

**Oneida Nation**  
**Family and Child Education**  
**Student/Parent Handbook**



**School Year**  
**2024-2025**



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**ONEIDA NATION SCHOOL SYSTEM 2024-2025  
School Calendar**

August	20-23	Staff In-Service
September	26-30	FACE Staff In-Service
		Labor Day — No School
	3	<b>First day of FACE</b>
	25	No school, Professional staff day
October	3	Parent Teacher Conferences, 12:30 dismissal
	24	Family Feast, 12:30 dismissal
	25	Professional Development Day, No School
	TBD	Kalihwiyo and Harvest Ceremonies (School in session)
November	11	Veterans Day, No School
	27	No School
	28	Thanksgiving Day, No School
	29	Indian Day, No school
December	11	Professional Development Day, No school
	20	Half Day, 12:30 Dismissal
	23-31	Winter Break, No School
January	2	Classes Resume
	6-7	Mid-Winter Ceremonies, No School
	20	Staff Inservice, No School
February	6	Parent Teacher Conference, (12:30 p.m. dismissal)
March	5	Professional Development Day, No School
	24-28	Spring Break/Good Friday, No School
April	18	Good Friday, No School
	21-25	No School
May	22	Half Day, 12:30p.m. dismissal
May	23	Oneida Day/Code Talker Day, No School
	26	Memorial Day, No School
	TBD	FACE Graduation

## **MISSION STATEMENT**

The Mission of Oneida Nation Family and Child Education (FACE), a family literacy program, is to strengthen families and provide quality educational and lifelong learning opportunities for Native Americans from prenatal through adult life.

## **FACE PROGRAM GOALS**

The overall goals of the FACE Program are to:

- Support parents/primary caretakers in their role as their child's first and most influential teacher.
- Strengthen family-school-community connections.
- Increase parent participation in their child's learning and expectations for academic achievement.
- Support and celebrate the unique cultural and linguistic diversity of each Native American community served by the program.
- Promote lifelong learning.

## **HISTORY OF FACE PROGRAM**

The Family and Child Education (FACE) Program has served over 35,000 Native American parents and children since it began in 1991 by the Office of Indian Education Programs, Bureau of Indian Affairs (now Bureau of Indian Education-BIE). The Bureau brought Parents as Teachers National Center and the National Center for Family Literacy together to create this model for early childhood and parental involvement, currently located in 44 BIE-funded schools. The emphasis has been on school readiness through culturally responsive education, resources, and support for Native American families with children prenatal through grade three.

The Oneida FACE program was established at the Oneida Nation Elementary School in 2003.

## ONEIDA NATION FAMILY AND CHILD EDUCATION PROGRAM

N7125 Seminary Rd, P.O. Box 365 Oneida, WI 54155  
Office (920) 869-4634 Fax (920) 869-1684

Superintendent, Sharon Mousseau

Parent Educator/Co-coordinator, Tanya Lopez-Martin

Parent Educator, TBD

Adult Education Teacher, Emilie Jordan

Pre-K Teacher/Co-coordinator, Jackie House Early

Pre-K Teacher Co-teacher, Sarah Riley

Staff hours: 7:30-3:30

- Center-based Program hours 8:30-2:30
- Home-based Program Hours 8:00-2:30

(Hours for parent educators may vary based on the needs of the families).

## ELIGIBILITY GUIDELINES

- Be an eligible Native American student and be eligible for admission to a BIE-funded school upon reaching school age.
- For home-based services, be a parent(s) or primary caregiver(s) of an eligible Native American student prenatal to kindergarten entry and willing to actively participate in weekly/bi-weekly personal visits and attend FACE Family Circles.
- For center-based services, be a parent(s) or caregiver(s) of an eligible Native American student, 3 years old to 3<sup>rd</sup> grade, and agree to actively participate in the four daily components of Adult Education, Early Childhood Education, PACT Time and Parent Time.
- For both home-and center-based services, eligibility includes adults and children with special needs.
- For center-based participation a child shall be toilet trained. However, children with special needs are excluded from this requirement.
- All parent(s) or caregiver(s) must pass a background check as per the Oneida Nation and Bureau of Indian Education guidelines.

### Priority for Participant Enrollment

- **Home-based Services:**

- Teenage parents with children prenatal to 36 months of age.
- Families with children from prenatal to 36 months of age.
- Families who are referred by collaborating agencies.
- Families with children who are ages 3 years to kindergarten entry who need services and cannot participate in another program and meet the eligibility guidelines.

- **Center-Based Services:**

- Teenage parents who have dropped out of school or at risk of dropping out and whose children are ages 3 years to kindergarten entry.
- Families with children who are ages 3 years to kindergarten entry and whose parents have academic needs.
- Families, with children who are ages 3 years to kindergarten entry, who are referred by collaborating agencies.
- Children who are in grades K-3 and whose parents have academic needs.

## Program Requirements

**All families MUST provide the following documentation.**

- a. Proof of Indian blood quantum for the child or proof that the child is a Native American descendant, and their blood quantum is accumulative of 1/4 blood degree.**
- b. Immunizations**
- c. Background check**

## Overview of Home-based Services

- The primary goal of home-based services is to support parents in their role as their child's first teacher. These services are focused on families with children prenatal to five years old.
- Personal visits are provided weekly or every other week usually in the home, or at a location requested by the parent and last about an hour.
- Developmental screenings for children are completed twice a year.
- Community resource referrals are made when needed.
- FACE Family Circles are held monthly for enrolled families.

## Overview of Center-based

- The FACE center-based program offers services to families with children three years old through 3<sup>rd</sup>.grade. The Center-based program requires families to participate in the four following areas:
  - Adult Education, PACT Time, Parent Time:** Adults are expected to attend each day with their child(ren) or as often as they can. Flex time parents will be asked to commit to two days a month for PACT (one hour) and Parent Time (one hour).
  - Pre-K:** Children spend at least three and one-half hours each day in early childhood.

## Additional FACE Services

### **FACE Family Circles**

Once a month, a Family Circle is held for Center-Based and Home-Based families to receive developmental-centered parenting, parent-child interaction, and family-wellbeing information.

**Dates of Family Circles (*dates are to be determined and tentative and may be changed per staff discretion.*)**

## Field Trips

Field trips are exciting opportunities for students to learn outside the classroom and experience hands-on educational activities.

- Field trips are allowed based on funding availability. It is important to secure necessary funding and approvals to ensure that students can benefit from these educational experiences.
- During field trips, all school rules apply, which include prohibitions on smoking, chewing tobacco, and the use of drugs and alcohol. Maintaining a safe and healthy environment is crucial for the well-being of all participants.
- If another parent who is not already enrolled in the program wishes to attend the field trip, they must have a current approved background check on file and be fingerprinted prior to the trip. This requirement is mandatory for ensuring the safety and security of all students during the field trip.
- Parents who do not have background clearance will not be allowed to remain with the students during the field trip, even if they plan to take their own vehicle or meet the class at the destination. This strict policy is in place to safeguard the well-being of the students and maintain a secure environment during the trip.

By adhering to these guidelines and requirements, schools can help ensure that field trips are not only educational but also safe and enjoyable experiences for all participants.

## Imagination Library

Every child from birth through age 4 whose family actively participate in the FACE program receives a free book each month in the mail. This is paid for by the Bureau of Indian Education and is an incentive for active participants.

## Community Resources

Parent educators, adult education teacher and school counselors have information regarding community resources. If you need assistance, please do not hesitate to ask.

## Meals

Breakfast, lunch and snacks are provided at no cost to families attending the center-based program. To assist with keeping children with food allergies safe, outside snacks need to be approved by pre-K teachers.



## **FACE POLICIES AND EXPECTATIONS**

### **Home-based**

#### **As home-based participants, your expectations are:**

- Keep weekly/bi-weekly home visits with your parent educator.
- Participate with your child during the home visit.
- Cancel with your parent educator at least an hour before your scheduled home visit, or as soon as you know you will not be able to make the scheduled visit.
- Participate in FACE Family Circle every month.
- Provide a safe environment for the weekly home visits by not allowing drugs and alcohol in the home and by restraining possibly dangerous animals.
- Ensure that all televisions and any other distractions are avoided during the home visit.

#### **Home-Based staff expectations are to:**

- Support you in your role as a parent by providing child development information.
- Keep all your family's information confidential.
- Provide you with needed resources in the community.
- Assist with setting personal, family, and academic goals.
- Contact family to cancel home visits as soon as parent educator knows they will not be available.

### **Center-Based**

#### **As Center-Based participants your expectations are:**

- Attend center-based FACE on a regular basis.
- Actively participate in all center-based components.
- Call in if you are going to be late, or absent.
- Let center-based staff know if you plan on being gone for a several days.
- Be on time to all components of the program.
- Participate in all required testing and assessments.

#### **Center-based staff expectations are to:**

- Provide a safe, nurturing, learning environment for children and adults.
- Keep adults and children's progress, family information, or special needs confidential.
- Aid with finding community resources.

## **Attendance Policy**

### **Home-based**

Families are asked to keep at least 75% (3 out of 4) of their scheduled visits. If 3 visits in a row are missed, without letting parent educator know, your parent educator will send you a letter explaining that unless she hears from you, you will be placed on a waiting list.

## Center-based

Regular consistent attendance is necessary for success. Families are to attend at least 75% (3 out of 4 days). If any adult leaves the center for an activity that is not part of FACE, they must let both early childhood and adult education teacher know and must take their child with them. Parents are strongly encouraged to attend as often as possible. There are new ways of meeting the Parent Time, PACT Time and Adult Ed requirements. This will be discussed with each parent as a group and individually as needed.

## Cancellations of Visits/Absence from Center-based and Home-Based

### Home-based

- To cancel or reschedule, you may contact the FACE office at **(920) 869-4634**, or your parent educator on their cell phone numbers: **Tanya 920-217-9345**.
- Please try to contact your parent educator at least an hour in advance if you need to cancel or reschedule your visit.
- If someone in your household is sick, please let your parent educator know so that together you may work out a plan for your home visit.

### Center-based

- If you know you are going to be late or absent ahead of time, please contact **Emilie**, the adult educator on her cell phone **920-264-6885**.
- If you or your child are going to be absent, please let both the adult educator and the early childhood teacher **Jackie** cell phone **920-227-5171** or co-teacher **Sarah** cell phone **920-538-0953** know in advance of the dates you plan on being absent.
- If you do not call in for an absence, you will be contacted by a staff member.

## Transition Plans

If your child is ready to transition into center base and there is room in the pre-K classroom, your parent educator will work on a transition plan with you and your child. This transition plan will be signed by you, the parent educator, and the lead preschool teacher. Generally, a transition plan looks like this:

<b>If your child is ...</b>	<b>They will attend the preschool classroom.</b>
2 years 10months	1 day a week
2 years 11 months	2 days a week
Turns 3	Full time (4 days a week).

## **Incentive Plan**

Incentives will be determined based on funds of the program.

## **Parent/visitor background check**

It is important to prioritize the safety and security of students in educational settings. Requiring background checks for parents and relatives who wish to volunteer in the classroom or chaperone field trips is a common practice to ensure the well-being of all students.

1. Prior approved background checks and fingerprints are necessary for all parents and relatives who want to volunteer in the classroom or chaperone field trips. This process is essential for screening individuals and ensuring the safety of the students.
2. Background checks can take time to process, so it is recommended to allow at least two weeks for approval before volunteering or chaperoning. This advance notice helps in ensuring that all necessary checks are completed before individuals are allowed to participate in school activities.
3. Individuals who have not passed the background check mandated by the Bureau of Indian Education are restricted from entering certain areas of the school building. They may be limited to accessing only specific locations such as the school office or attending specified events like parent-teacher conferences, open house, concerts, athletic events, cultural events, or meetings with staff.
4. If individuals need to schedule a meeting with a staff member, it is advisable to contact the staff member in advance to arrange a convenient meeting time. Meetings should be held in the office area for security and privacy reasons.
5. All parents, visitors, and guests are required to sign in with security when entering the building. This sign-in process helps in tracking who is present in the school premises and enhances overall security measures.

By following these guidelines and procedures, schools can maintain a safe and secure environment for students and staff members.

## **Code of Conduct for FACE Parent/Guardian/Other Family Members**

All parents, students and staff have the right to feel safe in school without fear of threat or harm from harassment, bullying, slander, abusive language, threatening behavior, retaliation, sexual harassment, gossip, intimidation, striking or any other misconduct. An individual who violates the FACE Code of Conduct may: be asked to leave the program for the day; or receive a suspension (the number of days will be determined by FACE Staff); or be expelled from the program.

Possession of weapons, whether concealed or unconcealed, on school grounds is prohibited and will result in immediate expulsion of the student/family. No exceptions. This includes illegal or unauthorized possession of firearms, explosives, or other weapons, even if legally possessed, when such weapon is used in a manner that harms, threatens, or causes fear to others, or any other device which, in the manner it is used, is intended to cause bodily harm to another person.

## **Suspected Child Abuse**

Any staff member who has reasonable cause to believe or suspects that a person seen during 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, including FACE 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. This means no spanking, shaking, hitting, or using abusive words with children.

## **Drug Free Policy**

To provide a safe, healthy environment, our FACE participants must be alcohol and drug free while in attendance at the FACE Program. This includes smoking and chewing tobacco in the parking lot or anywhere else on school grounds and includes field trips.

## **Lockdowns**

All parents and children are expected to follow the directions of the building staff and administration during lockdown drills and actual lockdowns. Lockdowns may require students to stay in the building, in the classroom, to continue to participate in learning, or to stay quiet depending on the level of the lockdown. Lockdown drills will be held at least once a year. If a lockdown is put in place, the safety for students and staff is the priority. All lockdowns are done in coordination with law enforcement. Please do not leave your classroom to be with your child.

## **Medications**

Staff will not administer prescription or non-prescription medicine to a child. All medications required by the child while at school will be stored in the school nurse's office.

## **Illness or Accident**

Parents of center-based children must give the name and phone number of an emergency contact for the child and for themselves.

If you or your child(ren) are ill, please stay home. However, please be sure to contact the FACE staff. Should the child or adult become ill during the school day, the child and parent will be sent home together.

## **Allergies**

Please let the staff know if you or your child(ren) are allergic to certain types of food, or something else you or child may encounter while at the school.

## **Head Lice**

"Pediculosis (head lice) is considered a nuisance only. When a parent or child is found to have live lice and/or nits within 1 cm of the scalp, the parent will be notified. The child and parent will complete the remainder of the day at school. Parents will be provided with instructions on treatment of head lice infestation and how to remove nits and live head lice and must provide appropriate treatment before the child may return to school. Under normal conditions, the child should not need to miss more than one day of school. No treatment is 100% effective after the first round of treatment therefore, children or parents with nits

noted in hair after receiving proper treatment will be allowed to return to school and will be monitored for signs of re- infestation as appropriate.”

## **Dress Code**

**Children:** Your child’s health is one of our major concerns. Please ensure that your child is dressed appropriate for the weather. We do go outside during the winter months. Also, please be sure to bring your child extra clothes and replace them as needed.

**Adults:** Adults may not wear nor display gang related attire, including bandanas or any articles of clothing bearing gang symbols, names, initials, insignia, jewelry, emblems, or other thing which signal gang affiliation. Hats, caps, bandana, or other head coverings, immodest clothing, tank tops, transparent tops, belly shirts, or cut off shorts are not appropriate, and parents will be asked to change. Clothing which promotes alcohol, drugs, gang symbols or colors, inappropriate language or sexual references will not be permitted.

## **Technology**

The Oneida Nation School System offers the privilege of internet access for students and staff. With this learning tool, students and staff must understand and practice proper an ethical use. Chrome books will be provided for all students should the class/school close due to COVID-19 isolation.

## **WEATHER AND SCHOOL CLOSING**

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

1. The decision to close will be made at the earliest possible time, utilizing all available information regarding current weather conditions.
2. A message will be sent out via School Messenger to parents and will be posted on the school’s website and FACEBOOK page.

## Signature Page

An Oneida Nation Family and Child Education Student/Parent Handbook has been provided to me. I have read, understand, and agree to follow all guidelines outlined in the Oneida Nation Family and Child Education Student/Parent Handbook. I understand that I am expected to come to school in a good way, with a good mind and by being respectful to my fellow peers, children, and all school staff.

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

Staff only:

Date program received signed form: \_\_\_\_\_

Staff initial: \_\_\_\_\_

