

2016-2017

**Meskwaki Settlement
School
Elementary**

**Student & Parent
Handbook**

**Early Childhood Language Nest
Pre-Kindergarten Immersion
Kindergarten-6th Grade**



Meskwaki

WELCOME TO MESKWAKI ELEMENTARY SCHOOL

SUCCESS COMES FROM...

Teachers Helping Students

- Show personal interest in each child's life.
- Provide a variety of instructional strategies to reach every student.
- Be available to students when needed.
- Help students be successful by letting them know academic and behavior expectations.
- Make contact with parents to celebrate success or solve challenges.
- Our students' education is our #1 priority.

Students Helping Students

- Attend school every day. (Except when contagiously ill)
- Be responsible. Know when work is due, be on time, and be prepared for class. Complete make-up work right away.
- Show teachers every day that you care about your grades. Get to know them and let them know you.
- Eat well and get the sleep you need.
- Make culture and education your #1 priority.

Parents Helping Students

- Call the school (484-9000 MS-HS) to notify the school each day that your son/daughter is absent from school.
- Talk to your child several times per week about academics and school in general.
- Provide a place at home for your child to study that is comfortable, quiet, and purposeful.
- Communicate with the school through phone, email, or in person when you have a question or a suggestion.
- Make sure your child attends school every day. Look at it as an investment for your child's future.
- Make your child's culture and education your #1 priority.

LEARNING IS OUR PURPOSE

MISSION STATEMENT

The Meskwaki Settlement School exists to prepare students to be responsible, independent life-long learners, preserving the language and culture of the Meskwaki Tribe. By working together in a safe environment, students will grow culturally, intellectually, emotionally, physically, and socially.

School Rules

Be Safe, Be Responsible, Be Respectful



- Educational Philosophy - 6 -
 - School Mission Statement..... - 6 -
 - Statement of Philosophy - 6 -
 - Meskwaki Settlement School Vision - 7 -
 - School Authority Statement - 7 -
 - Registration..... - 8 -
 - Equal Education Opportunity..... - 8 -
 - Web-site..... - 9 -
- Personel - 9 -
 - School Board Of Education - 9 -
 - Chain of Command..... - 9 -
 - School Personnel..... - 9 -
- Parental Rights..... - 12 -
 - Custody and Parental Rights..... - 12 -
 - Right to Know..... - 12 -
 - Notification to Parent/Guardian..... - 12 -
 - Student Records - 13 -
 - Allegations of Child Abuse..... - 14 -
- School Hours and Supervision..... - 15 -
 - Elementary School Hours - 15 -
 - The School Day - 15 -
 - Incllement Weather..... - 15 -
 - Student Dismissal - 15 -
 - Student Supervision - 15 -
 - Safety Reminders..... - 15 -
 - Playground Supervision..... - 16 -
- Buses..... - 16 -
 - Bus Policy..... - 16 -
 - Consequences For Misbehavior on the Bus - 16 -
- Attendance Policy and Absences - 17 -
 - Attendance - 17 -
 - Parent Communicating About a Student Absence - 17 -
 - Student Absences - Excused - 17 -
 - Student Absences - Unexcused..... - 17 -
 - Tardies - 18 -
 - Partial Days..... - 18 -
- Health and Prescription Medication Policy - 18 -
 - Health Services - 18 -
 - Prescription Medication..... - 19 -
 - Guidelines for Students to Stay Home With Illness..... - 19 -
 - Head Lice Policy..... - 19 -
- Parent Involvement, Visitors, and Education Concerns..... - 20 -
 - Change of Address/Phone Number..... - 20 -
 - Communication Between Home and School - 20 -
 - Contacting Students During the School Day - 20 -
 - Parent Involvement - 21 -

Visitors.....	- 21 -
Volunteers.....	- 21 -
Educational Concerns	- 21 -
AEA 267 Services.....	- 22 -
Classroom Book Orders.....	- 22 -
Breakfast and Lunch Policy.....	- 22 -
Cafeteria.....	- 22 -
Meskwaki Elementary Lunch Schedule.....	- 22 -
Sack Lunches	- 22 -
Lunch Off School Grounds	- 22 -
Lunchroom Expectations	- 23 -
Bringing Food and Gifts	- 23 -
Bringing Snacks to School.....	- 23 -
Gifts and Parties.....	- 23 -
Flower and Balloon Delivery.....	- 23 -
Prohibited Items, Bullying, and Disciplinary Actions	- 23 -
Cell Phones and Other Electronic Devices	- 23 -
Use of Bicycles	- 24 -
Pets.....	- 24 -
Tobacco Free School.....	- 24 -
Alcohol/Controlled Substances/Illegal Activities	- 24 -
Weapon Policy.....	- 24 -
Policy on Bullying	- 24 -
Discipline	- 24 -
Cooperation With Law Enforcement Officials	- 25 -
Personal Property.....	- 25 -
Student Possessions	- 25 -
Personal Property, Money, and Valuables	- 25 -
Playground Equipment.....	- 25 -
Dress Code, Including Weather Requirements	- 26 -
Dress Code.....	- 26 -
Indoor Recess.....	- 26 -
Snow Boot Policy	- 26 -
Contact Information.....	- 27 -
Elementary Paul Henely	- 27 -
Middle/High School Eric Butikofer.....	- 27 -
Superintendent Jillian Herink	- 27 -
Notes:.....	- 28 -

EDUCATIONAL PHILOSOPHY

SCHOOL MISSION STATEMENT

Our mission is to prepare students to be responsible, independent life-long learners, preserving the language and culture of the Meskwaki Tribe. By working together in a safe environment students will grow culturally, intellectually, emotionally, physically, and socially.

STATEMENT OF PHILOSOPHY

The Meskwaki Settlement School and the Sac & Fox Tribe:

- Will operate for its youth a comprehensive, bilingual, bicultural, community-based educational environment, designed to incorporate the wisdom and beauty of the Meskwaki Culture with the knowledge of our modern technological society.
- Will preserve the Meskwaki Culture, including its language, history, and traditions; promote Meskwaki values and lifestyle; sponsor Indian cultural ceremonies and events; promote pride in one's school, home, and community.
- Will provide a quality academic education; establish a strong academic sequence solidly rooted in basic education and blossoming into a multi-faceted, innovative learning environment; employ highly-qualified teachers, staff, and administrative personnel; develop and implement a strong supportive service program involving needed professional support, counseling, and special education environment conducive to cultural, social, physical, academic, and spiritual development; provide for parent and community involvement in educational activities; and utilize Indian resource consultants, especially Tribal Elders.
- Will regard our youth with the utmost dignity and respect, promoting the development of positive awareness of self; and finally, we as educators, shall endeavor to constantly recall to mind that we exist, first and foremost, to serve the needs of our Indian youth.

MESKWAKI SETTLEMENT SCHOOL VISION

We wish to create a school that offers state of the art education for our students that is second to none. We believe there are no excuses for not offering each child the opportunity to learn and grow academically, socially, culturally, and emotionally. We vision a school where our children are eager to be here because 1) they are excited about learning 2) they are confident in their ability to experience success and accept responsibility for their actions and achievements, and 3) they care about themselves and others, and have a sense of service and responsibility to the community.

We will maintain a staff that is professional, enthusiastic, respectful, and caring. We will insist on respectful and courteous behavior from our students whose first task is to learn and grow holistically. We value the role of parents/guardians in the Meskwaki Community, parents/guardians and grandparents are their students, first teachers. We seek a lasting partnership so that parents/guardians are an integral part of their students' educational development.

SCHOOL AUTHORITY STATEMENT

This handbook is an extension of Board policy and is a reflection of the goals and objectives of the Board of Education. The Board of Education, Administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. **Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy.**

This handbook and school district policies, rules and regulations are in effect during the school year. Students are expected to follow the school rules while they are on school grounds, while on school-owned and/or school-operated buses or vehicles; while attending or engaged in school activities; and while away from school grounds. A violation of a school district policy, rule or regulation may result in disciplinary action.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the educational program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook.

Students are expected to know the contents of the handbook and comply with them. Students or parents with questions or concerns may contact the building Principal for information about the current enforcement of the policies, rules or regulations of the school district.

In this handbook, the word “parent” also means “guardian” unless otherwise stated. An Administrator’s title, such as Administrator or Principal, also means that individual’s designee unless otherwise stated. The term “school grounds” includes the school district facilities, school property, property within the jurisdiction of the school or school premises, school-owned or school-operated buses or vehicles and chartered buses. The term “school facilities” includes school buildings. The term “school activities” means all school activities in which students are involved that are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

REGISTRATION

The Meskwaki Settlement School operates as a BIE Grant school. As such, we fall under Federal guidelines for eligible Indian students. Those guidelines define “eligible Indian student” as a member of a federally recognized tribe *or* a **total** of ¼ degree Indian.

Needed documentation is a copy of the student’s Tribal enrollment card or Certificate of Indian Blood (CIB). If neither of these is available, a CIB for the parent with the student’s birth certificate, or, a CIB for a grandparent with the student’s and the parent’s birth certificate can be used.

For more information on federal guidelines for Indian education, see Code of Federal Regulations Title 25, Part 39, Subpart A, Section 39.2

All native students who meet the above criteria may enroll at the Meskwaki Settlement School. The following documents are needed for registration to be considered complete:

- Birth Certificate
- Social Security Number
- Degree of Indian Blood (see above)
- Current Immunization Record

EQUAL EDUCATION OPPORTUNITY

It is the intent of the Meskwaki Settlement School Board that each individual be given the opportunity to develop and achieve the maximum extent of his/her potential. Therefore, the district shall foster an educational program that provides equal education opportunities for all students. The Meskwaki Settlement School does not discriminate on the basis of sex,

creed, age, race, marital status, or disability in its educational programs, activities, or employment policies.

WEB-SITE

The Meskwaki Settlement School maintains a web site for your assistance. The school newsletter, calendar, activities and lunch calendar, district information, and employment opportunities are available at:

<http://www.msswarriors.org>

[https://www.facebook.com/meskwaki.warriors.](https://www.facebook.com/meskwaki.warriors)

PERSONEL

SCHOOL BOARD OF EDUCATION

Quinton Pushetonequa	Chairman
Jon Papakee	Vice-Chairman
Shoshonis Brown	Member
Nicole Kapayou	Member
Mary YoungBear	Member
Linda Tyon	Member

CHAIN OF COMMAND

In the absence of the Administrator, the Principals will be in charge of the building. In the absence of both the Administrator and the Principals, the Activities Director will be in charge of building decisions. In the rare case that all the above are out of the building, staff designated by the Administration will be in charge of building decisions.

SCHOOL PERSONNEL

Staff working and volunteering at the Meskwaki Settlement School are considered school personnel. They perform a variety of supervisory, clerical, service, and maintenance responsibilities that are a very important part of our school operation. All staff members have authority and are entitled to respect and courtesy.

Administration

- Herink, Jillian Administrator
- Buffalo, Jim Facilities Manager
- Dale, Todd Activities Director
- Davenport, Harvey Culture Coordinator
- Henely, Paul Elementary School Principal
- Perez, Ann 21st CCLC Grant Coordinator

Office

- Davenport, Jill Office Assistant/ Receptionist
- Johnson, Deanna Office Assistant/ Receptionist
- Staker, Lynn Office Manager

Technology

- Doyle, Brenda Technology Coordinator

Meskwaki Language & Culture Teachers

- Bear, Vicki PK Immersion Teacher
- Brown, Steadman Language & Culture Teacher
- Davenport, Ardelia EC Immersion Teacher
- Joy, Carolyn EC Immersion Teacher
- Kapayou, Jamie EC Immersion Teacher
- Lasley, Wanda PK Immersion Teacher
- Lasley-Santos, Laurie Language & Culture Teacher
- Wanatee, Diahann PK Immersion Teacher
- Wanatee, Rose Language & Culture Teacher

Meskwaki Language & Culture Teacher Associates

- Bear, Clinton E.C. Immersion T.A.
- Keahna, Dia PK Immersion T.A.
- OldBear, Zane Language & Culture T.A.
- Scabbyrobe, Amber Language & Culture T.A.
- YoungBear, Kane Language & Culture Sub

Elementary Classroom Teachers

- Arey, Jenna 4th Grade Teacher
- Baccam-Lee, Yamala Kindergarten Teacher
- Cosgrove, Camara 3rd Grade Teacher
- Haunsperger, Alex 4th Grade Teacher
- Kauzlarich, Michael 6th Grade Teacher
- Kingbird, Jason 1st Grade Teacher
- Larsen, Tom 5th Grade Teacher
- Mason, Barb 5th Grade Teacher
- McGinnis, Jan Special Education Teacher
- Miller, Cheryl Special Education Teacher
- Murphy, Sarah Physical Education Teacher
- Oleson, Keith Special Education Teacher
- Phinney, Michelle Library/Media Teacher
- Roberts, Lana 2nd Grade Teacher
- Rutledge, Andrea 1st Grade Teacher
- Slingluff, Luann Kindergarten Teacher
- Sondag, Valerie Music Teacher
- Thomas, Meridith 2nd Grade Teacher
- Zuber, Julie Elementary Intervention Teacher

Elementary Teacher Associates

- Babinat, Leticia 3rd Grade T.A.
- Buffalo, Yvondra 2nd Grade T.A.
- Erickson, Nikki Kindergarten T.A.
- Hale, Roberta 6th Grade T.A.
- Lacey, Greg 5th Grade T.A.
- Morris, Amanda 1st Grade T.A.
- Kapayou, Raven 1st Grade T.A.
- Sawyer, Judy SPED T.A.
- Seymour, Norman 2nd Grade T.A.
- Sienknecht, Tracy Special Education T.A.
- Wanatee, Brenda 4th Grade T.A.
- YoungBear, Hunter 3rd Grade T.A.

Student Services

- Campbell, Cynthia Occupational Therapist
- Daniel, Paul School Psychologist
- Kaplan, Linda Nurse
- Keahna, Dina EC-6th Grade School Counselor
- Koth, Barb Speech Pathologist
- Vest, Stephanie Nurse Assistant

Operations

- Bucklin, Bill Bus Driver
- Hennessey, Darrel Bus Driver
- Gericke, Dale Bus Driver
- Johnson, Kent Building & Grounds/Bus Driver
- Lasley, Samantha Building & Grounds
- Lincoln, Judy Building & Grounds
- Schrader, Kayla Building & Grounds
- Shuckahosee, Chalen Buildings & Grounds
- Wanatee, Dimitrius Building & Grounds

Cafeteria

- Branan, Tonya Kitchen Associate
- Crawford, Trish Cook
- Lasley, Ann Dishwasher
- Lesmeister, Amber Head Cook

PARENTAL RIGHTS

CUSTODY AND PARENTAL RIGHTS

Court orders that have been issued regarding custody or parental rights will be followed by the Meskwaki Settlement School. It is the responsibility of the person requesting an action by the school to inform and provide the school district a copy of the court order allowing such action.

RIGHT TO KNOW

As a part of the federal guidelines associated with the No Child Left Behind Act, parents of children attending schools (in the Meskwaki Settlement School District) have the right to learn about the following qualifications of their child's teacher:

- state licensure requirements for the grade level and content areas taught
- the current licensing status of your child's teacher
- baccalaureate/graduate certification/degree

Parents/guardians may request this information by calling 641-484-9000 or by sending a letter of request to the attention of the Administrator 1608 305th Street Tama, IA 52339

NOTIFICATION TO PARENT/GUARDIAN

The Federal Education Rights Privacy Act (FERPA) was originally passed in 1974. This act outlines the rights of parents with respect to children's school records. In summary, parents have the right to:

- 1) Inspect and review the student's educational records.
 - a) Any parent may request the Principal of the building to make available to him or her, at a specified time, his or her child's cumulative record folder.
 - b) Cumulative record folders may be reviewed in a school building at a specified place in the presence of a school Administrator or his designee.
 - c) No material may be removed from the file nor may the file be removed from the school.
- 2) Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, and be provided with a process which includes a hearing and the right to attach differing perspectives to the record.
 - a) Parents who feel that inappropriate material is included in their child's cumulative record are asked to submit a written statement of this fact to the Principal.

- b) The Principal will review the parent's concern and either remove the controversial material or give to the parents reasons why this is not being done.
 - c) Parents may place in the student's file a statement concerning their belief that certain material is inappropriate.
 - d) Decisions of the Principal may be appealed by the parents to Administrator and through him/her to the School Board.
- 3) Consent of disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act authorizes disclosure without consent;
- 4) File with the U.S. Department of Education a complaint concerning alleged failures by the school to comply with requirements of the Act;
- A copy of the school's policy and written procedures or protocols related to student records is in the Meskwaki Settlement School Student/Parent Handbook.

*The above rights are subject to the specific terms of the Act which are quite detailed. The entire Act is available <http://www.ed.gov/policy/gen/reg/ferpa/rights.html>

STUDENT RECORDS

The Meskwaki Settlement School maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his/her education and may include, but are not limited to the following types of records: identification data, attendance data, achievement data, family background information, aptitude tests, educational and vocational plans, honors and activities, discipline reports, objective counselor or teacher ratings and observations, and external agency reports.

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18. Any other access to student records shall be only upon written consent, upon court order, or legally issued subpoena.

- Employees of the school such as Administration counselors, teachers, and personnel with a legitimate educational purpose.
- Officials of other schools in which the student proposes to enroll.
- Representative of state and local government or BIE when auditing and evaluating federal educational programs.
- Officials connected with a student's educational financial aid applications.
- Government officials to which information is to be reported under state law.
- Organizations that process and evaluate standardized tests.
- Accrediting organizations for accrediting purposes.

- Parents/Guardians of dependent children, regardless of child's age.
- Appropriate parties in a health or safety emergency.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to the high school level, and when a student transfers out of the district.

Parents/guardians may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on the grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have the records explained.

The school may release the following types of information to the public, where appropriate, keeping in mind the privacy of the student's family and the totality of the surrounding circumstances: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent school or institution attended by the student, and other similar information.

***Any student, parent/guardian not wanting this information released to the public, must make objection in writing to the Administrator. It is desirable that you renew this objection at the beginning of each school year.**

The school is in compliance with federal legislation dealing with student records. For further information parents may contact the Family Educational Rights and Privacy Act Office, Department of Education, Switzer Building, 330 C Street SW, Washington, DC 20201.

ALLEGATIONS OF CHILD ABUSE

The United States Department or the Interior, Bureau of Indian Affairs Child Protection Handbook requires that tribes and tribal organizations (grant schools) report incidents or suspected incidents of child abuse and neglect which have occurred, are occurring, or may occur, to local law enforcement, the local child protection services, or the Child Abuse Hotline.

If a student, school employee, or other member of the community believes a child has suffered abuse, which shall include sexual, emotional, and physical abuse, by a school employee in the course of his/her employment, it should be reported to the school Administration immediately. The Administration will investigate the complaint or incident immediately.

SCHOOL HOURS AND SUPERVISION

ELEMENTARY SCHOOL HOURS

Elementary Office Hours: 8:00-4:00: Monday - Friday

PK-6 Academic Hours: 8:25-3:25: Monday - Friday

A.M. EC Immersion Hours: 8:25–11:30 A.M., Monday - Thursday

P.M. EC Immersion Hours: 12:30-3:25 P.M, Monday - Thursday

Elementary MAP: 3:25-4:45, Monday - Thursday

THE SCHOOL DAY

The regular school day begins at 8:30 a.m. and ends at 3:25 p.m. Supervision is provided starting at 8:00 a.m. Students should not be dropped off before this time. On regularly scheduled early dismissal days classes will end at 12:30 p.m.

INCLEMENT WEATHER

Indoor recess will be held if the temperature is below 10° F with wind-chill.

Information about school cancellations, late starts, or early dismissals due to bad weather conditions can be heard on the following radio and television stations:

Radio Stations

KXIA Marshalltown-101 FM

KFJB Marshalltown-1230 AM

KZAT Tama-95.5 FM

KDAO Marshalltown-1190 AM

TV Stations

KWWL Waterloo-TV News 7

KCCI Des Moines-TV News 8

KCRG Cedar Rapids-TV News 9

WHO Des Moines-TV News 13

****To be notified of cancellations or early dismissals electronically, go to <https://schoolalerts.iowa.gov/>.**

STUDENT DISMISSAL

Classes are dismissed at 3:25 p.m. on a normal school day. Children either ride home on the bus immediately after school or attend the Meskwaki After-school Program (MAP). Students participating in MAP will leave school at 4:45 p.m.

STUDENT SUPERVISION

Students are not supervised before 8:00 a.m. or after 3:30 p.m. unless they are involved in a school related activity.

SAFETY REMINDERS

Student supervision is not provided after school hours or during Powwows, Culture nights, athletic events, or at Parent/Teacher conferences. It is expected that parents or other adults accompany children to the abovementioned activities. During extracurricular events, students/children

are required to stay in the gym or other designated areas and not run around the building, parking lot or playground areas.

PLAYGROUND SUPERVISION

Supervision on the playground is not provided outside of school hours. Due to liability we ask that students do not use the playground outside of school hours, including during athletic events.

BUSES

BUS POLICY

Every student at the Meskwaki Settlement School will ride a school bus sometime during the school year as a regular morning and afternoon rider or as a participant in field trips or athletic events. The following bus rules help ensure that all students will have a safe and comfortable ride:

1. Stay seated on the bus.
2. Behave in a way that helps all riders stay healthy and safe while waiting and riding on the bus.
3. Talk quietly to those near you.
4. Keep your hands and feet to yourself and inside the bus at all times.
5. Be Safe, Be Responsible, Be Respectful.

It is expected that all children behave appropriately. Conduct that is not considered appropriate behavior or that could pose a danger to the health and safety of others will not be tolerated. Students who do not follow these rules put themselves and others in danger. Reports of behavior problems on the bus are referred to the Principal for disciplinary action, parents will be notified and students can be removed from the bus short term or long term depending on the circumstances.

****Afternoon bus changes must be called in to the front office before 2:00 p.m. Changes called in after that will not be guaranteed due to the activity in the office at that time of the day.**

****Make sure that your child is at the bus stop at their designated pickup time. Meskwaki Settlement School is not required to send another bus out to pick up students who missed the bus for non-emergency reasons.**

CONSEQUENCES FOR MISBEHAVIOR ON THE BUS

A general list of the consequences are stated below; however they do not meet all circumstances and may be altered depending on the situation and severity of the incident.

- | | |
|-------------|--------------------------------|
| 1st offense | note home about the behavior. |
| 2nd offense | 1 day suspension from the bus. |

- 3rd offense 4 day suspension from the bus.
- 4th offense 1 month suspension from the bus.
- 5th offense permanent suspension from the bus.

ATTENDANCE POLICY AND ABSENCES

ATTENDANCE

It is the belief of Meskwaki Elementary that regular attendance is essential for every child to be successful in school and life. Meskwaki Elementary student achievement data indicates that the more days students spend in attendance at school, the higher they perform overall on all assessments. In order to communicate attendance information to parents, a letter will be sent out automatically when a student reaches certain absence benchmarks.

PARENT COMMUNICATING ABOUT A STUDENT ABSENCE

Illness Related Absence: Attendance is important, but there are occasions that your child or children cannot attend school. If your child has a temperature of 100 degrees or higher, the stomach flu, a contagious infection, or is not feeling well enough to attend school, please make arrangements for him/her to stay home. When this happens, call the school between 8:00 and 9:00 a.m., or send a note with another student such as a brother, sister, or friend. If no note is received, parents will be called.

Non-illness Related Absence/Vacations: As soon as you know your child will be missing certain school day(s), please send a note to the school and contact the classroom teacher for make-up work.

STUDENT ABSENCES - EXCUSED

- Absence approved by the parent/guardian- these absences requires a note or phone call from the parent/guardian
- School related activities
- Cultural related activities, parents/guardians must call to inform the school
- Illness- if the student misses more than 3 days, parent/ guardian must provide a written statement from a physician

STUDENT ABSENCES - UNEXCUSED

- Absence from school or a class without the parents' permission
- Absence when no parent/ guardian contact the school
- Leaving class without permission from the teacher
- Leaving the school building/grounds without permission from the office
- Student is absent for a reason deemed unacceptable by the school Administration

TARDIES

Students should arrive at school on time daily. Tardy students arriving after 8:30 a.m. will report to the office to check in and receive an admission slip to class. Tardies that are considered excused are for illnesses, appointments or for unforeseen circumstances approved by Administration. A parent/guardian's note or phone call is required stating why the student arrived late.

PARTIAL DAYS

A student must be present until 2:00 p.m. to be counted present for the day. One half day of credit will be given for students who arrive after 10:30 p.m. or leave before 2:00 p.m. for half days. Tardy slips will be given out to students when arriving after 8:30 p.m. at school. Students should check in at the office when tardy.

ATTENDANCE COMMUNICATION WITH PARENT

# of Days	Student Absences Action Taken by School
5 days absent	Parent Notification Letter
10 days absent	Parent Notification Letter
15 days absent	Notify Parent and Start Intervention Team Meeting
20 days absent	Parent and Intervention Team Meeting #1
20+ days absent	Parent and Intervention Team Meeting #2

HEALTH AND PRESCRIPTION MEDICATION POLICY

HEALTH SERVICES

Our school has the service of a registered nurse every school day. In case your child is ill, registers a temperature of 100 degrees or over, or has a significant injury at school, you will be notified. It is very important that we know your correct home/work number. The responsible person listed on the emergency health card will be contacted if we are unable to reach you. If your child stays home from school due to vomiting, diarrhea, or a fever of 100 degrees or higher, your child should not return to school until 24 hours after the vomiting and diarrhea have stopped, and your child should be fever-free for 24 hours without the use of fever-reducing medications before returning to school. A note from your health care provider must be presented to the school when it is necessary for students to miss PE for an extended period of time. The nurse may grant temporary permission to be excused from physical education.

Please notify the nurse about children with physical or mental disabilities or allergies, those on prolonged medication, or those having convulsive disorders. A child with any skin rash will be excused from school until the skin is clear or a physician notifies the nurse that the rash is non-infectious or under treatment.

PRESCRIPTION MEDICATION

Should your child require prescription medications at school, a Prescription Medication Information form with parent/guardian and doctor signatures, must be turned into the school nurse before the medication can be given. The medication must come in the original pharmacy container with correct labeling on it.

The following information must be on the Prescription request form:

Date, student name, medication name, Administration time, Administration method, signature of prescriber, parent/guardian signature, and any unusual circumstances or actions the medication may cause.

Prescription medication that is to be given 3 times a day should be given at home at breakfast, after school and bedtime.

All medications for students must be turned into the nurse's office. Only the school nurse and school staff that have successfully passed a medication for schools course may administer medication to students.

Students are not allowed to have medications in their possession except for students that are responsible with the use of their inhalers for asthma, Epi-Pens for allergy/anaphylaxis or with the nurse's review. A written and signed Prescription Medication form for inhalers and Epi-Pens must be kept in the nurse's office.

GUIDELINES FOR STUDENTS TO STAY HOME WITH ILLNESS

Please keep your child home if they have signs of a communicable disease such as:

- An undiagnosed skin rash or sores
- Red or inflamed eyes with crusting and yellow mucous present
- Fever of 100 degrees Fahrenheit or more
- Continuous coughing
- Vomiting or diarrhea
- Persistent headache, earache or other discomfort

Following any fever, vomiting or diarrhea a child should remain at home and free from symptoms for 24 hours. This not only protects and promotes health in your child, but also the children in his/her classroom.

HEAD LICE POLICY

In order to minimize the number of students affected with head lice, the school will practice the following policies and procedures:

- Random head checks will be done at the beginning of each school year and will continue until the end of that year.
- Individual head checks will be initiated if a student shows any symptoms associated with head lice.

- Parents will be contacted by phone or by letter or both if the results from a head check were positive.
- The following will happen if live lice or nits were found on the student:
- As a courtesy to other students and staff, students with live lice should be removed from the school setting until no live lice are found.
- A written treatment plan and information about head lice regarding their characteristics and the longevity will be provided to parents.
- A letter describing what was found will be sent home with the student. This letter will inform the parents what they need to do before their student can return to school.
- The parent must accompany the student to school for a re-check before re-admittance to school.
- If necessary, a home visit can be made for one to one instruction or demonstration of techniques to remove lice and nits from the home.

Notices will be sent to the parents of classmates, informing them of their students' exposure to head lice.

PARENT INVOLVEMENT, VISITORS, AND EDUCATION CONCERNS

CHANGE OF ADDRESS/PHONE NUMBER

Communication between home and school is important for a child's academic success and safety. For emergency and administrative reasons, we must have up-to-date records. Please notify the school immediately if you have a change of address or phone number during the school year.

COMMUNICATION BETWEEN HOME AND SCHOOL

Parents are encouraged to take a vital role in their child's education. Parents are always invited to our school and we want to establish good working relationships with you. Parents are encouraged to contact the child's teacher whenever questions or concerns arise about school. The best times to reach teachers are from 8:00 a.m. to 8:25 a.m., 3:30 p.m. to 4:00 p.m. or during your teachers planning period. Should the teacher not be available, please leave a message and your call will be returned no later than the following business day. Parents are encouraged to email teachers or Administration as a form of communication.

CONTACTING STUDENTS DURING THE SCHOOL DAY

It is the policy of the Meskwaki Settlement School that any person, parents/guardians included, who wish to speak directly to a student, shall report to the office. The Administration or his/her designee will have office staff contact the classroom teacher and have the student brought to the office where personal messages can be relayed. Persons other than

parent/guardians will not be allowed to contact students unless it has been cleared through the office by the parent/guardian.

PARENT INVOLVEMENT

We want you involved in your child's education and we want to work together in order to provide the very best of opportunities for your child(ren). There are several ways you can participate in your child's education. Read with your child, attend conferences and school sponsored events, volunteer, visit school, join parent organizations, encourage your child to complete homework, look over and discuss completed work your child brings home, read and respond to notes from school, communicate often with your teachers and establish an ongoing relationship. Ensure your child knows that you speak to his/her teacher frequently. When questions or concerns do arise please talk to the teacher first to get it resolved before bringing it to the Principal.

Remember, if you have an ongoing, open and honest relationship with your child's teacher many potential problems will be avoided. Most importantly, talk to your children and encourage them to get their education; explain to them the importance and significance for reaching this goal.

VISITORS

For the safety of our students, doors will be locked during school hours. All visitors, including parents must sign in at the front office and are required to wear a name tag while they are in the building. Regardless, parents are always encouraged to visit the school. Please make it a priority to visit your child's classroom and teacher at least once during the school year. Please call the office so that the teacher is notified before any visits. Children are permitted to visit school only when they are accompanied by an adult and have received prior approval by the Principal. Please call by 9:00 a.m. if you would like to eat lunch with your student.

VOLUNTEERS

Volunteers are welcome to assist in the educational program and Meskwaki Settlement School activities. Our school benefits greatly from the many hours of volunteer time each year. Volunteers enable the school to provide activities and individual help for the students and teachers. Parents, grandparents, college students, high school students, and other adults are valuable volunteers. Anyone interested in volunteering should contact the front office.

EDUCATIONAL CONCERNS

When parents/guardians have concerns regarding their students' progress or other issues, we urge them to first contact the teacher. For academic or behavior problems, the school has a process called a General Education Intervention (GEI) available for all children to help them improve. A GEI

may solve the problem(s) for the student or may indicate a child is entitled to Special Education Services. If parents are not satisfied that they can work things out with the teacher, they should contact the building Principal.

The Settlement School, in compliance with federal legislation dealing with students records, maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his/her education and may include, but are not limited to: identification data, health information, attendance data, achievement data, educational plans, honors activities, discipline reports, and external agency reports.

AEA 267 SERVICES

The offices of Area 267 serve the schools of the area in many ways. At present, they have made available services in the following areas: speech therapy, hearing testing, occupational therapy, psychological testing, and aid to our special education classes.

CLASSROOM BOOK ORDERS

When ordering books, please follow the procedures defined by the teacher. Thank you for supporting reading!

BREAKFAST AND LUNCH POLICY

CAFETERIA

Breakfast is available for all elementary students and begins serving each morning from 8:00-8:20 in the elementary lunchroom. On the days when school is delayed one hour, breakfast will be served, if the delay is two hours, breakfast will not be served.

MESKWAKI ELEMENTARY LUNCH SCHEDULE

PK-K	11:10—11:30
1—3	11:30—11:50
4—6	11:50 - 12:10

SACK LUNCHES

Students may bring a sack lunch if they wish and will eat in the lunchroom with their class. Pop or unhealthy drinks are not allowed.

LUNCH OFF SCHOOL GROUNDS

Bringing outside food and beverages to students for lunch into the building is prohibited unless it is for a planned classroom activity. Students are not permitted to leave school grounds to eat lunch unless prior written permission from parents is received by the classroom teacher and front office.

LUNCHROOM EXPECTATIONS

All students will eat in the lunchroom with their designated group. If a lunch is brought, it will be eaten in the lunchroom. Each student is expected to practice the general rules of good manners, which one would find in the home or a restaurant. Some simple rules of courteous behavior, which would make the lunch period pleasant and relaxed, are:

- Observe good dining room manners at the table.
- Put trash in the proper containers and stack trays.
- Leave the table and surrounding area clean and orderly.
- Finish eating before leaving dining table.
- Once seated, stay in place and welcome others sitting nearby.
- Converse using inside voices.

BRINGING FOOD AND GIFTS

BRINGING SNACKS TO SCHOOL

We want birthdays and other special events to be celebrated; however we prefer that the snacks stay at home. On those occasions that are preapproved by the teacher to bring snacks to school, parents must supply enough food for the entire class. Additionally, for the health and well-being of students who have allergies, diabetes or other medical conditions, parents are required to bring alternative snacks so that these students can also participate.

GIFTS AND PARTIES

Several class parties may be held during the school year under the direction of the teachers. Parents/Volunteers may be asked to assist with the planning of the parties and obtaining treats. Distributing party invitations at school creates problems because of who is and who is not invited. Please do not send invitations to school with your child to be distributed.

FLOWER AND BALLOON DELIVERY

The Meskwaki Settlement School does not encourage flower or balloon deliveries from flower shops or individuals. Deliveries will not be given to your student until the end of the day.

PROBIBITED ITEMES, BULLYING, AND DISCIPLINARY ACTIONS

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students are not allowed to have cell phones at school. The school is not responsible for lost, stolen or broken cell phones or other electronic devices. If your child needs to call you, they should speak to their teachers who will assist them in using a phone provided by the school.

USE OF BICYCLES

Due to traffic dangers surrounding the school, riding bicycles to school is prohibited.

PETS

Many people like to have and share pets at school. However, permission must be obtained from the teacher before they are brought to school.

TOBACCO FREE SCHOOL

The Meskwaki Settlement School is dedicated to providing a healthy, comfortable, and productive environment for staff, students and citizens. The School Board believes that education has a central role in establishing patterns of behavior related to good health and shall take measures to help its students resist tobacco use.

Smoking and use of tobacco products by adults and minors is PROHIBITED on school property. This includes school buildings, grounds, school-owned vehicles, and activity locations.

ALCOHOL/CONTROLLED SUBSTANCES/ILLEGAL ACTIVITIES

Illegal activities such as harassment, assault on a student or staff member, truancy, vandalism, stealing, possession, use, and/or selling of illegal substances will result in disciplinary action.

WEAPON POLICY

It is illegal to have weapons on school property. Possession of a weapon on school property or at school-sponsored events will be subject to an immediate out-of-school suspension and depending on the severity of the weapons issue; expulsion proceedings the Meskwaki Nation Police Department may be called.

POLICY ON BULLYING

Bullying is a form of harassment. Bullying is the repeated and deliberate verbal and/or physical abuse of a student by one or more students. Bullying may include, but is not limited to, verbal taunts, name-calling and put-downs, extortion of money or possessions, implied or stated threats, and exclusion from peer groups. This aggression is unwelcomed, unprovoked, and intended to do emotional harm. All reported incidents, including cyber bullying are to be investigated by the Principal and appropriate disciplinary action taken.

DISCIPLINE

All students are expected to act appropriately. Unacceptable behavior is defined as any behavior that interrupts the classroom/school learning environment. We have implemented the Positive Behavior Intervention Support (PBIS) Program. PBIS is a comprehensive Positive Behavior

Support Plan that includes a range of intervention strategies that are designed to prevent the problem behavior while teaching socially appropriate alternative behaviors. By implementing the PBIS program, most behaviors can be handled in the classroom. However, students can be referred to the Principal's office for serious or ongoing inappropriate behavior.

If necessary, the Principal will enforce consequences that are appropriate depending on the type of misbehavior; this can include In School Suspension or Out School Suspension. If a student has behaviors that violate policies, are chronic, or are a severe safety concern, the Principal might be involved. If the Principal is involved, parents will be notified about the event by the teacher or the Principal.

COOPERATION WITH LAW ENFORCEMENT OFFICIALS

If students are involved in fighting, or any other conduct that is considered dangerous or violent, or that may be potentially harmful to others, Meskwaki Nation Police Department can be called and the student can be charged.

PERSONAL PROPERTY

STUDENT POSSESSIONS

All personal property needs to be plainly labeled with first and last names. This is especially true of boots, gloves, caps, jackets, sweaters, eyeglasses, etc. In this way, we may return lost articles to their owners.

PERSONAL PROPERTY, MONEY, AND VALUABLES

Students are discouraged from bringing personal items to school unless requested to do so. Money and valuable items should not be stored in desks and lockers. Students are discouraged from bringing large amounts of money to school. Students should leave items of value at home, including toys, skateboards, video games, CD's, radios, cell phones, etc. unless they have their teacher's permission to have these items at school. Items brought without teacher permission will be confiscated and the student or parent/guardian will need to pick them up at the office at the end of the day. The Meskwaki Settlement School is not responsible for any property that is lost, stolen, damaged or is not picked up at the end of the day.

PLAYGROUND EQUIPMENT

The school furnishes all equipment needed for playground purposes. Personal equipment should be marked with your child's name. Meskwaki Elementary is not responsible for lost or damaged personal equipment.

DRESS CODE, INCLUDING WEATHER REQUIREMENTS

DRESS CODE

The Meskwaki Settlement School has a vision of a quality learning environment in which students are physically and emotionally safe and healthy and are able to achieve and sustain positive self-worth. Students are expected to observe modesty, appropriateness, and neatness in clothing and personal appearance. If a child comes to school wearing clothing that is offensive or deemed inappropriate, your child may be sent to the Principal's office and parents could be called.

- Fall Season: Students should dress in layers, including a light jacket.
- Winter Season: A winter coat, stocking cap, gloves, snow pants and snow boots.
- Spring Season: Students should dress in layers, including a light jacket.
- All students are asked to wear slacks, jeans or shorts for P.E. classes.
- Tennis shoes must be worn for physical education classes. Each student must keep a pair of tennis shoes at school for P.E.
- No Heelys or other roller skating type shoes are allowed (safety).
- No pajamas or slippers are to be worn with the exception of special activities.
- No see-through or mesh garments, spaghetti straps, tube tops, halter-tops, or midriff showing tops.
- Shirts that have offensive material, or contradict the concepts related to being safe, responsible, or respectful are not to be worn (TBD by Principal).
- Shorts and/or skirts need to be an acceptable length; follow the fingertip rule.
- Flip flops and sandals are strongly discouraged for student safety while at recess or P.E.

**Students not following the above guidelines will be required to have parents bring different clothes to school, wear what the school has available, or be required to turn clothing inside out.

INDOOR RECESS

Recess will be held indoors if the temperature is below 10° F with wind-chill.

SNOW BOOT POLICY

Boots should be worn during snowy and/or icy conditions. Students **must** have snow boots, snow pants, winter coats, gloves, and hats **to play in the snow.**

CONTACT INFORMATION

ELEMENTARY PAUL HENELY
 Address: 1610 305th Street
 Tama, IA 52339
 Phone: (641) 484-4990
 FAX: (641) 484-3264

MIDDLE/HIGH SCHOOL ERIC BUTIKOFER
 Address: 1608 305th Street
 Tama, IA 52339
 Phone: (641) 484-9000
 FAX: (641) 484-9090

SUPERINTENDENT JILLIAN HERINK
 Address: 1608 305th Street
 Tama, IA 52339
 Phone: (641) 484-9000
 FAX: (641) 484-9090

Administration, - 9 -
Aea 267 Services, - 22 -
Alcohol/Controlled Substances/Illegal Activities, - 24 -
Allegations of Child Abuse, - 14 -
Attendance, - 17 -
Bicycles, - 24 -
Book Orders, - 22 -
Bringing Snacks, - 23 -
Bullying, - 24 -
Bus Policy, - 16 -
Cafeteria, - 11 -, - 22 -
Cell Phones and Other Electronic Devices, - 23 -
Chain of Command, - 9 -
Change of Address/Phone Number, - 20 -
Communication Between Home and School, - 20 -
Consequences For Misbehavior on the Bus, - 16 -
Contact Information, - 27 -
Contacting Students During the School Day, - 20 -
Custody and Parental Rights, - 12 -
Discipline, - 24 -
Dress Code, - 26 -
Educational Concerns, - 21 -
Elementary School Hours, - 15 -
Elementary Teacher Associates, - 11 -
Elementary Teachers, - 10 -
Equal Education Opportunity, - 8 -
Flower and Balloon Delivery, - 23 -
Gifts and Parties, - 23 -
Guidelines for Students to Stay Home With Illness, - 19 -
Head Lice Policy, - 19 -
Health Services, - 18 -
Inclement Weather, - 15 -
Indoor Recess, - 26 -
Law Enforcement, - 25 -
Lunch Off School Grounds, - 22 -
Lunch Schedule, - 22 -
Lunchroom Expectations, - 23 -
Meskwaki Settlement School Vision, - 7 -
Notification to Parent/Guardian, - 12 -
Office, - 9 -
Parent Communicating About a Student Absence, - 17 -
Parent Involvement, - 21 -
Partial Days, - 18 -
Personal Property, - 25 -
Pets, - 24 -
Playground Equipment, - 25 -
Playground Supervision, - 16 -
Prescription Medication, - 19 -

Registration, - 8 -
Right to Know, - 12 -
Sack Lunches, - 22 -
Safety Reminders, - 15 -
School Authority Statement, - 7 -
School Board Of Education, - 9 -
School Mission Statement, - 6 -
School Personell, - 9 -
Snow Boot Policy, - 26 -
Statement of Philosophy, - 6 -
Student Absences - Excused, - 17 -
Student Absences - Unexcused, - 17 -
Student Dismissal, - 15 -
Student Possessions, - 25 -
Student Records, - 13 -
Student Services, - 11 -
Student Supervision, - 15 -
Tardies, - 18 -
Technology, - 10 -
The School Day, - 15 -
Tobacco Free School, - 24 -
Visitors, - 21 -
Volunteers, - 21 -
Weapon Policy, - 24 -

