCHS) at 799-3861. Because you are a mandated reporter you must make this call yourself. Be prepared to state the child's name, parent's name, address, phone number, if other children are present in the home, and the details of the situation (where, what, why, and when), and a statement that made you suspicious of abuse occurring in the home. The social worker may ask you if you feel that the child is in eminent danger. All staff members are mandated reporters of suspected child abuse, and may be held liable if they do not report any suspicions. All staff members are required to attend a meeting reviewing child abuse reporting yearly.

All reports made to MCHS must be reported to the school administrator. The administrator may also need to fill out a SCAN (Suspected Child Abuse or Neglect) form for submission to the Bureau of Indian Education, as well.

Safety Concerns

All MTS personnel are responsible to bring safety concerns forward by means of filling out a Safety Concerns form (Appendix B). This may reflect a seasonal problem such as ice in the parking lot, or identifying a potential dangerous situation such as a sharp edge being exposed in the hallway. Appropriate departments will be notified to remedy any given situation. The Safety Committee will also review concerns to address issues.

School Assemblies

Homeroom teachers must sit with and supervise their students during school-wide assemblies and events. If the homeroom teacher is involved in the assembly program, a designated supervisor is listed in the Staff Support for School-wide Programs document.

Teachers must review the behavior expectations and seating chart before an assembly to prepare students for the program. In addition to teachers, everyone is expected to assume responsibility as a staff member and assist in supervising students. Effective interventions will help make the assembly meaningful for all. Uncooperative students should be removed from the assembly and/or referred to the Deans.

All teachers are expected to be seated among the students for better supervision. Supervision is more effective when teachers are distributed throughout the student body. Staff helpers have been assigned to each homeroom to sit and help with supervision. Together we can create a positive assembly environment.

In the event of a grade-level or unit assembly, specials teachers who are scheduled to teach a specific grade will be assigned to supervise said class during the assembly for the scheduled class time in order that the homeroom teacher may have his/her prep period.

Snow Days

The Snow Day Policy indicates that teachers will be paid for up to 2 days when school is canceled due to inclement weather. The Administrator will make the decision (coordinated with the local public school district, MISD) if the school is to close, it will be announced on all local television stations and the Shawano radio station (AM 960). It will also be posted on the Menominee Tribal School Facebook page and a phone and text message will be sent via the NASIS Emergency Messenger Service. Snow days 1 and 2 will not need to be made up; however, days 3, 4, and 5 will be made up in accordance with the current school calendar. **For each additional inclement weather day thereafter that will not be made up by both students and staff, the Teacher will have the option to use a personal day, LWOP or come in to work provided that the building is open.** The Snow Days cannot be accumulated and used as Personnel Days. Hourly staff members will need to use their Personal Time in accordance to the Menominee Tribal Policy set by the Legislature.

Solicitors

Representatives of private businesses and organizations are not ordinarily allowed to solicit funds, sell products or services within the buildings. Any such activities must have prior approval of the Administrator.

Staff Assistance

In the event that a special situation presents itself, please feel free to discuss it with the Administrator for any special consideration. Employee Assistance Program services are available through the Human Resource Department.

Staff Professional Development Travel and Training Requests

Since professional development is designed in part to benefit the entire school system or a major part thereof, one factor to be weighted in considering requests will be the extent to which the "role of the person" enables him/her to have routine communications and contact with others on the faculty and staff.

The current curriculum and instructional goals or emphasis and/or concerns of the School Improvement Plan in addition to availability of funds will influence the requests approved.

The considerations for approval may include the following:

- Need and value of the meeting to the Menominee Tribal School
- Demonstrated interest
- Current assignment on specific committees or projects
- Availability of adequate substitutes
- Location of the meeting
- Budget limitations

Requests for Attendance to Trainings, Workshops, or Conferences

1. Staff member needs to fill out a Travel Request Form (Appendix B) with estimated costs including registration, estimated travel expenses and per diem and submit form to immediate supervisor for approval or denial.
2. All initially approved requests will then be submitted to the Board of Education for approval or denial.
3. School personnel may be asked by his/her supervisor to attend a special conference, workshop or convention, which because of an identifiable need, his/her specific interest or work on a particular committee or project undertaken in the school system and would benefit the schools from such attendance. Expenses for such attendance are to be paid according to existing policies.

The Administrator recognizes the need to limit the amount of time individuals can be away from their roles in the organization. These limits will be determined by the administration.

Travel Request Forms

1. The Travel Request Form needs to be submitted to the Administrative Assistant in a timely manner in order to obtain school board approval. **After the trip, the employee submits lodging receipts, actual mileage, and actual parking lot, toll expenses, or taxi/shuttle receipts.** The employee will be responsible for any additional charges that are not preapproved. If travel is not reconciled then further travel by that individual is prohibited.
 - a. Transportation – Transportation shall be by the most practical means. When two or more persons are planning to travel by automobile to the same conference or meeting, it is expected that they will make arrangements to ride together whenever possible. Specifically, transportation is provided as follows:
 - (1) Travel by automobile (as per current federal rate), airplane or other means of travel, whichever is the least expensive. Consideration should be given to lost time away from the job with the slower means of transportation.

- (2) Air travel is limited to coach travel, unless not available.
 - (3) Airport limousine and taxi fare are permitted as part of the travel expense.
 - (4) Receipts must be submitted for all commercial transportation expenses to be paid by the Tribe.
 - (5) A receipt is necessary for actual parking lot and toll expenses.
- b. Lodging – Lodging is to be secured in hotels or motels that are moderate in price. A receipt is required for all lodging.
 - c. Registration Fees – The Tribe provides registration fees for the conference or convention attended. A receipt for registration fees must be submitted with the expense report.
 - d. Meal Costs – Meal costs are provided on a per diem basis.
 - e. Alcoholic beverages may not be included as a reimbursable expense.
 - f. Car Rentals – Car rentals are discouraged by the Tribe, however, may be approved on a case-by-case basis depending on the circumstances.

Staff Emergency Information

All staff members are required to fill out a Staff Emergency Information form (Appendix B) that identifies any potential or preexisting medical condition that the school should be prepared in case of a sudden illness. The name of the employee's physician, hospital preference, and names of persons to contact in case of an emergency are identified. Each year a new form is filled out to keep information up to date.

Stolen Property

It is the responsibility of all staff members to report any property that has been stolen to the Assistant Principal or the Administrator immediately. Upon written report of stolen property and the conditions that existed in regard to the theft, the Administrator or designee will do an investigation of the matter. The perpetrator of the theft will be prosecuted by Law Enforcement as necessary and/or receive consequences from the Assistant Principal depending on situation.

Student Absenteeism

Attendance is taken on a daily basis within the classroom. In the event that a student is absent and the parent/guardian has not called the school by 9:00 a.m. to report the absence, the School Secretary will call home to find out the reason for the absence. It is the responsibility of the School Secretary to keep updated records for truancy. If a student is late, the student will need a late slip to be admitted to class. This will have to be entered into the NASIS Program with detail for the reason and time the student came in late. Parents must also sign in/out students during the school day. When a student is absent their parent/guardian must call in for them and/or send a note excusing them. There is a list generated everyday for the students that parents call in for; this will be kept in a file. Any student absent three or more consecutive days must provide a doctor's excuse upon return to school. The policy can be found in the MTS Parent-Student Handbook.

Student Checkout List

When a student leaves from the Menominee Tribal School the student needs to have the Student Checkout List (Appendix B) form filled out. This form has the student make

sure that he/she returns all books and/or materials that may be the property of the Menominee Tribal School. If materials are not returned, the parent/guardian is responsible for replacement costs.

Student Conduct

Menominee Tribal School students are taught to take responsibility for their actions. Self-discipline is one of the important ultimate goals of education. Our policy is as follows:

1. Students shall respect all persons within the school. This shall include conformity to school rules and regulations and those provisions of law, which apply to the conduct of juveniles or minors.
2. Citizenship in a democracy requires respect for the rights of others and demands cooperation with all members of the school community. Student conduct shall reflect consideration for the rights and privileges of others.
3. High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work, and achievement within one's ability shall be expected of all students.
4. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and profit by the educational experience provided, will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success to the limit of individual ability.

Primary responsibility for discipline and student conduct is placed with the classroom teacher. Each teacher should avail himself or herself of every opportunity to emphasize student responsibility for respecting authority and the rights of others. Every effort should be made to help students achieve self-respect through self-discipline.

In the classroom you, as a teacher, must concern yourself with the above objectives of student conduct and discipline. To this end, you will use all knowledge and skills, which you possess in solving the problems in your own classroom. Administration is there to support you, to counsel with you, to handle the more difficult cases and to coordinate and unite efforts when a problem extends into more than one classroom. You should always feel free to discuss with Administration any case with the assurance that he/she will support your action, as well as, the fact that you must support Administration in the event that it is decided that he/she is to assume responsibility for a particular case.

Student Conduct - Use of Physical Force

In order to be confident that all incidents involving the physical contact of a student by a staff member are reported to the Administrator, the following administrative policy is to be followed:

In the event of any incident where a staff member has physical contact against a student, a written report by the teachers and/or other school personnel providing as much detailed information as possible is to be submitted to the Administrator by the close of the school day in which the incident has taken place.

Upon receipt of the written report, the Administrator will interview all of the individuals involved as soon as possible. The Administrator will prepare a written report based on the interviews and other aspects of the investigation and forward it to the Human Resource Director.

It is understood that the foregoing steps will be taken care of as soon as possible so that as little time as possible is permitted to lapse between the time of the incident and the completion of the investigation.

This procedure is designed to insure an immediate, accurate and well-documented investigation. It is not designed to provide disciplinary action for any of the involved parties. The Administrator will take any disciplinary action or the placement of any reports in student or personnel files only after an interview with the accused personnel. Discipline actions will follow the steps identified in the Menominee Tribal Personnel Policies and Procedures.

Student Files

Change in Student Status: The appropriate form should be utilized when making any changes with a student in order to notify all relevant personnel. If a student is Transferring In or Transferring Out, the following staff should be notified of a new student.

- Homeroom Teacher
- Special Education Coordinator
- Technology Coordinator/Assistant
- Library Personnel
- Specials Teachers
- School Secretary to create a new file and send for school records. If a student is Transferring Out, all fines must be paid.

Student Illness/ Injury

When a student is ill, the teacher needs to assess the situation. The teacher then sends the student to the office if it is deemed necessary. Office personnel will take the student's temperature and make a list of the symptoms that he/she is experiencing. If the student desires, the school secretary or designee will try to make contact with the parent/guardian or the emergency contact to pick up the ill child. If no adult can be reached the student may be sent back to the classroom, allowed to stay in the office, or in extreme cases the school will give them a ride home with personnel that will be sure that adult supervision is available at the home.

If a student is injured, the school secretary and other school personnel on the CPR and First Aid Training List may give first aid assistance. The person in charge (Administrator or designee) will give directive to call the ambulance as necessary for assistance. Parents or emergency contact must be notified. All injuries are documented on a Student Accident Report and placed in designated binder for safety committee to review.

Emergency contact information is available on the NASIS program and can be accessed by school personnel.

Student Retention Policy

If the teacher believes that the student is not making adequate progress, the teacher needs to notify the parent and administration at least by the end of the second quarter in order to initiate intervention meetings. The Rtl (Response to Intervention) process will take place between school staff and parents. An intervention plan will be designed for individual students if criteria are not met at an acceptable level. This could be after-school tutoring, summer school, etc. Parents will be notified in writing of the potential for student to be retained by the end of the third quarter. If needed, a final SIT meeting will be held to determine whether the student will be promoted.

Suggestions

Constructive suggestions are welcome from all departments at the Menominee Tribal School. Our goal is to provide staff with a safe and pleasant environment to help you provide the best education to the students of MTS. Suggestions may be given or shared at the School Board, Unit Team Meetings, Committee Meetings, Administrative Team Meeting, or with the Administrator. Each suggestion will be carefully considered, and reviewed with the School Board.

Supervision

The Administrator will supervise all teachers in regard to daily attendance, time cards, weekly lesson plans, monitoring of adherence to school policies, and team workability with the exception of staff working with the special education students. The Special Education Coordinator will supervise these personnel. The School Administrator will be the primary supervisor to review the teacher's ability to give instruction to students, to participate in required activities, to adhere to the discipline policy, to produce a quality lesson plan that demonstrates clear instructional objectives, and to evaluate the teacher. Since supervision is the process of improving instruction, different approaches and activities may be introduced. A Personal Plan of Action may be initiated if significant improvements are necessary for the Teacher.

Supplemental Pay Contract

A Staff member may be asked to or elect to perform duties beyond the scope of the normal working day and this may result in a supplemental contract. This includes coaching sports, after-school programming, chaperoning overnight field trips, curriculum planning, tutoring, attending workshops requested by administration, etc. A supplemental contract will be created between the employee and the Menominee Tribe to perform described duties for a designated time at a set dollar amount based on the task and certification required for the project.

Support Staff

There are many important people who are not teachers who help to operate the school system. Consideration and thoughtfulness on the part of the teachers will make their work much more pleasant, and vice-versa. Your consideration is greatly appreciated. If there is a situation that is of concern, please report it to the School Administrator or the Unit Team Leader. Teamwork involves all staff members of the Menominee Tribal School.

Teacher End-of-the-Year Check Out

To ensure that all year-end responsibilities are fulfilled, the Teacher will get signatures on the End-of-the-Year Checkout form (Appendix B) that acknowledges the return of school property.

Teacher's File

The Human Resource Department keeps the official personnel file for each teacher. The file should contain a complete record of your training and experience, as well as a transcript of your credits and must have a copy of your current license. Each teacher must bring to the school a copy of a current license. Teachers are responsible to bring in updated material to place in their HRD Official Personnel File. **A current license is the responsibility of each teacher and a condition of employment.** Teacher's evaluation, and related communications of positive or negative nature are also a part of this file. Teachers may review their files with twenty-four hours written notification.

Teachers Responsibility for Enforcement of School Rules

It is the responsibility of each teacher to enforce the school rules and policies. If the teacher does not understand any given policy, it is their responsibility to request further explanation to gain that understanding.

Technology Repair Requests

If you ever need assistance from IT with a computer issue, please call the IT department directly to enter a service call. There are two ways to do this:

1. Call the IT Help Desk by calling 715-799-5117 and press option 2 for the Help Desk to talk to either our receptionist or a technician. Most times a small problem can be fixed over the phone. If we cannot fix it over the phone, we will enter a service call for you and send a technician to assist you.
2. You may enter the details of a service call yourself by going to the Tribal Intranet page to enter a service request: <http://mitw.tribe.menominee-nsn.gov/> . Click on "Svc. Request" under IT links on the left hand column on the screen and enter the necessary information.

All other requests need to be submitted to the Technology Coordinator's office with a Computer Work Request form (see Appendix B).

Technology Staff Acceptable Use Agreement

The staff of the Menominee Tribal School will have use of the technology resources through staff accounts and shall adhere to the Menominee Tribal Technology Use Policy and Procedures. An agreement will be signed every year. A copy of this agreement is in appendix B. Use of technology resources is viewed as a privilege, not a right. Use of the technology resources shall be for educational purposes consistent with educational objectives of the school.

- Misuse of the technology resources may result in loss of access privileges, school disciplinary action, possible legal action and/or compensation for damages to school property.
- Excessive use of personal email, inappropriate messages, or use of Internet sites may result in Disciplinary Action as described in the Menominee Personnel Policies and Procedures.

- All Staff members need to remember that all correspondence on Tribal Computers is the property of the Tribe and can be reviewed by the Technology Coordinator.
- Offenses may be subject to termination.

Telephone Calls/Cell Phone Usage

All phone calls come into the main desk in the school office. Teachers will have their do not disturb mode on when they are in session, in order that messages can be transferred to the room telephones. Otherwise the School Secretary will take a message and put it into the staff member's mailbox.

Telephone calls to the Administrator and the Assistant Principal must be screened. The office personnel who answer shall ask whom the phone call is for, whom it is from, and what the phone call may be regarding before transferring it to the Administrator or Assistant Principal. If Administration is unable to take a phone call, the office personnel will give the caller the option of leaving a message with them or on the voicemail.

Staff members are advised to inform the office staff of outgoing calls that messages have been left to return in order that these calls may be directed to the correct party.

Student use of phones in the classrooms is prohibited. Students may use public phone in the hallway. Emergency calls may be made from the office as necessary, but are discouraged.

Staff use of cell phones while supervising students is prohibited.

Textbook Selection and Adoption

Textbooks are chosen for the students of the Menominee Tribal School that are culturally sensitive and relevant to the advancement of their studies. Selection will be made after a building committee thorough reviews of all recommendations, consultation with educational professionals as necessary, and school board approval. Every effort will be made to have textbooks be correlated to the Common Core State Standards as well as the Wisconsin Model Academic Standards.

Tutoring

Tutoring is available for students as funding allows. Personnel will be hired as the budget allows. Referrals for the tutoring program may come from the teacher, administrator, parent, or student.

Use of School Equipment

School personnel or other Menominee Tribal Departments may request to use school equipment. There is a Use of Equipment Form (Appendix B) to be filled out that designates what the use is for and the agreement for liability for loss or damage of the equipment. The Menominee Tribal School reserves the right to deny any request.

Use of School Facilities or School Grounds

Teachers and other Menominee Tribal Departments need to secure permission from the Administrator to use the Facilities or school grounds. A Facility Request Form (Appendix

B) needs to be completed. Security of the building will be balanced with the need of the Teacher or Tribal Department to use the building after hours. Cost will be determined by the personnel needed to supervise building and operations expenses. The Menominee Tribal School reserves the right to deny any request.

All items in the Menominee Tribal School are the property of the Menominee Tribe. Personal items are not to be housed within the facility. The administration or their designee may remove any items within the facility when there is reason to believe that the contents may threaten the safety or welfare of the students or employees and/or is in violation of any policy or statute affecting the Menominee Tribal School.

Vehicle Use Policy

In the event it is necessary for a staff member to transport students for school-related purposes, the staff member shall use a school vehicle designated for that purpose, and shall first comply with the Menominee Tribe's Vehicle Use Policy. The staff member acknowledges that he/she has a duty to comply with the Menominee Tribe's Vehicle Use Policy, if he/she drives for any purpose related to the operation of the school.

MTS discourages staff from transporting students in his/her own vehicle for any purpose related to the operation of the school. In the event that a staff member makes the autonomous decision to transport students in his/her own vehicle, the staff member assumes total responsibility and agrees to hold harmless and indemnify the Board, School, and Tribe against any damages or injury resulting from such transportation.

Visitor Registration

All visitors must report to the main office when entering the school building, presenting identification. At the office they must sign in and wear an ID that clearly identifies them as a VISITOR. All visitors should be then escorted around the school by school personnel.

Work Hours

For staff that provide educational services to students, the workday will be from **7:30 A.M. to 3:30 P.M.**, unless otherwise specified in the school calendar

Staff who have completed their duties for the day and have an appointment must receive permission from their immediate supervisor and complete a leave request form prior to leaving the building. Upon leaving the building teachers will need to sign out in the front office. Staff are not free to leave the building during non-instructional period unless prior approval has been given by an immediate supervisor. *The School Board strongly encourages all staff to make their appointments during the 3 months that they are off of work.*

On the last day of the week, teachers may leave after the last regular bus leaves. On days school is closed because of inclement weather, teachers may leave after the students have left the building. Teachers will be informed via the PA system by the administration when students have left the building.

Leave without Pay will be granted by the Supervisor on a case-by-case basis.+ However, the supervisor reserves the right to ask for additional documentation for the

additional loss of time from the employee, such as a statement from their doctor, an appointment card for other family member, or any other documentation requested by the supervisor. If the absenteeism causes deficits in the performance of the job, it will be dealt with through the Menominee Indian Tribe of Wisconsin Policy #208 Negative Job Performance and the Disciplinary Actions suggested in the Menominee Tribal Personnel Policies and Procedures will be followed.

There are to be no afterschool activities conducted if school is dismissed early due to inclement weather. The school building may remain open for Maintenance, Technology, Business, Food/Transportation, Administration, and office personnel. If hourly employees need to be absent due to weather, they will need to use their personal time as determined by the MITW Policies and Procedures.

ADDENDUM

STUDENT ADMISSIONS

Procedure:

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

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

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

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

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

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

- Available classroom space
- Date completed application was received with all necessary documentation
- Review student records
- Completion of required student/parent orientation
- The Admission Committee will notify parents of decision in writing for admission to Menominee Tribal School.

- Submission and review of an application does not guarantee admission to the school system. The Admission Committee may admit a student on a probationary basis, or deny admission.
- Admission decisions may be one of the following:

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

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

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

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

Probationary Acceptance for Reapplying Students: A child who is reapplying and has all application requirements met may be accepted on based on one or more of the following conditions: high absenteeism, low grades or excessive behavioral concerns. A meeting will be set up between the Admission Committee, student and parent to set up a plan which will be reviewed minimally in 30 days. At that time the probationary admission may be accepted, extended or denied as decided by the Admission Committee.

Probationary Acceptance for Transferring Students: A child who transfers from another school and meets all application requirements will be accepted on probation. A meeting will be set up between the Admission Committee, student, and parent to set up a plan which will be reviewing minimally in 30 days. At that time the probationary admission may be accepted, extended, or denied as decided by the Admission Committee.

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

- The student is expelled from any school district within the last two semesters or the student has a criminal action pending or adjudicated.
- The student's appropriate grade size is met. Class size is determined by individual class needs.
- Parents refuse to sign behavioral discipline agreements, emergency cards, or probationary agreements.
- Parents refuse to pay tuition
- Parents do not attend parent orientation
- Lack of school resources to meet student's needs

- Attendance or behavioral concerns
- Kindergarten readiness

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

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

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

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

2. If parent is dissatisfied with the resolution, the parent/guardian may appeal by writing their complaint and submitting it to the Menominee Tribal School Board of Education within 5 working days of decision. This complaint may go to the School Secretary.

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

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

Foot Note-

***Tribal Enrollment Qualification – Student must have on file the required documentation of tribal membership (certificate of Indian blood-CIB) or tribal enrollment card of a federally recognized tribe. If student is not enrolled with one tribe, but is a descendent of more than one tribe, the student may establish ¼ blood degree of Indian descent through documentation provided by the Menominee Tribal Enrollment Department.

STUDENT CLASSROOM PLACEMENT

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

Criteria for placement

This decision will be made based on the following criteria:

- The child's placement will encourage a setting that allows for potential optimal performance.
- The number of students in each classroom must follow the approved guidelines agreed upon with contracted teachers. (Kindergarten student

population may not exceed 17 and 1st through 8th grade classrooms may not exceed 20 students). If classroom limit has been made, no change in placement may be made.

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

Change of placement

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

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

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

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

APPEAL TO DECISION

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

BULLYING PREVENTION

Introduction

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

Definition

MTS defines bullying as:

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

Bullying behavior can be:

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

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

Prohibition

Bullying behavior is prohibited in the school building and grounds, property and educational environments and vehicles owned or leased by the school including school busing. Educational environments include, but are not limited to, every activity under school supervision.

Bullying Reporting Procedures / Retaliation

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

Reporting Steps:

Upon a reported bullying act or incident...

1. A MTS Report of Bullying/Harassment Incident Form will be completed by reporter and school staff administrator or designee.
2. An investigation will be conducted within 1 school day of being reported. Investigative practices will include viewing any available film, interviewing the bullying victim(s) and/or reporting person(s) as well as others as to determine the facts and seriousness of the report.
3. Parents and/or guardians of each student involved will be notified prior to the conclusion of the investigation.
4. A written record of the report and investigation will be documented and filed. The school shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

There shall be no retaliation against individuals making bullying reports. Individuals involved in retaliatory behavior will be subject to disciplinary action

Sanctions and Supports

If it is determined that the student(s) participated in bullying, or retaliated against anyone due to the reporting of the bullying behavior, an appropriate consequence per the MTS Parent/Student Handbook Behavior Matrix will be given. However, depending on the severity of the incident, MTS administration and the school board may take disciplinary action including: suspension, expulsion and/or referral to law enforcement for possible legal action. Additional consequences may include student/teacher conferencing, behavior contract(s) and/or written report or presentation on bullying and its effect on others. The aggressor(s) will also receive anti-bullying education and social skills counseling.

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

Disclosure and Public Reporting

The policy shall be distributed annually to all students enrolled at MTS, their parents/guardians and employees. It will also be distributed to organizations within the community that have cooperative agreements with MTS. The school will also provide a copy of this policy to any person who requests it.

Records will be maintained on the number and types of reports made, the imposed sanctions and consequences for all incidences found to be in violation of this bullying policy. An annual summary report will be prepared and presented to the school board and will include trends in bullying behavior along with recommendations for reducing further bullying behavior.

Approved by the Board of Education: March 17, 2013

Reviewed by the Board of Education: August 11, 2014

MTS REPORT OF BULLYING / HARASSMENT INCIDENT

Please answer each question as honestly and specifically as you can.

Person Reporting: _____ **Grade** _____ **Date** _____

If person reporting is a witness, who is being bullied/harassed?

Name _____ **Grade** _____ **Date** _____

Date of incident _____ **Approximate Time** _____

Exact location of incident: _____

What has happened? (check all that apply)

- | | | |
|----------------------|----------------------|-------------------------------|
| _____ kicking | _____ teasing | _____ exclusion from activity |
| _____ hitting | _____ embarrassment | _____ name calling |
| _____ pushing | _____ tripping | _____ rude gestures |
| _____ spitting | _____ hate notes | _____ spreading rumors |
| _____ insulting | _____ discrimination | _____ cyber-bullying |
| _____ hazing | _____ put downs | _____ intimidation |
| _____ Other(s) _____ | | |

Who is bullying / harassing you? _____ **Grade** _____

Describe in detail what has happened: _____

Witness name(s) and grades: _____

How long has this been going on? _____

What have you done about this problem? _____

Have you talked with anyone about this problem? Yes No Name _____

What do you want to happen now?

_____ I just want someone to know

_____ I want an adult to talk to the person who is bullying/harassing me

_____ I want an adult to help me and the person(s) to solve the problem

_____ I want an adult to try and stop the bullying/harassment

I certify that all the statements made above are true to the best of my knowledge. I understand that if I falsify this document, I can be held accountable to consequences at school and legal authorities (if applicable).

Signature _____ Date _____

Administration / Designee Follow-up

_____ Date I met with reporting student _____ Time

_____ Date I followed up with person(s) doing the bullying _____ Time

_____ Date I followed up with parent/guardian _____ Time

_____ Date I followed up with reporting student _____ Time

Administrator / Designee / Staff signature _____ Date _____

Reporting student signature _____ Date _____

MTS Policy Committee 3/19/13

Notes of interview with student(s) making report:
