



# **ONEIDA NATION ELEMENTARY SCHOOL**

## **STUDENT HANDBOOK 2023-2024**

School Board approved: July 2023





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# **WELCOME TO THE ONEIDA NATION SCHOOL SYSTEM**

On behalf of the Oneida Nation School Board and Staff, welcome to the 2023-2024 school year. This Student Handbook is provided for students, parents, and staff to become familiar with all information needed for success in the Oneida Nation School System.

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

To help in assuring a safe and appropriate learning environment, all staff members have the responsibility of following the Oneida Nation Employee Manual.

If you have any questions after reading the handbook, please don't hesitate to ask your child's teacher for clarification or help. If you have further questions, feel free to call the school Elementary office at 869-1676, for assistance.

As we begin the 2023-2024 school year, we urge you review the Home/School/Community Learning Compact. We look forward to seeing you throughout the school year, participating in our school's monthly activities. These include Family Feast, sports activities, plays, musical concerts, Maple luncheon, language and culture activities etc., and parent/teacher conferences.

Have a productive, successful school year!

Respectfully submitted,

*Sharon A. Mousseau*

School Superintendent

**ONEIDA NATION SCHOOL**  
**GENERAL INFORMATION ADMINISTRATION**

|  |          |
|--|----------|
| Oneida Nation Schools Superintendent                 | 869-4623 |
| High School Principal                                | 869-4433 |
| Elementary / Middle School Principal                 | 869-4621 |
| Elementary/Middle School Student Success Coordinator | 869-4660 |
| Coordinator of Special Education Services            | 869-4627 |
| School Board Administrative Assistant                | 869-4654 |

**ONEIDA NATION ELEMENTARY AND MIDDLE SCHOOL**

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

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

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

**ONEIDA NATION HIGH SCHOOL**

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

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

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

# Oneida Nation School System

## 2023-2024 Calendar

|                  |           |   |
|------------------|-----------|---|
| <u>August</u>    | 22 - 25   | Staff In-Service  |
|                  | <b>28</b> | <b>First Day of School</b>  |
| <u>September</u> | 4         | Labor Day – No School   |
|                  | 22        | Staff In-Service, 12:30 p.m. dismissal  |
|                  | 28        | Mid-quarter 1   |
|                  | 29        | Picture Day – beginning at 8:30 AM  |
| <u>October</u>   | 5         | Parent / Teacher Conference, 12:30 p.m. dismissal                                     |
|                  | 18        | Teacher Workday, No School  |
|                  | 26        | Family Feast, 12:30 p.m. dismissal  |
|                  | 27        | Staff In-Service, No School   |
|                  | 31        | End of Quarter 1  |
|                  | (TBD)     | Kalihwiyo (School in Session) and Harvest Ceremonies (School in Session)              |
| <u>November</u>  | 1         | Picture Retake Day – beginning at 8:30 AM   |
|                  | 10        | Veterans Day, No School   |
|                  | 22        | 12:30 p.m. dismissal  |
|                  | 23        | Thanksgiving Day, No School   |
|                  | 24        | Indian Day, No School   |
|                  | 29        | Teacher Workday, No School  |
| <u>December</u>  | 6         | Mid-quarter 2   |
|                  | 22-29     | Winter Break, No School   |
| <u>January</u>   | 1         | New Year's Day, No School   |
|                  | 2         | Classes Resume  |
|                  | 15-19     | Mid-Winter Ceremonies, No School  |
|                  | 23        | End of Quarter 2 and 1 <sup>st</sup> Semester   |
|                  | 24        | Staff In-Service, No School   |
| <u>February</u>  | 7         | Teacher Workday, No School  |
|                  | 20        | Parent / Teacher Conference, 12:30 p.m. dismissal                                     |
|                  | 26        | Mid-Quarter 3   |
| <u>March</u>     | 7         | Picture Day – Elementary only, beginning at 8:30 AM                                   |
|                  | 25-29     | Spring Break, No School   |
|                  | 29        | Good Friday   |
| <u>April</u>     | 1         | Classes Resume  |
|                  | 4         | End of Quarter 3  |
|                  | 17        | Teacher Workday, No School  |
| <u>May</u>       | 7         | Mid-quarter 3   |
|                  | 8         | Teacher Workday   |
|                  | 9         | Culture Day, P.M.   |
|                  | 10        | Culture Day, A.M. – 12:30 p.m. dismissal  |
|                  | 24        | Oneida Code Talkers Day, No School  |
|                  | 27        | Memorial Day, No School   |
| <u>June</u>      | 6         | High School Graduation  |
|                  | 7         | End of Quarter 4 / 2 <sup>nd</sup> Semester, Last Day of School –12:30 p.m. dismissal |
|                  | 7         | Eighth Grade Graduation   |
|                  | 10        | Last Day for Staff; Teacher Trade-off Day   |

# **The Good Mind as expressed by:**

**On<yote>a=ka**

**Kahletsyal&sla**

The heart felt encouragement of the  
best in each of us

**Kanolukhw@sla**

Compassion, caring, identity,  
and joy of being

**Ka>nikuhli=y%**

The openness of the good spirit and mind

**Ka>tshatst^sla**

The strength of belief and vision as a People

**Kalihwi=y%**

The use of the good words about  
ourselves, our Nation, and our future

**Yuwahwa=ts\$le>**

Our Family and our Nation

**Yukwats\$stay^**

Our fire, our spirit within each one of us



## **THE ONEIDA NATION SCHOOL SYSTEM'S PHILOSOPHY**

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

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

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

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

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

## **MISSION STATEMENT**

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

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

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

## **ONEIDA LANGUAGE & CULTURE**

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

# ONEIDA NATION SCHOOL

## K - 12 CULTURE MISSION STATEMENT

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

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

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

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

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

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

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

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

**T-PRIDE POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)**  
**AND ON<YOTE>A=KA'S GOOD MIND PRINCIPLES**

T-PRIDE Positive Behavior Interventions and Supports (PBIS) is a process for creating safer, healthier schools by reinforcing positive behaviors and emphasizing prevention. On<yote>a=ka's Good Mind principles are encouraged and interwoven within our classrooms and conversations while encouraging positive interactions as well as addressing challenging behaviors. Our emphasis on building a cultural and mindful response to conflict helps children move from a state of conflict to a state of peace.

The following chart describes the elements that we will model in the classrooms, hallways, and cafeteria:

| <b>POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS<br/>(PBIS)</b>  |  |  |
|---|--|--|
| <b>Swatatnol&amp;khwake</b><br>Be Respectful  | <b>Teswalihwaye=I\$te&gt;</b><br>Be Responsible  | <b>Swalha=léke&gt;</b><br>Be Ready   |
| <b>On&lt;yote&gt;a=ka's GOOD MIND</b>   |  |  |
| <b>Kahletsyal&amp;sla</b><br>The heart felt encouragement<br>of the best in each of us<br><br><b>Kanolukhw@sla</b><br>Compassion, caring, identity,<br>and joy of being | <b>Ka&gt;nikuhli=y%</b><br>The openness of the good spirit<br>and mind<br><br><b>Ka&gt;tshatst^sla</b><br>The strength of belief and vision<br>as a People | <b>Kalihwi=y%</b><br>The use of the good words<br>about ourselves, our Nation,<br>and our future<br><br><b>Yuwahwa=ts\$le&gt;</b><br>Our Family and our Nation |
| <b>Yukwats\$stay^</b><br>Our fire, our spirit within each one of us   |  |  |

PBIS in partnership with On<yote>a=ka's Good Mind gives all school staff a way to teach and re-teach behavior expectations. By utilizing this approach, we commit to establishing the behavioral supports and social culture that is essential for all students in school to achieve social, emotional, and academic success.

# **ENROLLMENT / ATTENDANCE**

## **ADMISSIONS**

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

### **Application Process**

Parents/guardians must submit the completed application materials which includes the child's birth certificate, tribal enrollment card, social security card, immunization record and most recent report card to the school at least 10 days prior to the start of the school year. Application for entrance to K-8 will occur at the beginning of the school term and at the beginning of the second semester. Applications for entrance may be considered at any time under special limited circumstances such as foster care placements, custody changes and moving from outside the attendance boundary. Transfers normally will not be accepted after mid-quarter of the 4<sup>th</sup> quarter but may be considered on an individual case basis depending on the circumstances. Acceptance is not guaranteed.

### **Application Review**

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

### **Non-admittance**

If a student has been expelled from any school district within the last two semesters, s/he will not be considered eligible for admittance during her/his period of expulsion, except as provided under conditional readmissions.

Any student currently receiving services outside of a regular school setting, such as day treatment, will not be eligible for admission until the program has successfully been completed.

### **New Student Conferences**

For new students, a required parent/student conference will be set up and held by the Admission Committee. At this time, school policies will be reviewed, and other necessary documents will be signed completing the admittance process. The admission committee will be comprised of the following staff as needed:

- Elementary or Middle School Principal/ designee
- Language and Culture representative
- Student Services representative
- Exceptional Education/School-Wide representative
- Teacher representative from appropriate grade level

### **Probation**

The goal for all new students enrolled withing the Oneida Nation School System is to achieve optimum success within their learning environment and to reinforce and support the cultural and traditional values within Oneida's community, family, and schools. During the probationary period, which will be within the first 9 weeks of the student's start date, staff will be monitoring the new student's attendance, grades and behavior. After this probationary period, a meeting will be scheduled to review student progress. The student will be granted full enrollment, probation will be extended, or the student will be withdrawn. If it is determined that probation will be extended, sufficient progress must be demonstrated within a specific time frame to allow continued placement in the Oneida Nation School System.

### **New Student Review**

- The Oneida Nation School System is dedicated to assisting students in achieving their potential. The student review process is designed to retain admitted students in the school system.
- New student progress will be reviewed by homeroom teacher on a weekly basis. Parents/guardians will be notified of progress or need for improvement on an as needed basis. Mid-quarter reports will be mailed to parents/guardians.
- If deemed necessary by the building Principal/designee, a student/parent/staff conference will be held to develop a student plan for improvement.

### **Re-admittance**

When a student withdraws or transfers during a school year, he/she will not be considered for re-enrollment during that same school year. They may re-apply the following school year. A student who has satisfied the conditions for readmissions pursuant to a public-school district's expulsion order may be considered for admissions before the end of an expulsion period at the sole discretion of the administration. The burden of proof that the conditions have been met will be the responsibility of the parent of the expelled student of the student if they are over 18 years of age.

### **ATTENDANCE / TARDINESS / TRUANCY**

Each absence, whether excused or unexcused, will require a parent / guardian to call in their child's attendance to the Administration Office by 8:15 a.m. Elementary: (920)869-1676

Oneida Nation Elementary School System is committed to improving student achievement. The process of education requires instruction that is based on skill building, class participation, learning experiences, and study. Absences and frequent tardiness affect your child's learning opportunities. The responsibility for on time, regular school attendance of a child rests upon the child's parent(s) or guardian. Please feel free to contact us if you would like assistance in improving your child's school attendance.

In accordance with the ONSS School Board Policy, all students between 6 and 18 years of age must attend school full-time until the end of the term, quarter, or semester in which they become 18 years of age unless they have a legal excuse. All students are expected to be in school and

attend all classes as required each day of the regular school year unless they have an excused absence. We do realize that on certain occasions students will have a necessary and excused absence.

### **Truancy and Habitual Truancy**

Definitions:

- “Truancy” means any absence of part or all of 1 or more school days, including tardiness, during which the school (School Attendance Officer, principal or teacher) has not been notified of the legal and excusable cause of such absence by the parent/guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.
- “Habitual Truant” means a student who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during the semester.

### **Excusing Tardiness**

- When a student arrives late for school, he/she must report to the school office first for an admission pass.
- A Parent/Guardian’s written note or verbal verification is required stating the reason the student is late. The excuse must be valid as determined by the attendance officer and will follow the same guidelines for excusing absences. If a student does not have a note or a verbal verification, the tardiness will be unexcused.

### **Excusing Absences**

- All excused absences require a parent/guardian’s written note or verbal verification which is to be submitted to the principal or designee prior to re-admittance back to school.
- When a student arrives back to school after an absence, he/she must report to the school office before reporting to their classroom, for an admittance pass. This applies to short and long-term absences.
- The school principal or designated attendance official is empowered to approve a legal excuse to any student for the following reasons:
  - ✓ Illness of the student for prolonged or chronic absences of three days or more - documentation from a physician, dentist, chiropractor, optometrist, or psychologist as proof of the physical condition of the child may be required prior to re-admittance.
  - ✓ An illness in the immediate family which requires the absence of the student due to family responsibilities. This must be explained and approved by attendance personnel.
  - ✓ Physician appointments. Parent/Guardian is requested to make a student appointment during non-school hours. If an appointment must be made during school hours, only the time necessary for the appointment will be

- excused.
- ✓ A death in the immediate family or funerals for close relatives.
- ✓ Attendance at religious instruction class or for participation or observance of local, tribal ceremonies within the community, or for religious holidays. (Based on School Board Policy).
- ✓ A subpoenaed court appearance which requires the attendance of the student.
- ✓ A quarantine that is imposed by a public health officer.
- ✓ Attendance at special events of educational value as pre-approved by the Principal.

### **Pre-Excused Absences**

Those absences that have been previously arranged for the student to be excused by the school office and the teacher(s) concerned are known as “Pre- Excused Absences”. The principal retains the right to deny a request for a pre-arranged absence, consistent with Board policy. If the pre-arranged absence extends beyond the time approved, and the school has not been notified by the parent or guardian of the reason for the extension, any days absent beyond the original pre-approval may be unexcused.

- Obtain Pre-Excused form from the Main Office to document assignments and signatures as soon as the parent or student is aware of pending absence.
- The Pre-Excused Absence forms are to be signed by the student’s parent/guardian and the necessary teachers and administration.
- The completed Pre-Excused Absence forms are to be returned to the office for administrative approval at least three days prior to leaving for the stated reason.
- Students are encouraged to obtain and complete all assignments prior to leaving on the pre-excused absences.
- Students who attend cultural activities identified on the school calendar will have those days excused if pre-arranged approval has been obtained.

### **Unexpected Excused Absences**

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

### **Attendance Probation**

Returning students with excessive absences the previous school year will be accepted on a probationary basis. Oneida Nation School System works cooperatively with the parent/guardian to teach students the importance of daily and timely school and class attendance.

Parent/Guardian must complete an Attendance Success Plan for their child. The probation period will be complete at the end of the quarter. The attendance committee will review the attendance and interventions to determine full acceptance or if additional action is required.

### **Actions to Improve School Attendance**

- Implement prevention measures by preparing an Attendance Success Plan for students with poor attendance the previous school year.
- Partner with parents/guardians to encourage and promote good attendance.
- Monitor attendance data and communicate with parents/guardians at critical intervals to improve student attendance.
- Use data to target interventions and resources to students who need additional help to overcome barriers to attendance and engagement.

#### **Attendance facts from Attendance Works:**

- Half the students who miss 2-4 days in September go on to miss nearly a month of school.
- Research shows that missing 10 percent of the school, or about 18 days, negatively affects a student's academic performance. That's just two days a month and that's known as chronic absence.
- By 6<sup>th</sup> grade, chronic absence becomes a leading indicator that a student will drop out of high school.
- When students improve their attendance rates, they improve their academic prospects and chances for graduating.

### **Actions to Improve School Tardiness**

- 5 Tardies to school (greater than 15 minutes) – Homeroom Teacher will contact parent/guardian
- Additional Tardies – Homeroom Teacher / Administration will assign detentions to make up missing academic time (i.e., lunch, recess, after school).
- Excessive tardiness will be considered truancy.

### **Truancy Interventions**

Interventions to correct a truancy problem may include one or more of the following:

- Meeting with parent/guardians.
- Referral to the building consultation team for consideration of alternatives for the student.
- Modification of the student's current academic program.
- Referral to appropriate school or community resources.
- Enrollment of the student in a job experience or alternative education program.

### **10 Day Enrollment Drop**

Any student enrolled, but not in attendance the first 10 days of school or not in attendance for 10 continuous days at any time, will be dropped from enrollment for non-attendance.

If the parent requests continued enrollment at ONSS, a meeting with the principal and other school staff is required for enrollment to be considered. If approved, an Attendance Success Plan will be completed at this time.



## **ACADEMIC INFORMATION**

### **CLASSROOM PARTIES**

Incentives and rewards are a part of the classroom management and instruction plan. At times teachers may plan tangible rewards such as a classroom party that may include food, games, and/or a movie. To ensure that engaged learning time and instruction is maximized, classroom parties are limited.

### **CLOSED CAMPUS**

During a student's scheduled attendance hours, he/she must stay within the campus area and is not permitted to leave without authorized permission. Lunch hour is considered part of the student's day.

### **FIELD TRIPS**

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

The Following Conditions Govern All Field Trips:

- The form to propose a field trip must be completed and submitted to the Principal/designee in advance of the date on which the trip is scheduled.
- All teachers/staff members must follow the same rules for the proposed trip. Once approved by the Principal/designee, the trip and rules must be discussed with the students and a permission slip will be sent for parent signature prior to the scheduled field trip.
- The school reserves the right to do backpack checks before any field trip. Backpack/luggage will be checked for any overnight trips, such as Camp U-Nah-Li-Ya.

Chaperone Guidelines Are as Follows:

- Chaperones must be 21 or older, preferably a parent or guardian of ONSS System students.
- Chaperones must have an approved, current background check on file, prior to the field trip. This requirement is mandatory even if chaperones/guardians take their own vehicle or meet the class at the field trip destination. If chaperone/guardian does not have background clearance, they will not be permitted to remain with the students.
- Chaperones must monitor all ONSS system students but will be assigned no more than ten students to be directly responsible for.
- Chaperones must encourage and maintain appropriate behavior of students and report all inappropriate incidents to the teacher. Accidents must be written up and reported to the teacher within 24 hours.
- No personal vehicles will be allowed to transport students.

- All Chaperones must ride the bus with students and be a positive role model; not use profanity, act recklessly or smoke in the presence of students.
- Chaperones cannot bring siblings of students or other children on the field trip.

## **HOMEWORK POLICY**

Parents / Students may request homework from the office before 9:00 a.m. if the student will be absent for more than one day.

Student's Responsibilities:

Elementary Students in Grades K-5 – Classroom teachers will communicate with parents the expectations of homework completion and guidelines regarding work missed due to absences.

The student will:

- Complete homework and return it to school within the assigned time frame.
- Complete work as independently as possible and to the best of the student's ability.

Middle and High School Students in Grades 6-12 – Display independence and assume the responsibilities of completing homework and work missed due to absences.

The student will:

- Engage in correspondence with teachers to clarify assignment material and expectations.
  - Ensure that the required materials are taken home.
  - Allocate a time and place for homework, free from distractions.
  - Complete homework and return it to school within the assigned time frame.
  - Complete work as independently as possible and to the best of the student's ability.
- All students are responsible to complete any work or tests that were missed from absences or co-curricular activities. Students must complete homework that is original: Plagiarized work or homework that is copied from a peer may be give no credit.

The Parents/Guardians will:

- Demonstrate an interest in their child's studies and monitor work habits.
- Ensure that students will have a time and place for homework, free from distractions.
- Attend (when possible) information evenings and conferences to become aware of the course homework and testing schedules.
- Contact school if child is absent and request needed materials to complete homework.

The Teacher will:

- Be clear on homework assignments.
- Vary and individualize the types of assignments to make sure students have prerequisite skills.
- Grade homework and/or provide appropriate feedback.
- Review homework in class and discuss problems or questions the student may have.
- Contact parents in a timely manner if students are not fulfilling homework responsibilities.

## **REPORT CARDS / GRADES / CONFERENCES**

All students are evaluated, and report cards are prepared at the end of each quarter. To develop continuity between Elementary, Middle School and High School all teachers in grades 3-12 will use the same grading system. Grades 1 and 2 will use “O”, “S”, and “N”.

### **Report Cards**

- Grades and attendance awards are compliant with ONSS Policies and Procedures.
- Report cards for grades 3-8 will be computer generated and are marked: A, B, C, D, F, and NC. This is the grading scale for 3<sup>rd</sup> – 12<sup>th</sup> grade. Student in grades 3-8 will be eligible to receive recognition for their grade point average. Highest Honor Roll (3.8-4.0), High Honors List (3.5-3.79) and Honors List (3.0-3.49). A grade of “D” or “F” in any course disqualifies Honor Roll recognition.
- At the discretion of the teacher, an incomplete grade can be issued at the end of the quarter and a list of incomplete assignments will be provided to the student and guardian. Incomplete work must be made up in two weeks after the end of the quarter to receive credit.

### **Grading Scale**

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

### **Conferences**

The reports for first and third quarter are distributed at scheduled conferences, and the reports for second and fourth quarter are mailed home. Dates for regular parent conferences are scheduled on the school calendar, and other individual student conferences are scheduled as needed to enable students to make the best possible gains during the school year.

### **Awards**

For the purpose of recognition awards, perfect attendance means that the student was present every day of the school year without any tardies. Any absence or tardy disqualifies a student from perfect attendance due to the student missing the classroom instruction.

### **VALEDICTORIAN & SALUTATORIAN (8<sup>TH</sup> GRADE)**

The following are requirements in order for a student to qualify for Valedictorian or Salutatorian for 8<sup>th</sup> grade graduation:

- Student must be enrolled at ONES continuously for grades 6-8.
- Student with the highest-grade point average will be designated as the Valedictorian.
- Student with the second highest grade point average will be designated as the Salutatorian.

## **STUDENT EXPECTATIONS**

### **BEHAVIOR**

#### **Aerosol Products**

Due to severe medical conditions for some students and staff, students may not bring aerosol products such as breath freshener, hairspray, perfume, body-sprays etc. into the building.

#### **Appropriate Language**

Please use appropriate, respectful language. Profanity, swearing, put-downs etc., are not accepted in the school.

#### **Assembly Behavior**

Proper audience behavior at assemblies includes being respectful, sitting up straight, keeping feet on the floor, and applauding at the appropriate time. All students are expected to sit quietly, listen attentively, and enter and leave the assembly in an orderly manner.

#### **Cheating**

Copying the work of others, and/or providing work and/or answers for others to copy and submitting it as one's own or obtaining test information in other dishonest ways are forbidden. If a student is found guilty of cheating, no credit will be given for the assignment or the test. Teacher will counsel students and a parent-teacher conference may be held.

#### **Clothing**

Responsibility for the personal appearance of students enrolled in Oneida Nation School District shall normally rest with the students themselves and their parents/guardians. All students are expected to dress appropriately and neatly in clothes suitable for school activities. Oneida Nation students are prohibited from wearing clothing or attire that, in the opinion of school authorities, is contrary to limits imposed related to health, safety, distractions, indecency, or offensiveness. Student clothing must conform to the following minimum standards:

1. Headgear, heavy coats, gloves and blankets must be removed at the student's locker. All such items may not be worn in the building during school hours.
2. Students must wear shoes/appropriate footwear.
3. No garment may advertise or promote alcohol, tobacco products, or other drugs by name or logo. No message or symbols that include profanity, weapons, violent or sexual language/ actions or considered to be offensive are allowed.
4. Exposed undergarments are prohibited.
5. Hoods must be down at all times.
6. When allowed, students can wear a hat that follows the guidelines either straight back or straight forward.
7. Students are not to wear spandex shorts/pants without a shirt to cover their bottom.
8. Students are not to wear clothing with excessive holes.

Students who do not comply will be subject to the following consequences:

**First offense:** The student will be given the chance to change clothes or turn shirts inside out, etc. A parent contact will be made.

**Repeat offenses:** May result in out-of-school suspension and further consequences.

### **Hallway Traffic**

Safety and learning are our priorities for expectations while students are moving within the hallways. Running, pushing, hitting, horse play and loud noises/talking are prohibited. Students should not be loitering in the restrooms, knocking on classroom doors, or visiting undesignated areas. Students are expected to move in the hallways in a purposeful manner.

### **Inappropriate Contact**

Students are to always control their bodies to prevent injury to themselves and others. Intimate behaviors such as: kissing, handholding, long hugs, etc. are prohibited.

### **Off-Limits Areas**

There are certain areas of the school that are designated restricted areas or areas that are Clan specific. Students must remain in their designated areas.

### **Passes**

Students must be under the direct supervision of a staff member at all times and must either be escorted or have been provided a corridor pass signed by a staff member before leaving an assigned area. Students must report directly to assigned areas at all times during the school day and/or the location indicated on the pass. A student's individual needs will be taken into consideration for corridor passes.

### **Respect Our School**

The school needs to be clean and this is not just the job of the custodian staff. It is the responsibility of the entire school community. Students damaging or taking property will have to pay for any damage and may face disciplinary and legal consequences.

### **Social Media Devices**

It is the policy of the Elementary School that if it is necessary that a student brings an electronic device (such as a cell phone) to school, they submit it to their homeroom teacher when they arrive to their classroom. The device will be returned at the end of the school day.

It is the policy of the Middle School that students are required to turn in their cell phones when they go to homeroom each morning. The phones will be in a locked cabinet and will be returned to the students at the end of the day. Students in violation of this policy will have their phone confiscated and returned to a parent/guardian. Should you need to reach your child during the day please call the main office.

Prohibited Use of Electronic Devices:

- Disrupt the educational process in the school district
- Endanger the health or safety of the student or anyone else
- Invade the rights of others at school
- Involve illegal or prohibited conduct of any kind

Students who possess personal electronic communication devices on school premises or at school-sponsored activities do so at their own risk and are responsible for any loss, damage or liability related to the device. Oneida Nation School System is in no way liable for loss, damage or misuse of the device.

### **Telephone**

School phones are not to be used by students at any time for personal use. Any exception must be approved by the appropriate staff. If a student must make a telephone call, he/she may be given a corridor pass to the front desk, and the staff member will place the call for the student. Students who misuse or abuse the telephone system (placing 911 calls without causes) will be referred to administration.

## **SERIOUS RULE VIOLATIONS**

### **Severe Disruption of the Learning Process**

Students who disrupt the orderly operation of the school and/or teaching/learning process of the classroom or willfully defy school personnel engaged in the performance of their duties will not be permitted. Continued severe disruption will result in serious school and possible police consequence.

### **Sexual Harassment**

Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, uninvited telephone calls or letters, and other verbal visual or physical conduct of a sexual nature. Sexual harassment also includes, but is not limited to; unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual graphic verbal commentaries about an individual's body, usually degrading words used to describe an individual, a display of sexually suggestive objects or pictures, sexually explicit or offensive jokes or physical assault.

### **Unlawful Items**

Alcoholic beverages, tobacco products, drugs, matches, lighters, pocket knives, firecrackers, squirt guns, guns, look-alike weapons and other items which may cause needless disruption or create an unsafe environment are forbidden at all times. Possession and/or use of these items will result in ticketing/fines, legal action, interventions, suspensions and/or potential school expulsion. Depending on the incident, administration may require that the student receive counseling. Administration will determine if counseling will be completed by the school Counselor or by a Certified AODA counselor at Oneida Behavioral Health.

Smoking and other use of tobacco, tobacco-like products, nicotine products or alternative smoking products such as electronic smoking devices (referred to as vaping devices) shall be prohibited at all times on school premises and at school sponsored activities. The school district will cooperate at all times with Oneida Police Department to enforce any violations of local ordinance as it pertains to the use of such products as identified.

School discipline consequences is as follows:

- **First Offense:** One-day suspension with required parent conference.
- **Second Offense:** Three-day suspension and required referral to Behavioral Health for an AODA assessment.
- **Third Offense:** A referral to the school board for expulsion.

### **Violence and Intimidation**

No one shall threaten – verbally, non-verbally, or physically – the safety of another person (child or adult) using intimidation or violence. Such conduct is prohibited on the school property, in the school facility, in a school vehicle, at any school sponsored function or while traveling to or from school.

- Intimidation is defined as behavior or repeated acts, which cause fear, and physical or psychological discomfort including, but not limited to: physical conduct, verbal or nonverbal threats, or gestures.
- Violence is defined as aggressive behavior which subjects a person to unwanted physical contact, including, but not limited to: striking, punching or kicking. Caused, attempted to cause, or threatened to cause physical injury to another person is not permitted and will result in serious school and possible police consequences.

### **Weapons**

No one shall possess, use threaten the use of, store or have a look-alike weapon on school property, in a school facility, in a school vehicle or at any school-sponsored function.

- A weapon is defined any object that by its design, use or intended use, could cause bodily harm, property damage, or intimidate other persons. Weapons include but are not limited to: firearms (whether loaded or unloaded and whether operational or not), look-alike weapons, knives and martial arts equipment.
- Items not designated as weapons will also be considered as weapons if they are used to: cause or with intent of causing bodily harm or property damage or to intimidate other persons. Such items include, but are not limited to chains, pencils, belts and sprays.

## **EXPULSION**

### **Due Process**

No student may be expelled from school for alleged misconduct without due process. A student may be expelled from school by the School Board. An expulsion is the long-term removal of a student from attendance at school.

### **Student's Right to a Hearing and Parental Notification**

- Prior to any expulsion, the student shall be advised of the reason for the proposed expulsion. The building administrator will make every effort to provide the student with the opportunity to explain his/her version of the incident in a timely manner.
- The parent or guardian of a minor student referred for expulsion shall be given prompt notice of the reason for the expulsion. The building principal will send a notice in a timely manner to the parent or guardian stating the facts leading to the decision to refer the student for expulsion.

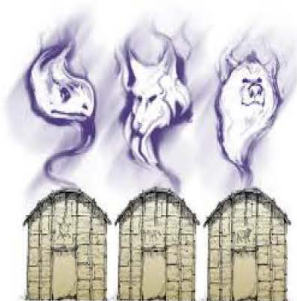
## **DISCIPLINARY PROCEDURES**

Disciplinary Procedures should align to the behavior infraction:

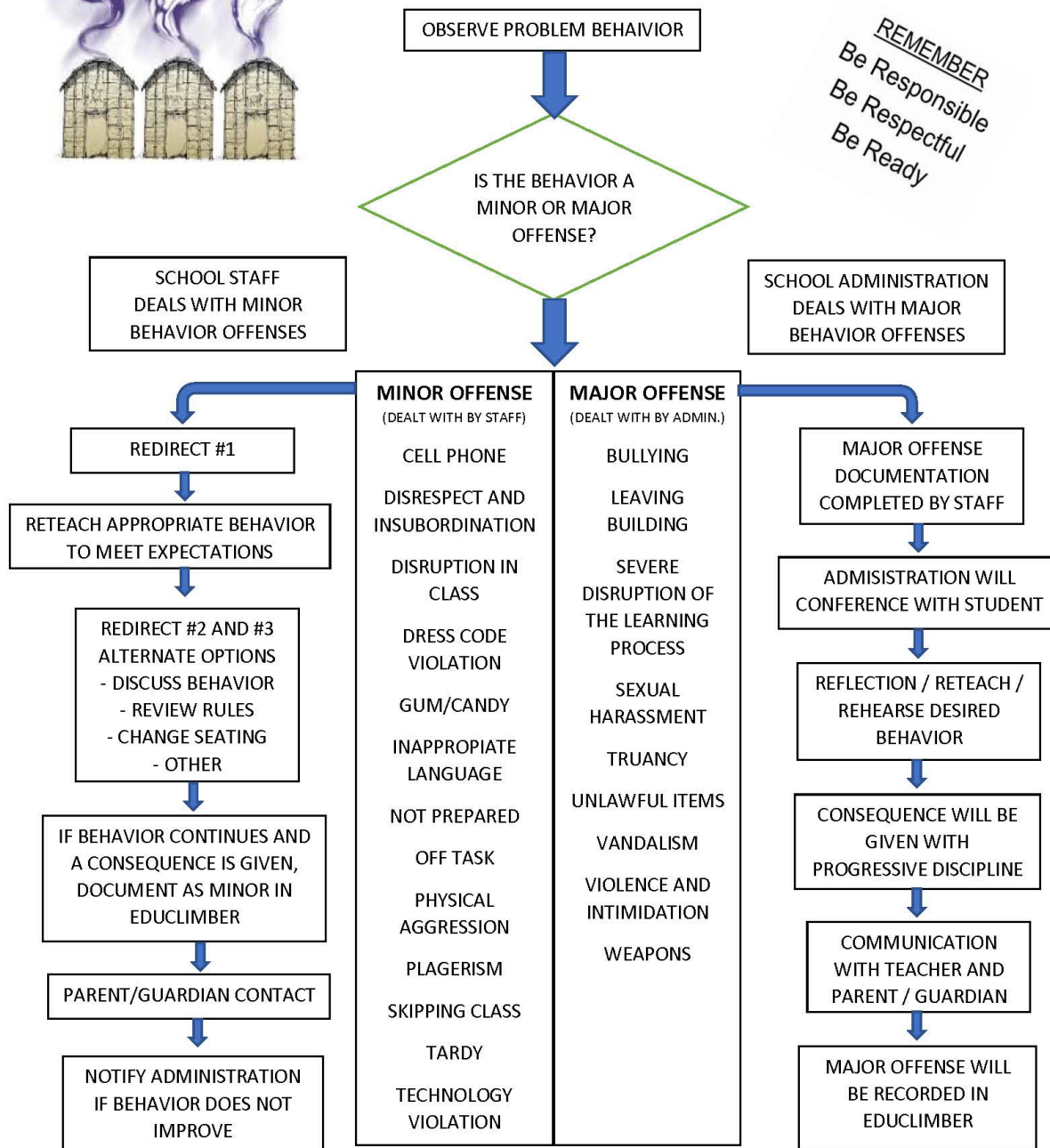
**Progressive Intervention in Discipline:** When classroom strategies are inadequate in addressing student behavior, interventions are necessary to help make meaningful positive changes in behavior. Staff members, who implement interventions with fidelity, promote student's academic, social emotional and behavioral growth. To promote change in behaviors, plans may use interventions in isolation while other plans may utilize both interventions and discipline.

Every reasonable effort should be made to correct inappropriate student behavior using interventions and the least severe disciplinary action possible. More significant responses, such as suspension and expulsion, are used only for the most serious situations. When discipline is used in response to inappropriate student behavior, the discipline must be paired with one or more interventions to support behavior changes in students.





## MAJOR AND MINOR OFFENSES



## **PROGRAMS**

### **ATHLETIC DEPARTMENT**

Athletic Programming Participation: The Oneida Nation School System supports extra-curricular activities such as Athletics as an essential part of the total educational experience. Although participation in these opportunities is a valuable part of the total educational experience, participation should be treated as a privilege, and not a right. Student participation carries with it certain responsibilities and expectations that promote growth toward becoming a responsible contributing member of our school and community. Athletic participants must abide by the rules and responsibilities that apply to each athletic program in which they are involved to continue participation. We expect students to be a credit to themselves, their family, school and community. The procedure for joining any of the Oneida School System Athletics requires the following:

- A physical and Physical Form completed by a licensed physician every other year
- Athletic Code of Conduct Signature Form signed by the Athlete and Parent/Guardian
- Signed Concussion Form
- Emergency Information Form
- Maintain Academic Eligibility

### **BREAKFAST / LUNCH PROGRAM**

The Oneida Nation School System operates a computerized program to receive breakfast and lunch. Each student is issued an account identification number when entering the school system. This identification number will remain with the students during their stay at ONSS.

### **BUS TRANSPORTATION**

Bus transportation on school buses is provided for eligible students to insure them a safe and efficient route to school. The Oneida Nation School System and bus personnel continually monitor this system to insure its success. Student cooperation in riding the bus and maintaining proper conduct as a student and rider is essential. Parents/guardians will be notified if rules are not being followed and if consequences are given. If a student loses bus privileges, parents are responsible for getting the student to and from school. If you have any questions or concerns regarding routes or bus drivers, please contact the bus coordinator at 869-4647.

### **EXCEPTIONAL EDUCATION**

Special education is a program which enables children with disabilities to achieve growth at their own individual pace. The special education program requires completion of an evaluation process which includes a teacher/parent referral, classroom observations, physical/vision/hearing exam, individual achievement tests scores, diagnostic test results and psychological evaluation. Parental consent is obtained before an evaluation is initiated. There is a meeting after completion of the assessments, to review the results and discuss appropriate follow-up. Students who are eligible for enrollment in the special education program have an Individualized Education Program (IEP) in all necessary academic, behavior, and social areas, which are developed with their parents and school staff. They are also included with their grade level peers for instruction as much as possible. Parents provide written consent to implement the initial IEP. Parents must receive notice of procedural safeguards, which are available from the office.

## **FUNDRAISING**

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

## **JOHNSON O'MALLEY PROGRAM**

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

## **LIAISON OFFICER**

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

## **RtI – RESPONSE TO INTERVENTION**

RtI is build on the idea that early intervention can prevent and maximize the effectiveness of grade level curriculum and instruction. It is a framework for the delivery of high-quality curriculum and instruction to all students and provides intervention support to students who need it. RtI is a leveled system of academic interventions in which all students receive universal interventions. Students' academic progress is monitored over time with specific benchmark three times per school year. Students with identified skill deficits receive a higher level of interventions at the strategic or intensive level. The tiered level of intervention is specific to each child's individual academic needs. Students who are determined to not be making sufficient progress with intervention and support in place, will be reviewed by the Child Study Team. The Child Study Team consists of Regular Education Teacher, Intervention Staff, School Counselor and Administration.

## **STUDENT SERVICES**

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

**School Social Worker** – The School Social Worker provides direct student/family services as part of the student services department. Primary responsibilities include awareness, experience and training in trauma-informed care as it pertains to ONSS families, individual student supportive counseling, home visits, assessment, referral, follow up and interventions when appropriate.

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

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

## **HEALTH, MEDICAL & SAFETY**

### **ALICE AND LOCKDOWNS**

The school system safety program is titled: ALICE (Alert, Lockdown, Inform, Counter, Evacuate) ALICE emphasizes preparation and the development of options as the safety plan for individuals and classrooms and how to proactively handle the threat of an aggressive intruder or active shooter event. ALICE training emphasizes the lockdown tactic as one of the accepted responses to keep everyone safe. All students are expected to follow the direction of building staff and administration during all safety drills. If an ALICE warning is issued, the safety of students and staff is the highest priority, and we will conduct training to at a minimum of once a year. If a building is under the ALICE warning, no one can enter or leave the building without permission from law enforcement.

An “Instructional” lockdown may from time to time be issued to keep the hallways of the school clear requiring students to stay in their classrooms. All safety drills are done in coordination with law enforcement. Parents, it is in the best interest of your child for you to stay away from any school under an ALICE warning or instructional lockdown. You will be putting yourself and your child at risk if you attempt to remove your child from a building that is locked down.

### **CHILD ABUSE & NEGLECT REPORTING**

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

### **COMMUNICABLE DISEASE**

Students may be excluded from school and or school related activities if they are suspected of or diagnosed as having a communicable disease as defined in the administrative interpretation that poses a significant health risk to others or that renders them unable to pursue their studies.

Students who are suspected of having a communicable disease that poses a significant risk of transmission to others in the school environment shall be excused from school attendance until their presence no longer poses a threat to the health of themselves and others.

## **CRISIS PLAN**

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

## **HEAD LICE (PEDICULOSIS)**

Head lice are not a serious medical problem, a health hazard, or a sign of poor hygiene and are not responsible for the spread of any disease. A concerted community control effort is required when cases of head lice affect community settings such as schools and families. Whenever a student appears to have head lice, parents will be notified and must provide appropriate treatment before the child may return to school. The student should not miss more than one day of school.

## **HUMAN GROWTH & DEVELOPMENT**

The ONSS Board of Education makes available, to student's instruction, topics related to human growth and development. The kindergarten through twelfth grade programs at ONSS offers information and instruction appropriate to each grade level. The program includes instruction in the following areas:

- Self-esteem, Responsible Decision Making and Personal Responsibility.
- Interpersonal Relationships.
- Abstinence
- Family Life and Skills Required of a Parent.
- Human Sexuality.
- Sex Stereotype and Protective Behavior.
- HIV/ AIDS (taught yearly)

## **IMMUNIZATIONS**

Each student must have the immunizations required by Wisconsin Department of Health Services or must have an authorized waiver on file. We encourage families to obtain all required and recommended immunizations for their children for the safety of all students, staff, and the community at large. If a student does not have the necessary immunizations or waivers, they may be excluded from school as permitted by law.

### **Meningococcal Disease: Protect Your Child**

Wisconsin law requires school systems to give information about meningococcal disease. This infection can happen in the bloodstream, or in the lining of the brain and spinal cord. Symptoms of meningococcal disease may include high fever, severe headache, stiff neck, nausea, vomiting,

sensitivity to light, confusion, exhaustion and/or a rash. This disease is often severe and can be deadly.

Among adolescents and young adults, those 16 through 23 years old have the highest rates of meningococcal disease. These bacteria spread through the exchange of saliva (“spit”) through living in same home, kissing, etc.) Doctors treat meningococcal disease with antibiotics, but quick medical attention is extremely important. Keeping up to date with recommended vaccines is the best defense against meningococcal disease. Healthcare providers recommend two separate meningococcal vaccines for students age 11 years old and up to provide best protection.

### **INJURY & ILLNESS**

Students should immediately report all injuries/illnesses occurring during school activities to the teacher, teacher aid or designee in charge. If minor, the student will receive first aid or basic treatment and may return to class.

If medical attention is required for an injury, school staff will follow the school’s emergency procedures which may include calling 911. The parent/guardian will be contacted to inform them of the event and condition of the student.

If the student has a mild illness, exclusion from school is unlikely to reduce the spread of most diseases. Often children spread germs before or after their illnesses when only mild symptoms are present. The most important reasons for exclusion from school are:

- The illness prevents the student from participating comfortably in school activities
- The illness results in a need for care that is greater than school staff can provide
- The illness poses a risk of spreading harmful diseases to others

If the above criteria are met, the child should be excluded from school. Once a decision is made for exclusion, the school will contact the parent/guardian to inform them that the child should be picked up from school within one hour. In the event that the parent/guardian is not available, the school will contact other persons listed on the Emergency Authorization Form and will continue attempts to call a contact person until someone can be reached.

### **LOCKERS**

The ONSS retains ownership and possessory control of all student lockers. School personnel may conduct searches of student lockers when there are reasonable grounds to believe that the student is in possession of alcohol/tobacco, controlled substances, and/or other drugs, weapons, food/drink or other prohibited items. Any unauthorized or prohibited item found in the locker may be removed, and the parent/student shall be informed of his/her right to obtain items that may have been removed. Food and drink will be disposed of. School personnel may arrange for K-9 searches within the school buildings in the spirit of prevention. Students in grades 6-12 will be issued a locker and combination lock. It is the student’s responsibility to keep the locker orderly and clean. Periodic inspections will be conducted by school officials. Students may not tamper with another person’s locker or give their combination to another person.

## **MEDICATION AT SCHOOL**

The overall goal for best medication management is for children to receive their medications at home whenever possible. Parents should determine, with their physician's advice, whether the medication schedule can be adjusted to avoid administering medications during school hours. When medication needs to be administered during the school day, it will be stored in the School Nurse's office.

To administer medication at school, the following requirements must be followed:

1. All medication, prescription or over-the counter, must be supplied by the parent/guardian. No medication will be supplied by the school.
2. The following forms must be completed and returned to school prior to administration of the medication:
  - a. "Parent/Guardian Medication Authorization" form
  - b. "Licensed Prescriber's Request & Authorization to Administer Medications" form
3. Medication must be delivered to school by an adult, NOT by the student.
4. Medication must be in its original pharmacy labeled container and/or in its original manufacturer's package.
  - a. For prescription medication, the label must contain the name of the student, name of the prescriber, name and dose of medication, effective date, and legible directions on how to give the medication.
  - b. For non-prescription (over-the-counter) medication, the label must list ingredients and recommended therapeutic dose.
5. Scheduled medications will NOT be provided on an "as needed" basis due to forgetting to take at home or other reasons not ordered by prescriber.

If a student is found using or possessing a medication without parent and/or physician authorization, staff will bring the student to the school office and will contact parent for authorization. The medication will be held in the school office until authorization is received. (Exemption – asthma inhalers and epinephrine pens).

Any student who distributes a medication of any kind to another student or is found to possess a medication received from another student, may be disciplined in accordance with the controlled substance and alcohol abuse provision.

Students may possess and use an asthma inhaler, or epinephrine pen as long as the school has written permission from the parent/guardian and physician using the above forms. Wisconsin Stat. 118.291 allows students with asthma to possess and use metered dose and dry powder inhalers with written permission from their physician and parent/guardian. The Wisconsin Student Inhaler Law allows students with asthma to carry prescribed preventative and/or rescue medications with him/her at school in a locker, pocket, backpack, etc. The school should work with the family and health care provider to develop the best plan for the student, following the guidance in the law.

At the end of the school year, medications must be picked up by an adult and will not be sent home with the student. Any medications that are not picked up within one week after the last day of school year will be properly disposed of at a medication drop box.

## **MENTAL HEALTH**

### **Absence Due To Mental Health Treatment / Hospitalization**

Students returning to school from a hospitalization resulting from a mental health crisis will have assistance to help them transition back to school. To ensure the safety and support for the student, the following are the requirements and procedures before the student returns to school:

- Family/Guardian will contact the School Counselor/Principals to set up a transition meeting.
- Family must bring a signed release of information from the provider.
- Mental Health providers must be in place for outpatient care.
- Discuss medication changes or updated information.
- Implement recommendations from the provider.
- Create and implement a safety plan for the student.
- Academics: Non-essential assignments will be forgiven and future assignments may be modified.
- Supports: Student will have permission to seek support from identified staff at any time.

## **PARENT INFORMATION**

### **ACCESS & PRIVACY OF RECORDS**

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

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

### **Directory Information**

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

- Student's name, address and telephone number
- Names of the student's parents
- Student's date of birth
- Student's class designation (i.e.: 1<sup>st</sup> grade, 8<sup>th</sup> grade, etc.)



- Student's extra-curricular participation
- Student's achievement awards or honors
- Student's weight and height if a member of an athletic team
- Student's photograph
- Previous educational institutions attended by the student
- Name of school student currently attends

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

## **APPEALS PROCESS**

### **Parents / Charges Complaints**

1. A parent or legal guardian of a minor student who disputes the determination or action of a teacher, or Administration, including their disciplinary decisions, may appeal such determination or action by bringing or sending a complaint to the school Principal or the Superintendent when the dispute is with the Principal.
2. A charge/complaint must be made in writing, signed by the complainant, and submitted within **5 consecutive** school days of the disciplinary action and must contain the following:
  - a) a statement of the facts
  - b) a statement of the relief requested
  - c) any necessary pertinent information
3. Charges/complaints involving the discipline of a student with disabilities and alleging that the student's federal rights under the Individuals with Disabilities Education Act (IDEA) have been violated will be resolved through the procedures contained in the Oneida Nation Schools Special Education Handbook and 34 CFR Part 300.
4. Complaints will be resolved by the appropriate Supervisor, Principal, or Superintendent who will confer with the parties involved and will render a written decision within ten (10) consecutive school days of his or her receipt of the complaint. All decisions may be appealed to the Superintendent.
5. A complainant who remains unsatisfied may appeal to the School Board. All charges And complaints should be made to the Board in writing and be submitted to the Secretary of the Board at least two weeks before a regular or special meeting of the Board. The statement of charges or complaints will be placed on the agenda for the Board's meeting as a non-action item to permit the Board to determine further action which may be necessary. Should the Board in its deliberations determine that a hearing or other formal action is required; a timely meeting date for this purpose will be established.

## **BACKGROUND CHECKS**

Prior approved background checks are required for all parents/relatives that wish to volunteer in the classroom and chaperone field trips. Background checks take time to process, so please allow two weeks to get approval, prior to volunteering/chaperoning. Anyone that has not passed a background check as mandated by the Bureau of Indian Education, will not be allowed anywhere in the building except in the school office, unless they are attending the following: parent/teacher conferences, open house, concerts, scheduled athletic events, cultural events, or scheduled meetings with ONES staff. If you would like to schedule a meeting with a staff member please call the staff member in advance to arrange a meeting that is convenient for everyone that needs to be in attendance. The meeting will be held in the office area. All parents, visitors and guests are required to sign in with security they enter the building.

## **BUS GUIDELINES, REFERRALS & CONSEQUENCES**

### **Bus Transportation Boundaries**

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

### **T-Pride – Positive Behavior Interventions & Supports (PBIS) - Lamers Bus**

PBIS is a process for creating safer, more effective schools by reinforcing positive behavior and preventing and addressing problem behavior. This process will also be used to provide clear and consistent expectations for the student's behavior while riding the bus.

- |                  |   |
|------------------|---|
| Be Respectful –  | Obey supervising adults and bus drivers                   |
|                  | Use kind words  |
|                  | Hands and feet to self / Respect personal space of others |
| Be Responsible – | Be ready when it is your turn to get on or off the bus    |
|                  | Remain properly seated while on the bus                   |
|                  | Keep the bus clean  |
| Be Ready –       | Walk to and from the bus                                  |
|                  | Watch for signals from bus driver                         |
|                  | Use cross walks   |

These behavior expectations will be reviewed and referred to throughout the school year.

Minor bus behaviors will be managed by the bus drivers. Minor behaviors may include: inappropriate language, disrespect, pushing, standing on the bus, shouting, littering, eating or drinking on the bus. Major bus behaviors will be managed by administration.

### **Transportation Arrangements for Emergency Situations**

- Parents/guardians must request the alternate pick up or drop off point to the school office.
- Requests must be received by 12:00 PM to insure the request can be honored.

## **EMERGENCY INFORMATION**

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

## **FEES**

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

## **HOMELESS STUDENTS**

The McKinney-Vento Act defines homeless children and youth as children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason;
- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Living in primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because the children are living in circumstances described above.

## **Shelters**

Family Shelters:

Freedom House 432-4646

2997 St. Anthony Dr. Green Bay

Family shelter, call for phone intake

Fox Valley Emergency Shelter (920)734-9192

400 N Division St. Appleton

Family shelter, call for phone Intake

Golden House 435-0100

1120 University Ave. Green Bay

Safe house for women and children victims of domestic violence

House of Hope 884-6740

1660 Christiana Green Bay

Shelter for pregnant or parenting women ages 18-24

**Adult Shelters:**

NEW Community Shelter 437-3766  
301 Mather St. Green Bay  
Adult shelter (men & women)  
St. John's Homeless Shelter 272-8234 or 436-9344  
413 St. John's St. Green Bay  
Adult shelter (men & women), night-to-night shelter Nov. through April

**Extended Stay Hotels in Green Bay**

Suburban Extended Stay Hotel 430-7040  
1125 E Mason Street Green Bay

- Daily or weekly rates
- Rooms with fully equipped kitchens

Extended Stay Airport Hotel 499-3600 (or 1-800-521-4020)  
1639 Commanche Ave. Green Bay

- Daily or weekly rates
- Rooms with fully equipped kitchens

**Assistance Programs / Resources:**

Brown County Crisis Line 436-8888  
24 resource hotline

Brown County Housing Authority 448-3400  
100 North Jefferson Street Room 608  
Green Bay, WI 54301  
[www.ci.green-bay.wi.us](http://www.ci.green-bay.wi.us)

Integrated Community Solutions 498-3737  
"Leaving Homelessness Behind" Program

Oneida Comprehensive Housing Division 869-2227  
2913 Commissioner Street  
Oneida, WI 54155  
[www.oneidahousing.org](http://www.oneidahousing.org)

Oneida Social Services – Center For Self Sufficiency 490-3701  
2640 West Point Rd. Green Bay

Outagamie County Crisis Line (920)832-4646  
24 resource hotline

Outagamie County Housing Authority (920)734-5596 or (920)731-8793  
3020 E. Winslow Ave.  
Appleton, WI 54911  
[www.outagamiehousing.us](http://www.outagamiehousing.us)

Salvation Army 497-7053  
Possible hotel vouchers for homeless families  
Ecumenical Partnership For Housing Program – 8 houses for homeless families,  
families screened to determine if meet eligibility criteria

St. Vincent DePaul 432-2579

Wisconsin Jobs Center 448-6760  
Sometimes offers funding for homeless families

## **HOMEROOM REQUESTS**

Student placement is determined for various reasons due to class size, schedules, student accommodations and recommendations by staff. There is a lot of time and thought considered in this process. Parent requests for specific homeroom placement may be considered but is not guaranteed. Any requests must be made in writing to the Principal with valid academic reasons of why the request is being made.

## **LOST & FOUND**

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

## **PARENT COMMUNICATION**

Communication including a calendar of school events, cultural activities, athletics and after school presentations will be posted on social media as well as the Oneida Nation school website.

## **PARENT INVOLVEMENT IN THE SCHOOLS**

All parents are strongly encouraged to be active participants in their student's education by attending school activities, parent/teacher conferences, chaperoning field trips (once a background check has been approved) and volunteering in other school-sponsored educational activities. The Oneida Nation School Board has approved a HOME/SCHOOL/COMMUNITY Learning Compact, in accordance with the Every Student Succeeds Act. This Compact is an agreement between students, parents, teachers and school administration to work together to improve teaching and learning.

## **SICK CHILD**

### **"Is My Child Too Sick To Go To School Today?"**

Sick children belong at home and well children belong in school! Students well enough to return to school after an illness will be expected to participate in the activities of the regular school day, which includes recess. A doctor's note is needed if your child is to be excused from participating in recess or physical education.

### **Fever**

A child with a temperature of 100 degrees Fahrenheit or more. If you do not have a thermometer but your child's forehead feels hot, please keep your child home until his/her temperature can be determined. Your child can return to school once he/she has not had a fever for 24 hours.

### **Cold / Sore Throat / Cough**

A child with a mild cold who is otherwise feeling well is OK to go to school. It is also OK to send a child with a mild sore throat to school if there are no other symptoms. Your child should

stay home if there is a severe cold, deep hacking cough, sore throat with body aches, fever or feeling “run down”. For these symptoms it is best to contact your doctor.

### **Rash**

A rash may be the first sign of a childhood illness, such as chicken pox. Health providers are also concerned about outbreaks of measles illness in several US states: this illness may begin with a rash. A child with a rash that covers the entire body should not be at school. Contact your doctor for a diagnosis. Do not send a child with a rash that covers the entire body to school until your doctor has told you it is safe to do so. A rash that appears in only one area may have many possible causes. Please contact your doctor for diagnosis and treatment and inform the school about its cause.

### **Stomachache / Vomiting / Diarrhea**

Check with your doctor if your child has a stomachache that persists or is severe enough to limit activity. If vomiting or diarrhea occur, keep your child home until he can keep food down and diarrhea has stopped. Call your doctor if prompt improvement does not occur. If a child vomits or has diarrhea while at school, parent/guardian will be contacted.

### **Pain**

Toothache – Consult with your dentist.

Earache – Consult with your doctor.

Headache – Headaches may have many causes, including lack of sleep, skipping a meal, drinking inadequate amounts of water, and more. A child whose only complaint is a headache usually does not need to be kept home. Consult with your child’s doctor if headaches occur frequently or are debilitating.

## **TECHNOLOGY**

We will identify and apply technology to maximize teaching and learning in our daily instruction. Students will learn about various technology applications and softwares which are integrated into the daily learning. We also provide assistance to teachers and students to troubleshoot and use the available technology at ONSS helping our staff and students welcome in the digital learning era.

Student and Parent/Guardian Responsibilities: All students using the District’s computer network or accessing the Internet through the District’s network must indicate that they and their parent or guardian understand the responsibilities of exercising this access by signing a user agreement, and that failure to follow it may result in loss of their network privileges and possible further disciplinary action. The Acceptable Use Permission and Release Agreement form.

## **TESTING**

The Oneida Nation School System participates in the required Bureau of Indian Education Assessments. Parents are encouraged to be sure their children attend school during testing and perform to their fullest potential on the testing materials. Parents will be informed of the assessment dates and more detailed information regarding the specific tests.

## **TRAFFIC**

No stopping or standing is permitted in the bus loading and unloading zone. Pick up your child in a regular place each day so he/she knows where to look for you. Bikes are not encouraged because of the busy traffic on Seminary road. Students who ride a bike are encouraged to learn the rules of the road and to have their bikes registered. Parents/guardians who come to the school to pick up their student during the day must come into the main office. The office staff will call the student to the office, and the parent will be required to sign the roster at the front desk indicating the student's name and the time the student was removed from the school. Students will not be allowed to go out outside and wait for their ride.

## **VISITORS TO THE SCHOOL**

We want every visitor to feel welcome, but we also need to ensure the safety of our students. All visitors must enter through the front door. Visitors to the building must sign in with security and are required to come to the school office, identify themselves and state the purpose for their visit. Visitors must sign in and obtain a visitor's pass. The visitor's pass must be worn in a visible place by the visitor while he/she is in the school. The School Administration reserves the right to refuse anyone to visit in the school, if it is determined not to be in the best interest of the school.

## **WEATHER AND SCHOOL CLOSINGS**

In the event of bad weather, dangerous road conditions, school emergencies, school closings, delays in starting the school day, or early dismissals schedule changes will be communicated as quickly as possible. Important information may be announced on local radio and TV stations. Communication will also go out to parents/guardians that have signed up for School Messenger (phone calls and text messages). Schedule changes will also be posted on the Oneida Nation School System Facebook page.

## **BULLY / HARASSMENT / INTIMIDATION POLICY**

### **Policy Statement:**

The Oneida Nation School System strives to provide a safe, secure and respectful learning environment for all students in school buildings, school grounds, busses and school sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school system consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

### **Definition of Terms:**

Harassment, Intimidation and Bullying means any behavior, gesture, written (including text messages or posting on social network sites, such as Facebook, a verbal or a physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school sponsored function or on a school bus.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status.

Bullying behavior can be:

- Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g. threatening or intimidating language, teasing, calling names or racist Remarks)
- 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)

The Oneida Nation School System expected behaviors are reflected in our PBIS (Positive Behavior and Intervention Support) system.

### **Reporting Procedure:**

All school staff members who observe or become aware of acts of bullying are required to report these incidents on a major BDR (Behavior Data Report). Administration will investigate any reported incidents and take the appropriate actions.

### **Investigation:**

The Administration is responsible for determining whether an alleged act constitutes a violation of the policy. The Administration shall conduct a prompt and thorough investigation of the alleged incident. Bullying, harassment and intimidation data will be available for review in the school's data base.



**Sanctions:**

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school system administration may take action. This may be in the form of parent contact, mediation, detentions, suspension, and referral to law enforcement or possible recommendation of expulsion to the Oneida Nation School Board.

Students who are repeat offenders of bullying behaviors are mandated to participate in assessment/counseling at Oneida Behavioral Health. Confirmation of OBH appointment must be communicated to building principal within 3 school days of the incident. The student is required to adhere to all counseling and treatment plans recommended by the OBH therapist to fulfill this requirement. Failure to comply with this mandate may result in a requirement for the student to seek an alternative educational placement/setting.

In all cases, the Oneida Nation School System should actively involve parents in the remediation of the behavior(s) of concern.

Professional discretion will be used in all cases and will be determined on an individual basis.

**Supports:**

Student Services will provide support for both the identified victim and the student that was determined to be the aggressor.

Parents may call the following staff for assistance:

School Counselor Grades 6-8 (920)869-2669

Student Advocate (920)869-4643

School Counselor Grades K-5 (920)869-4649

Copying the work of others, and/or providing work and/or answers for others to copy and submitting it as one's own or obtaining test information in other dishonest ways are forbidden.

If a student is found guilty of cheating, no credit will be given for the assignment or the test.

Teacher will counsel students and a parent-teacher conference may be held.

## TECHNOLOGY ACCEPTABLE USE POLICY

(Revised May 28,2019)

The Oneida Nation School System (O.N.S.S.) offers the privilege of computer, network and Internet access for staff and student use. With this learning tool, staff and students must understand and practice proper and ethical use.

This document contains the Acceptable Use Policy for use of the computers, network, Internet and its associated components. The term “Network” is defined as all computer operations that are electronically sent to and out of an individual workstation or computer; this includes electronic or “email”. “Components” refer to any and all devices/materials used in technology, including computers, printers, scanners, data lines, software, etc.

### **A. Educational Purpose**

A1. The Network has been established for a limited education purpose. The term “educational purpose” includes classroom activities and career development.

A2. The network has not been established as a public access service, or as a public forum. The O.N.S.S. reserves the right to place restrictions on the material one may access or post through the system. Individuals are expected to follow the rules set forth in the appropriate faculty and student handbooks, in this policy, in policies of the Oneida Nation Tribe of Wisconsin and under the laws of the state of Wisconsin and United States with respect to their use of the Network. The O.N.S.S. further reserves the right to amend these regulations, from time-to-time, in which event it will so notify users of the system.

A3. Individuals may not use the Network for commercial purposes. This means individuals may not offer, provide, or purchase products or services through the Network.

A4. Individuals may not use the Network for political lobbying. Individuals and/or classes may use the system to communicate with elected representatives, to express opinions on political issues, and to gather information related to governmental operations.

### **B. Student Internet Access**

B1. Students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab assuming the privilege has not been revoked.

B2. Elementary and middle school students will have Internet access only under the “direct supervision” of their teachers. Direct supervision is defined as eye contact with a student screen, either electronically or physically.

B3. Student accounts and files (network and email) may be searched for inappropriate files and/or documents. All Internet activity is monitored for inappropriate use. Internet reports may be done periodically to ensure students are not accessing inappropriate sites.

B4. Student email (electronic mail) will be available to students for purely educational purposes.

B5. A student’s parents can withdraw their approval to use the network or the Internet at any time. Parents must submit a request for withdrawal in writing specifying areas that they wish the withdrawal to include. Withdrawal of parental consent will cause a revocation of a student’s Internet use privileges.

### **C. Misconduct and Unacceptable Use of Computers**

The following uses of the Network and associated components are considered unacceptable and will be considered as misconduct.

#### **C1. Placing Self/Others at Risk**

- a. Individuals will not post personal contact information about him/herself or other people. Personal contact information includes one's address, telephone number, school address, work address, etc.
- b. Individuals shall not agree to meet with someone contacted "online" without parent approval. Parents shall accompany students to such meetings.

#### **C2. Illegal Activities**

- a. Individuals shall not attempt to gain unauthorized access to the Network or to any other computer system through the Network or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. Individuals shall not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

#### **C3. System Security**

- a. Individuals are responsible for their personal account and should take all reasonable precautions to prevent others from being able to use that account. Under no conditions should one provide his/her password to another person.
- b. Students shall immediately notify a teacher, the librarian, or the system administrator if a possible security problem has been detected. Do not seek out security problems/issues. This may be construed as an illegal attempt to gain access and may result in the loss of future use of the Network. Do not show other students the security problem.
- c. Users shall not download software through the Network.
- d. Educational software has been installed for student use. Only MIS personnel are to install software to work stations.

#### **C4. Inappropriate Language**

- a. Restrictions regarding inappropriate language apply to public messages, private messages (email), and material posted on Web pages.
- b. Individuals shall not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Individuals shall not post information that could cause damage or a danger of disruption.
- d. Individuals shall not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Individuals shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If one is told by a person to stop sending him/her messages, one must stop.

- f. Individuals shall not knowingly or recklessly post false or defamatory information about a person or organization.

#### C5. Respect for Privacy

- a. Individuals shall not “forward” a message that was sent privately without the permission of the person who sent the original message.
- b. Individuals shall not post private information about another person.

#### C6. Plagiarism and Copyright Infringement

- a. Individuals shall not plagiarize works that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were one’s own.
- b. Individuals shall respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, one should follow the expressed requirements. If there is uncertainty whether or not one can use a work, permission should be requested from the copyright owner.

#### C7. Respecting Resource Limits

- a. Individuals shall use the system only for educational and career development activities.
- b. Users on the Network can expect to have individual storage capacity limited by the O.N.S.S. in accord with the needs of the O.N.S.S. and the amount of usage made of the system. The O.N.S.S. reserves the right to, from time-to-time, change the amount of capacity allowed to individual users, in its sole discretion.
- c. Users may neither prevent others from accessing the system, nor unreasonably slow down the system by deliberately running wasteful jobs, playing games, or engaging in non-productive or idle computer “chatting”, sending mass mailings or chain letters.

#### C8. Inappropriate Access to Material

Users may encounter material which is controversial and which the users, parents, teachers or administrators may consider inappropriate or offensive. O.N.S.S. uses the tribal MIS filtering software to help protect staff and students from inappropriate or offensive material. However, because of the constant changes to the Internet it is impossible to ensure all such materials are blocked.

- a. Individuals shall not use the Network to attempt to access material that is profane or obscene (pornography), that advocates illegal acts, that advocates drug use, or that advocates violence or discrimination toward other people (hate literature). A special exception may be made if the purpose is to conduct research, and both the teacher and parent have approved, in writing, prior to doing the research.
- b. No inappropriate materials, as defined in the preceding paragraph, may be loaded onto school district workstations, the Network, or printed from school printers.

- c. If one mistakenly accesses inappropriate information, one should immediately discard the file, or move to another Web site. This shall protect the individual against a claim that he or she has intentionally violated this Policy. If the O.N.S.S. personnel observe that a user has contacted such sites and information on more than one occasion, the individual shall be found in violation of this Policy and subject to potential discipline.
- d. Failure to stop and/or failure to turn the control of the computer over to district personnel for reviewing the history of one's Internet travels, or to view files, shall be declared as a deliberate attempt to cover up wrong doing. This includes deliberately deleting historical information so that it cannot be reviewed.
- e. Parents should instruct students if there is additional material they think would be inappropriate to access. The district fully expects that students shall follow parents' instructions in this matter, as well as those of the district.

#### **D. Electronic Mail**

##### **D1. Cautions**

Users should be aware of the following:

- a. Both the nature of electronic mail and the public nature of the school district's business make electronic mail less private than users may anticipate. For example, electronic mail intended for one person sometimes may be widely distributed because of the ease with which it can be forwarded to others by recipients. Furthermore, protections used to secure the integrity of electronic mail, such as system back-ups, may also compromise its privacy.
- b. The school district cannot routinely protect users against such eventualities. Neither can the school district, in general, protect users from receiving electronic mail they may find offensive. Nevertheless, members of the school district community are strongly encouraged to use electronic communications with the same personal and professional courtesies and considerations they would use in other forms of communication.

##### **D2. Ownership**

- a. An individual's school email address is owned and provided by the O.N.S.S. Usage of such address constitutes a privilege afforded to an individual and is subject to withdrawal or revocation at any time by the O.N.S.S.
- b. When an individual's affiliation with the O.N.S.S. is terminated, the individual's email account will be terminated.

##### **D3. Personal Use**

The O.N.S.S. electronic mail services may, subject to the foregoing, be used for incidental personal purposes provided such use does not interfere with school district operation of information technologies or electronic mail services, burden the O.N.S.S. with incremental costs, or interfere with the user's employment or other obligations to the school district.

## **E. Hardware**

### **E1. Staff Computers and Phones**

All computers and phones, except those designated for student use, are off limits to students. Students are not to use a staff member's computer or phone without consent.

### **E2. Food and Beverage**

Fluids, foods, and computers don't mix. Individuals are not to bring food, beverage or candy into the labs or next to workstations.

### **E3. Printers**

The printing of excessive multiple copies shall not be tolerated. If O.N.S.S. personnel make observations of what they deem, to be the printing of excessive multiple copies, the user shall be subject to discipline.

### **E4. Physical Damage**

Students shall not intentionally unplug cables from computers or damaging mice and other peripherals.

### **E5. Non-school Hours**

Students are not to be in the labs using the equipment before and after school unless district personnel are present.

### **E6. On-line Services**

No student shall install software or set up personal accounts from the O.N.S.S. computer system.

## **F. Consequences**

F1. The failure or refusal to obey the directives of this policy shall be subject to penalties as dictated in the school Student Handbook. If no penalties are in the handbook they shall result in the following penalties:

- a. First Offense - loss of Internet or computer use for 4 weeks
- b. Second Offense - loss of Internet or computer use for 9 weeks
- c. Third offense - loss of Internet or computer use for 9 weeks

It should be noted that an individual may be restricted from the Internet and still maintain access to other Network resources. Penalties shall be determined by the building Administrators or their designees and relayed to the Technology Coordinator and/or MIS.

F2. As determined upon the basis of the seriousness of the alleged offense, the O.N.S.S. reserves the right to hand out more severe discipline than may otherwise be determined on the basis of the number of offenses with which a student has been charged and held to be in violation of this policy.

F3. Depending upon the nature of the behavior and the results of that behavior, the individual may face further consequences as a result of violations identified in the Student Handbook, and/or may be reported to local authorities.

#### G. Personal/Social Responsibility

G1. If an individual has knowledge that someone is engaging in or has engaged in unauthorized behavior on a computer, associated components, or with the Network, the individual is required to immediately report the behavior to school personnel. This can be an anonymous report. Failure to report the event/s is the same as contributing to the damaging behavior. As such, the individual shall be disciplined in the same manner as the original perpetrator.

G2. When the O.N.S.S. incurs a cost due to individual negligence or misuse, the individual shall be responsible for all costs associated with the repairs.

#### H. Social Media Guidelines for Students

1. Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people's intellectual property without their permission. **It is a violation of copyright law to copy and paste other's thoughts.** When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
8. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
9. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

## **I. Parent Social Media Guidelines**

Classroom blogs and other social media are powerful tools that open up communication between students, parents, and teachers. This kind of communication and collaboration can have a huge impact on learning. Oneida Nation School System encourages parents to view and participate by adding comments to classroom projects when appropriate.

1. Parents should expect communication from teachers prior to their child's involvement in any project using online social media applications, i.e., blogs, wikis, podcast, etc.
2. Parents will need to sign a release form for students when teachers set up social media activities for classroom use.
3. Parents will not attempt to destroy or harm any information online.
4. Parents will not use classroom social media sites for any illegal activity, including violation of data privacy laws.
5. Parents are highly encouraged to read and/or participate in social media projects.
6. Parents should not distribute any information that might be deemed personal about other students participating in the social media project.
7. Parents should not upload or include any information that does not also meet the Student Guidelines.

## **J. Computer Use Guidelines GENERAL GUIDELINES:**

1. Students and their parent/guardian must sign a Use of Technology Agreement each year before the student will be granted an individual account on the system. The parent/guardian of a minor student can withdraw their approval at any time. The principal/designee or system administrator may revoke a student account if district policies or procedures have not been adhered to.
2. Student access will be under the guidance of a staff member to whom the student is accountable.
3. Students will use assigned computers. (when applicable)
4. Students must demonstrate respect for equipment and others while using the computers,
5. Regular classroom rules will apply to the lab.
6. Computer areas will be a food and drink free environment.
7. Students will only utilize programs that are provided by the teacher or school.



**Dear Students and Parents/Guardians:**

**The Oneida Nation School staff members strongly urge you to take a few minutes to read over the information contained in the Student Handbook.**

**By signing you are acknowledging that you have received the information contained in the Student Handbook and understand that the information contained in the handbook is to serve as a guide to assist the student and their parent/guardian understand expectations and responsibilities as a student of the School System.**

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Student Signature

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Date Signed

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Parent / Guardian Signature

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Date Signed

If you are interested in being on the handbook committee as a parent, please notify the school. Also, please note any comments below that you may have about the student handbook. These comments will assist the school during the next annual review:

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Thank you very much for entrusting us with your child's educational, emotional, and cultural development. Let's make it a great school year!

Oneida Nation School System