

Meskwaki High School

Success for All... Working Together!



(Design by Tate Bear)

2019-20 Student and Parent Handbook

Approved by MSS Board of Education



MESKWAKI CREED

The guiding principles that have been handed down and will continue to be handed down by Meskwaki Nation. They are as follows:

Spirituality: Believing in a higher power that provides strength and guidance.

Respect: Forbearing, Honoring, and protecting all people, places, and things.

Honesty: Remaining sincere at all times.

Sharing: Providing assistance and generosity.

Courage: Meeting new challenges eagerly, and persevering hardships.

Cleanliness: Keeping the mind and body free from impurities.

Nature: Taking the initiative to protect and preserve Mother Nature and all that she provides.

Individual Freedom: Guarding your freedom by making positive choices.

Wisdom: Gaining insight by listening to the Elders.



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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, bi-lingual, bi-cultural, 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 envision 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. We believe parents/guardians and grandparents are their student's, first teachers. We seek a lasting partnership so that family is 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 Superintendent 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.

EQUAL EDUCATIONAL 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.

USING A SET OF RIGOROUS RESEARCH-BASED STANDARDS AND EVIDENCE BASED CRITERIA, ADVANCED PERFORMANCE ACCREDITATION EXAMINES THE WHOLE INSTITUTION – THE POLICIES, PROGRAMS, PRACTICES, LEARNING CONDITIONS AND CULTURAL CONTEXT – TO DETERMINE HOW WELL THE PARTS WORK TOGETHER TO CARRY OUT THE INSTITUTION’S VISION AND MEET THE NEEDS OF EVERY LEARNER (2017-18 MSS ACCREDITED)



PERSONNEL

Tribal Council Educational Liaison – Jarvis Bear

SCHOOL PERSONEL

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

- Barney, Dr. WillieSuperintendent
- Tarrence, ClydeMiddle- High School Principal
- Lasley-Santos, LaurieMeskwaki Language & Culture Coordinator
- Buffalo, JimFacilities Manager
- Brown, SteadmanActivities Director
- Snow, Stephanie21st CCLC Grant Coordinator
- Wunn, LisaCurriculum Director

Office

- Levier-Jessepe, SylvanaRegistrar/Secretary
- Lasley, Samantha.....Office Assistant
- Youngbear, Jeanette.....Financial Business Manager
- Sanache, Candice.....Procurement Officer

Middle- High School Teachers

- Bair, Angela.....Business/Special Education
- Blystone, BenBand/Choir
- Protheroe,Sydney..Art
- Daleske, JeanFamily Consumer Science
- Fitzgerald, MaryGifted and Talented
- Griffen, Matthew.Math
- Holthaus, Barb.....Middle School Generalist
- Dulaney, Raymond.....Physical Education/Health
- Johnson, Daniel.....Math
- Livingston, Leo9 – 12 Language Arts
- Parks-Medhus, ChelseyScience
- Slick-Driscoll, Leah.....Social Studies
- Vargason, Jane.....Substitute
- Wantee, Priscilla.....Meskwaki Language & History
- Pushetonequa, Adrian.....Meskwaki Language & History
- Beatty, Angela.....7-8 Language Arts/Social Studies
- Plantz, Jim.....Industrial Technology
- Lacina, Deb.....Special Education
- Russell, Linda.....Special Education
- McGinnis, Jan.....Special Education

Teacher Associates

- Benda SteffanieSpecial Education
- Brown, Heath.....E20/20
- Corum, GeorgeSpecial Education
- Kaufman, Julie.....Special Education
- Oldbear, ZaneMeskwaki Language & History
- Bear, ClintonMeskwaki Language & History

Student Services

- Daniel, PaulSchool Psychologist

- John Fitzgerald 7-12 Guidance Counselor
- Lasley, Wanda Nurse
- Jennings, Pat Speech Pathologist

Operations

- Bear, Nathan Evening Custodian
- Gericke, Dale Bus Driver
- Johnson, Kent Building & Grounds/Bus Driver
- Lincoln, Judy Custodian
- Lasley, Quincy Evening Custodian
- Gloshey-Brown, Ellis Building & Grounds
- Papakee, Brian Maintenance
- Walker, Gail Evening Custodian Supervisor
- Snow, Iola Evening Custodian
- Probseco, Dale Bus Driver
- Nelson, Art Sub-Bus Driver
- Cantenwine, Dave Sub-Bus Driver
- Sawyer, Mike Sub-Bus Driver
- Sawyer, Diane Sub-Bus Driver

Technology

- Miller, Tim Technology Specialist
- Baker, Randy Education Technology Specialist

Cafeteria

- Buffalo, Estelle Lunch Secretary
- Branan, Tonya Kitchen Associate
- Lesmeister, Amber Head Cook
- Wanatee, DeLarcy Dishwasher/Cook
- OneStar, Lucy Kitchen Associate

GENERAL SCHOOL INFORMATION

SCHOOL HOURS

Meskwaki High School Instructional hours	8:30 a.m.-3:30 p.m.
Meskwaki High School Office Hours	7:30 a.m.-4:30 p.m.
Meskwaki High School Staff hours	8:00 a.m.-4:00 p.m.
Meskwaki After School Program (MAP)	3:30 p.m.-4:45 p.m.
Academic Study Table	3:30 p.m.-4:00 p.m.

STUDENT SUPERVISION

Students are not supervised before 7:45 a.m. or after 3:30 p.m. unless they are involved in a school related activity.

LUNCH SCHEDULE

7-12 12:15 P.M. – 12:42 P.M.

EARLY DISMISSAL

During those days on which students have an early dismissal, school will start at its normal time of 8:30 a.m. but will dismiss according to the school calendar.

INCLEMENT WEATHER

When an emergency confronts the school, the school will notification will be posted on www.msswarriors.org, https://www.facebook.com/meskwaki_warriors and the following Radio and TV Stations with late start or school information:

Radio Stations

KXIA/Marshalltown (101 FM)
KFJB/Marshalltown (1230 AM)
KDAO (1190)

TV Stations

KWWL/ Waterloo (TV News 7)
KCCI/ Des Moines (TV News 8)
KCRG/Cedar Rapids (TV News 9)
WHO/ Des Moines (TV 13)

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>

NASIS

The Meskwaki Settlement School utilizes the Native American Student Information System (NASIS) to track student records. Parents of students in grades 7 through 12 may access their student's grades and attendance through the NASIS Parent Portal. If you would like to be able to access your student's information, you may fill out a NASIS Acceptable Use Application during registration or at the high school office any time during the school year.

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
- A physical is recommended for Middle School students and is required for participation in athletics.

STUDENT TRANSFER POLICY

Transferring students between the local public school system and the Settlement School during the course of the school year is very detrimental for your child. Children need to establish continuity with one school and one educational program. Therefore, it is our rule that children will be considered for entrance to our school during within the first two weeks of the school year and at semester only. We will also encourage the public schools to abide by this guiding principle. Exceptions will be made for those students moving to the area or community from out of state during the school year. Other extenuating circumstances will be considered by the Administration.

Middle school and high school students are admitted after a file review of academic, attendance, and behavior information has been completed. Students who have records indicating a behavioral pattern that would endanger staff or students or have needs that the school cannot fulfill or have patterns of non-attendance will be denied admission.

The amount of credit transferred from a school will be translated into our credit system and awarded on a comparative basis depending on time spent in class. The Administration shall determine the amount of credit to be transferred, grade classification of the transferring student and any exemptions.

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 a copy of the court order allowing such action.

EDUCATIONAL CONCERNS

If parents/guardians have a concern regarding their student and/or teacher situation in school they are urged to first contact the teacher involved to discuss the problem and possible solutions. If the concern cannot be resolved at this level, the parent/guardian should then request a conference with the building principal. The principal will refer you back to the teacher if this step has not been taken before the Administration will become involved.

If the parent/guardian still feels that the concern has not received proper consideration, further recourse is available through the Administration.

Any concerns not pertaining to a classroom and/or teacher situation should be directed to the Administration.

RIGHT TO KNOW

As a part of the federal guidelines associated with the Every Student Succeeds 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 Superintendent 1608 305th Street Tama, IA 52339

NOTIFICATION TO PARENTS

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 Superintendent 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 Superintendent 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; and

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 Superintendent. 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.

ATTENDANCE

Our attendance policies are designed to promote academic achievement and student responsibility in addition to providing for the safety and protection of each individual. Consistent attendance regardless of the student's age or academic placement is the surest avenue toward well-rounded growth in three crucial areas: academic growth, social growth and emotional growth.

Attendance laws of the State of Iowa pertain to the Settlement School and require that a child attend school from 5 years of age until completing the school year in which the child turns 16 years of age. (Code of Iowa Reference: 294.4 and 299.8)

Student Responsibilities

- Attend all classes and Warrior Time on time each day.
- Obtain and complete all assignments including those missed when absent.
- Sign out of class or school properly when leaving the class or school grounds during the school day.
- Monitor your own attendance.

Parent's/Guardian's Responsibilities

- Call the school (484-9000 MS-HS) to notify the school **each morning** that your son/daughter is arriving late or will be absent from school prior to 9:00 a.m.
- Monitor your child's attendance. You may do this through the NASIS Parent Portal. You must fill out a NASIS Acceptable Use Application. These will be available at registration and at the high school front office.

Teacher/ Administration Responsibilities

- Take daily attendance for each class.
- Make assignments available for students who are absent.
- Inform students periodically of tardies and unexcused absences.
- Apply appropriate consequences for tardies or unexcused absences.
- Refer students with excessive attendance concerns to the Administration.
- Conference with parents regarding their student's attendance concerns.

ABSENCES

Regular attendance at school is important. When a student is absent, parents are expected to call school between 8:00 and 9:00 a.m. on the day of the absence. If a call is not received by 9:00 a.m., the school will attempt to contact the parent. Parents are asked to make every effort to schedule doctor and dentist appointments for students outside of school hours. When this is not possible, call the school or send a written note before the absence. Parents need to notify the school if a child is going to be absent, tardy, leave early, or cannot participate in PE. Students who arrive after 10:30 a.m. are counted absent for ½ day. Students who leave before 1:30 p.m. are counted ½ day absent. Students will be counted absent, whether excused or unexcused, for any and all class periods they were not in the building.

- When a student is absent, parents/guardians are expected to call school between 8:00 and 9:00 a.m. otherwise the school will call and inquire.
- If a parent/guardian does not inform the school of an absence, the school will call and inquire.
- Assignments missed during the absence must be made up. Some assignments can be made-up but will not replace the original planned lesson. Make-up is two days for each day of absence with a maximum of 8 days. Failure to complete the make-up work within the time limit will result in no credit or reduced credit.
- If the student has been absent for a total of seven to ten days within the school year, the student/family will be referred to the Meskwaki Family Services.
- Students participating in school activities must be in school by 10:00 a.m. on the day of the event in order to participate in a school activity (practice, competition, or public performance). Only with excused absences and extraordinary circumstances may this rule be waived by the principal or activities director. Students that leave school for any portion of the day due to illness will not be allowed to practice, compete, or perform in any activities that day or night.

Excused Absences:

- 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 on physician's letterhead or clinic..

Unexcused Absences:

- 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.
- Lying, forging or falsely telephoning verification for an absence.

When absences are foreseen, the school office should receive a note from the parent/guardian at least one week before the absence date. **When absences impede your child's academic performance, he/she may be required to repeat the class or repeat the same grade the following school year.**

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.**

Students arriving late to an individual class after 1st hour will be counted as an unexcused tardy unless they have a pass from the detaining teacher. The detained student accepts the responsibility of obtaining a pass from that teacher. All tardies are reported to the office. Three unexcused tardies will result in a detention. Additional tardies will result in additional detentions and/or a letter sent home to parent/ guardian and may or may not include meeting with a parent/guardian.

When tardies impede your child’s academic performance, he/she may be required to drop and/or repeat the class the following semester or school year.

ATTENDANCE COMMUNICATION WITH PARENTS

OF DAYS

STUDENT ABSENCES ACTION TAKEN BY SCHOOL

- 3 Absences-** Parents/Guardians will be notified in writing of their child’s absences, stressing the importance of school and requirements to attend school regularly. Parents/Guardians may be notified of possibly requiring a physician’s excuse for future absences.
- 5 Absences-** Parents/Guardians will be notified in writing of their child’s absences. Intervention Team will develop 1st Mediation Plan. Juvenile Court Officer will be notified.
- 7 Absences-** Parent Meeting 2nd Mediation will be developed. Meskwaki Juvenile Court Officer will be invited to meeting
- 10 Absences-** Referral Meskwaki Juvenile Court Officer.

USE OF BICYCLES

Due to traffic dangers surrounding the school, riding bicycles to school not encouraged. If you should choose to allow your student to ride a bicycle to school, there are bike racks available. It is advised that the student bring a bike lock. The school is not responsible for lost, stolen, or damage to bicycles.

CONTACTING STUDENTS DURING THE SCHOOL DAY

Personal Contact:

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 Principal 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.

GENERAL USE OF SCHOOL PHONES

It is the policy of the Meskwaki Settlement School that students will be brought to the school office for phone calls only in emergency situations. In other situations students will be allowed to return calls only at convenient school breaks.

The telephones at the school office and in the classrooms are for school related business. If a child has a legitimate reason to use the telephone, the receptionist, Principal, or the classroom teacher may grant permission. The school receives a number of calls and it will be necessary for conversations to be kept to a minimum. Except in an emergency, students will not be called to the telephone. We will be happy to deliver important messages from parents to their student.

VISITOR POLICY

The Administration and staff will strictly enforce the following policy:

1. This is a zero-tolerance policy. The application of this policy includes, but is not limited to all visiting school personnel, parents, outside vendors, contractors and repair personnel.
2. The site Administrator or designee will have the discretion to control who may visit, the number of visitors, the length or frequency of visits and to impose reasonable restrictions on such visits to avoid interference with or disruption of the education process or impose restrictions to secure the safety of the students, staff and faculty.
3. Visitors to the school who are not school employees must obtain permission from the Administration or a designated staff member before visiting classrooms or other parts or events on the campus. All visitors to the school must report to the school office when entering and must receive authorization before visiting other parts of the building.
4. In order to protect students and staff at the Settlement School, registered sex offenders are not allowed on school grounds or inside the school building. If a registered sex offender desires an appointment with a teacher or Principal and such an appointment is scheduled, the Principal will schedule a meeting off-campus.
5. A designated employee will check the Iowa Registered Sex Offenders list and the Meskwaki Sex Offender Registry and will report any new registrants who live in the school district to the School Administration monthly.
6. An individual who causes a disruption or poses safety risk to staff and students will be required to leave immediately. If the individual refuses to leave, the person will be considered a threat and the police shall be called.
7. The Administration will encourage visits by parents and guardians to their children's classrooms and events; however, the

Administration reserves the right to and shall turn anyone away from the school in order to protect the learning environment or the safety of the students and staff.

8. Registered sex offenders are not allowed to attend any events on school grounds, even where the public is invited to attend.

FLOWERS, BALLOONS, AND DELIVERIES

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

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 to resist tobacco use.

Smoking and use of tobacco products by adults and minors is prohibited on school property. This includes school buildings, school sponsored activity locations, and all vehicles including: school-owned vehicles, parent/guardian vehicles, and staff vehicles.

FUNDRAISING

Before undertaking any fundraising, be sure to check with your school administration on any school policies or procedures for handling money. Be sure to issue receipts for any goods provided to others and have a system to record all transactions.

Graduation Requirements

DEFINITION OF A CREDIT

Courses which meet one period a day every day for one academic year are equivalent to 1 credit.

Courses which meet one period a day every day for a semester are equivalent to .5 credits.

Courses which meet alternate days/ times are weighted to the time and frequency of the course.

REQUIRED CREDITS

To graduate from the Meskwaki Settlement School a student must earn **28** credits. These credits must include a minimum of:

English	4 Credits
Math	3 Credits
Science	3 Credits
Social Studies	3 Credits (Must include one semester of Government)
Meskwaki Language & Culture	4 Credits
PE	2 Credits (.5 each year)
Health	1 Credits (.5 credits)
Personal Finance	.5 credits
Electives	8 Credits

DUAL CREDITS

Students may earn credits towards High School graduation and college credit for courses completed at a 2 or 4 year college. Dual credit students and students with special circumstances may receive PE exemptions as determined by Administration. Dual credit courses *must* be approved through the Administration and are not to replace courses offered at the Meskwaki Settlement School.

SPECIAL CONSIDERATIONS

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individual Educational Plan (IEP). Prior to the special education student's graduation, the IEP team shall determine whether the graduation requirements have been met.

TRANSFER STUDENTS

The amount of credit transferred from a school will be translated into our credit system and awarded on a comparative basis depending on time spent in class. The Administration shall determine the amount of credit to be transferred, grade classification of the transferring student and any exemptions.

REPORT CARDS/MID-TERMS

The report card is only part of our process of reporting to parents. Report cards are issued after each quarter. Report cards are distributed during conferences after the first and third quarter- report cards will be mailed home after the second and fourth quarters. The final report of student's progress will be mailed home the week following school closure.

You will receive mid- term reports in the mail at the mid-point of each quarter. Mid-term reports provide parents/guardians with information regarding their student's progress before the end of the grading period. Grades may also be monitored through the NASIS Parent Portal. Any class with a D or F will receive a mid-term report in the mail.

GRADES

Middle and High school students receive letter grades A, B, C, D, and F. Parents and students can expect a thorough explanation by each teacher of his/her grading system in each class. Cumulative credits and the Grade Point Average are updated at the end of each semester. Credits earned in grades 9-12 are credits accumulated on High School transcripts.

HONORS

Recognition of academic excellence is achieved with the establishment of an honor roll and Perfect Attendance Award at the end of 1st Quarter, 1st Semester, 3rd Quarter, and 2nd Semester.

A Honor Roll **3.5 – 4.0**

B Honor Roll **3.0 - 3.49**

Perfect Attendance

Valedictorian: Highest GPA at the end of the first semester senior year. Tie will result in those students with highest GPA as award recipients.

Salutatorian: Second highest GPA at the end of the first semester senior year. Tie will result in those students in this category as award recipients. **These two honors tend to be fairly competitive and are highly regarded by the students, the school, and the community. You must have attended Meskwaki High School for no less than two complete years to qualify for these honors.**

CONFERENCES

Participating in a parent/teacher conference is one of the most important school activities in which a parent/guardian will be involved. Conferences are times of sharing that benefit the child, the parent/guardian, and the teacher. Preparing for the conference is essential for both the teacher and the parent/guardian. Here are some tips that will be useful at the next parent/teacher conference:

Conferences will be scheduled in the fall and in the spring. Information will be sent home prior to conference time. This exchange of information will hopefully lead to student growth in academic performance and will improve communication among students, parents, and the school.

We believe that it is important to keep the lines of communication open between home and school and encourage your involvement and support of your student.

STUDENT RIGHTS AND RESPONSIBILITIES

SCHOOL PRIDE

School pride is exemplified by the morale and attitude of the student body. It is characterized by a willingness to share responsibilities and to recognize and praise a job well done by fellow students. If someone does an outstanding job in the classroom, athletics, music, plays, speech, art, academics or any other activity, which brings recognition to the school, we will give credit for it. If any student has suggestions, which he/she feels will make Meskwaki Settlement School a better school; he/she is invited to submit these suggestions to the Administration.

Warrior PRIDE...

Positive

Respect

Integrity

Dedication

Effort

PBIS (Positive Behavior Intervention System)-An application of a behaviorally-based system approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining Tier 1 supports (universal), Tier 2 supports (targeted groups), and Tier 3 supports (individual) systems of support that improve lifestyle results (personal, health, social , family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional.

ENTERING AND LEAVING THE BUILDING

Students entering the building should be dropped off at the high school main entrance or commons. Students should be at school by 8:25 a.m., but not before 8:00 a.m. **If alternative transportation is to be used we appreciate the office being notified by 2:00 p.m. whenever possible.** Students will not be allowed to leave with anyone other than a parent/guardian without prior notice given to the office.

STUDENTS DRIVING TO SCHOOL

Meskwaki High School students are eligible to drive a vehicle to and from the Meskwaki High School if the following conditions are met and followed.

A Parking Permit Application must be completed and on file including a copy of a valid driver's license and proof of insurance.

And the student:

- Must be a Meskwaki High School Student.
- Must have parent permission to drive to school.
- May only transport his/her siblings and/or students living in the household to and from school in the student's vehicle.
- Are not allowed to leave for lunch.
- May not transport other students.

A student's vehicle may be searched if there is reasonable suspicion to believe the student is in possession of stolen, illegal or contraband items or has violated school policies, rules, regulations or laws affecting school order.

****If the student allows other students to ride with him/her, the privilege of driving to school will be revoked.**

****A student parking area may be designated.**

The Settlement School is not responsible for accidents and/or damage to the student's vehicle and the student is expected to follow the state guidelines for insurance coverage.

HOMEWORK

Homework is an important part of the school experience. Homework teaches children the value of responsibility while providing practice of particular skills. We like to think of homework as a shared responsibility between home and school. Individual student needs and abilities may differ and it is recognized that homework expectations may differ from teacher to teacher and that the needs of each individual child will be considered.

If a student is going to have a planned absence for family, medical or cultural reasons, the office needs to be notified prior to the absence. A preapproved absence form must be completed and returned to the office prior to the absence. The student needs to contact all of his/her teacher and get assignments. Assignments will be due upon return from a planned absence. The student should also check with the teacher following the absence to make sure additional assignments were not needed. If the student is absent unexpectedly the student is responsible to go to all teachers and pick up missed assignments. Students with an unexcused absence must make up assignments and assignments during unexcused absences may be given reduced or no credit.

If a Middle/ High school student does not have an assignment done at class time, he or she may be required to stay after school with that subject-area teacher to do their required work. There also may be a grade deduction for that assignment. If a student is required to stay; it is their responsibility to notify parents and secure a ride home.

Students are encouraged to use class time wisely to complete assignments.

The following hints will allow your child to complete their homework to the best of their ability.

- Provide a quiet place for study that is well lighted and has adequate workspace.
- Have supplies readily available such as paper, pencils, glue, scissors, dictionary, etc.
- Set specific study times and try to stick to the same schedule.
- Have the T.V. off; distractions should be kept to a minimum.
- Ask your child nightly if he/she has homework and ask to see their planner.
- Help your child with their homework when necessary, but allow them to do what they can on their own.
- Each student will have, and be required to use, an assignment book to record homework for each day.

STUDENT TEXTBOOKS

Students are usually assigned a textbook, reference book, or reading book to enable them to achieve the learning goals of the various courses. It is the responsibility of the student to care for those books in a responsible manner. A student will incur fines for lost or damaged textbooks, books, or materials.

FEES/FINES

Students are expected to pay all school fees and/or fines for damaged or lost school materials. Participation in athletic competitions will be prohibited until outstanding fines and fees are paid in full.

TECHNOLOGY - ACCEPTABLE USE POLICY

The school provides computer access in the computer lab, classrooms, and the media center. Internet access is a privilege, not a right. Students are responsible for good behavior on school computer networks just as they are in the classroom or the rest of the school. The network and Internet access is provided to conduct research and communicate with others for educational purposes. Access will be provided to students who agree to act in a considerate and responsible manner.

Before using the Internet or network, students and their parents/guardians will be required to sign a copy of the complete Acceptable Use Policy. Students violating this policy will have their access taken away. Additional disciplinary action may be taken in line with existing practice regarding inappropriate language or behavior.

LOCKERS

Lockers and desks are the property of the school. They are provided as a courtesy to students so that they may store various school related items. The school maintains the right of search and seizure of individual lockers should reasonable suspicion exist to believe school rules pertaining to alcohol, tobacco, drugs, weapons, stolen property or items pertaining violation of school regulations exist within the locker. Searching of lockers, student storage areas, and desks may be done with or without the permission or presence of the student. The school may also conduct random periodic inspections of lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to the student.

CELL PHONES AND ELECTRONIC DEVICES

Use of cell phones and any personal communication devices, or other electronic devices may be used during passing time and before or after school or during class time when permitted by the classroom teacher. Students with communication devices should not be a distraction to the educational atmosphere.

If students do not adhere to individual classroom policy, the following consequences will occur. Depending on the situation electronics may be taken and given to Administration upon a first offense.

First offense- Electronic device will be taken by the classroom teacher and returned at the end of class time.

Second offense- Electronic device will be taken by the classroom teacher and given to Administration to be returned at the end of the school day.

Third Offense - Electronic device will be taken by the classroom teacher and given to Administration to be returned to a parent and not permitted for an amount of time up to the remainder of the year.

***It is requested that parents call the main office to contact their student during the school day.**

PERSONAL PROPERTY AT SCHOOL

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 to money to school. Students are encouraged to leave items of value at home, including toys, skateboards, video games, Mp3 players, iPods, cell phones, etc. The Meskwaki Settlement School is not responsible for lost, stolen, or damaged money or property.

SELLING/TRADING PROPERTY AT SCHOOL

Students are not permitted to solicit or sell merchandise to other students or staff members at school during operating hours. "Trading" of items is not permitted.

ATHLETICS/ACTIVITIES

ELIGIBILITY

The Meskwaki Settlement School follows the athletic eligibility requirements as set forth by the State of Iowa Department of Education, Iowa High School Athletic Association, Iowa Girl's High School Athletic Union, Meskwaki Settlement School Board and the Meskwaki Settlement School Athletic Department. These rules are available to students through the Main Office or through the coach of the individual activity.

A student must receive credit in at least 4 subjects at all times and must pass all courses and make adequate progress toward graduation to remain eligible. A student with a disability and an IEP is judged based on progress made toward IEP goals.

- If not passing all classes at the end of a grading period, student is ineligible for first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a bona fide contestant.
- If not passing all classes at the end of the final grading period of the school year and the student is a contestant in baseball or softball, student is ineligible for 30 calendar days of that sport but has eligibility in the fall.
- If not passing all classes at any check point (if school checks at any time other than the end of a grading period), period of ineligibility and conditions of reinstatement are left to the school.

ATHLETIC PHYSICALS

Students who participate in inter-scholastic athletics are required to have an annual physical. Athletic physicals are valid for the school year in which they were administered. The Meskwaki Settlement School year for athletics goes from August 1 to July 31. Physical forms for the upcoming school year may be turned in as early as June 1. A copy of a current physical and all other consent forms required by the IHSAA/IGAU and the Meskwaki Settlement School athletic department must be on file in the Main Office in order for a student to practice and/or participate in athletics.

ACADEMIC EXPECTATIONS OF STUDENTS

CHEATING & PLAGIARISM

CHEATING

Cheating is giving or receiving information or using materials on tests, assignments and projects when it is not allowed, which includes tampering with work of other students. Students found to be cheating will be disciplined according to the severity of the situation. They may lose points, receive a zero on that assignment, have their course grade lowered one letter grade for the semester, or fail the course for the semester. Repeat or serious offenders may be suspended or expelled.

PLAGIARISM

Plagiarism is using someone else's writings, passages, or ideas and calling them your own. This includes downloading from the Internet and passing it off as your own work. Plagiarism is a very serious matter and will be dealt with in a serious manner. Students who are guilty of plagiarism will be disciplined. They may lose points, receive a zero on that assignment, have their course grade lowered one letter grade for the semester, or fail the course for the semester. Repeat or serious offenders may be suspended or expelled.

FIELD TRIPS

In certain classes field trips are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. Work missed during the field trip must be made up.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy.

Prior to attending a field trip, students are required to complete and return a preapproved absence form and return the permission slip signed by the student's parent/guardian. Field trip permission slips are included in the registration packet and are on file for each student.

MAKE-UP WORK

Students who have excused absences will have two days to complete and turn in assignments for every 1 day missed with a maximum of 8 days. Students are encouraged to make up work as quickly as possible. Students may stay after school to complete make-up work M-TH. Failure to complete the make-up work within the time limit may result in reduced credit or no credit.

For an extended illness the above guideline may be modified through the Administration.

PHYSICAL EDUCATION

To receive a passing grade in Physical Education, students must satisfy the minimum requirements of the course. The Physical Education teacher expects students to be in class unless they are properly excused. To be properly excused students must have at least one of the following:

- An excused absence from school.
- A medical excuse from a doctor.
- A written excuse from the school nurse.
- A written excuse from the office.

Considered excused by the Physical Education teacher, Athletic Director, or Administration.

Students will not need to make up classes when a medical excuse has been provided.

Physical Education Class

Clothing: Guidelines regarding clothes for physical education classes are:

- Gym shorts or sweat pants – no jean shorts or cargo shorts
- T-shirts or sweatshirts – no hooded sweatshirts, tank-tops, or cut-off t-shirts
- Socks – long or short
- Athletic shoes – must be tied properly

Participation:

- All students must participate
- Students not having gym clothes will still participate and may receive reduced credit.

CODE OF STUDENT CONDUCT

Any conduct by a student which may be potentially considered a crime will be referred to the Meskwaki Police Department.

Video cameras are in use in the school building and contents/recordings maybe be used to discipline students.

CONDUCT OF STUDENT

The Meskwaki Settlement School has a legal obligation to make its school as free as possible of the dangers of violence, weapons, drugs, and behaviors harmful to the educational environment. Equally important, the school owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption. This obligation is supported through School Board policy. Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned and/or operated or chartered buses, and while attending school activities on or off school property.

Students who exhibit inappropriate behavior in the opinion of the staff and/or Administration shall be subject to consequences. Inappropriate behavior includes behavior which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Consequences may include, but are not limited to, removal from the classroom, detention, suspension, and expulsion.

CONDUCT IN THE HALLWAY

- Keep to the right side of the hall and stairs in passing.
- Do all talking in a normal speaking voice.
- Always walk in the halls.

Detention or disciplinary action may be required for violations.

CONDUCT ON THE BUS

Every student at the Meskwaki Settlement School will ride a school bus sometime during the school year either as a regular morning and afternoon rider or as a participant in field trips or to athletic events. In order that everyone receives a safe, comfortable ride the following rules should be followed.

1. Stay in your seat.
2. Keep your hands and body to yourself.
3. Keep all objects to yourself.
4. Use respectful language.
5. No food, candy, or drink on the bus.
6. Keep hands, feet, and objects away from open windows.
7. Throw away all trash in the trash receptacle.
8. Fighting and “horseplay” are prohibited.
9. Keep feet, backpacks, etc. out of the aisle.
10. Talk quietly so the bus driver will not be distracted.

Students who do not follow these rules put themselves and other students in danger. Reports of behavior problems on the bus are referred to the Administration and parents may be notified. Video recordings may be used to document incidents that occur on the bus.

A general list of the consequences is stated below. However, they do not meet all circumstances and may be altered depending on the situation and severity and frequency of the incident.

- 1st Offense - Letter / phone call home regarding 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.

If your child misses the bus or is removed from the bus for inappropriate behavior, parents/guardians are responsible for transporting their student to school on time.

***Bus changes are required to be called into the office by 2:00 p.m. Changes made after 2:00 p.m. cannot be guaranteed. Students will not be allowed to leave with someone other than a parent/guardian without prior notice given to the office unless that person is listed as an emergency contact.**

***Students will only be allowed to walk home if permission is marked on the Transportation Form filled out at the beginning of the school year.**

CONDUCT AT ASSEMBLIES

Assembly programs for our entire student body will be held from time to time. Students should always conduct themselves properly and show respect for the performers and classmates.

Students who demonstrate improper behavior will be removed from that assembly and may be denied the privilege to attend future assemblies and/or activities. Electronic devices/use off cell phones are prohibited during assemblies and are subject to possible detention or other corrective action.

CONDUCT AT ATHLETIC EVENTS

While attending athletic events, students must abide by the school code of conduct. Failure to follow may result in removal and/or may be denied privileges to attend future athletic events. Students should always conduct themselves properly and show respect for the officials, players, spectators, and the opposing team. Use your energy to cheer for our team, not against anyone else.

CONDUCT IN THE CAFETERIA/LUNCH ROOM

Breakfast and lunch are times when students may eat and relax in a clean and healthy atmosphere. To maintain this kind of atmosphere, please observe the following guidelines:

- Breakfast and Lunch are provided to all students.
- Breakfast is served from 8:00 a.m. to 8:20 a.m.
- Students are expected to remain seated and use quiet voices while eating.
- Students are responsible for maintaining a clean lunchroom and returning their trays to the tray return area.
- No food or drink is to be taken from the lunchroom.
- No food or drink is allowed in the classroom unless rewarded from the teacher.

Cafeteria personnel are part of the school staff and students are required to follow their directions.

***Bringing outside food and beverages into the building is prohibited unless advanced notice was given and approved by school personnel.**

CONDUCT WHILE IN THE OFFICE

The office is a place of business and the students should refrain from loud talking, loitering or any other form of disturbance. No student is allowed to walk through and around the office area or behind the counter without permission. Students are expected to follow the directions of ALL adults in the office.

LEAVING THE BUILDING OR SCHOOL GROUNDS

Leaving the school building or the school grounds during school hours without permission from someone in the office will result in an unexcused absence and student will receive an automatic in-school suspension.

The school nurse determines if a student is ill and needs to go home. The school nurse will make arrangements with parents/guardians for the student to go home and will contact the office. Students are not allowed to go home due to illness without the permission/authorization of the nurse or Administration.

APPEARANCE AND DRESS

While the primary responsibility for appearance rests with students and parents, the Administration reserves the right to judge what is acceptable and what is not. Students will be asked to change or alter clothes if in violation of the 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. The following are the guidelines for dress at the school and are examples of items **NOT** permitted at school:

- Shirts, hoodies, or jackets with inappropriate sayings, pictures, or advertisements for drug/alcohol products, or that are demeaning to any race, color, creed or gender of people.
- Hoods, hats, and stocking caps
- Bare/stocking feet (shoes must be worn)
- Tank or spaghetti strap undershirts may not be worn alone.
- Oversized pants
- Coats and gloves
- Skirts and shorts that are revealing

Some outdoor activities may require that students wear boots, hats and gloves; these items will be permitted during these activities.

DISCIPLINE

BEHAVIOR REFFERALS

Staff members will ~~submit paper~~ complete electronic behavior referrals through NASIS to the Administration for academic and/or behavioral concerns. Students are expected to serve the consequences in a timely fashion as determined by classroom teacher and/or Administration.

BUSES AND SCHOOL VEHICLES

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, to extracurricular activities, or any other destination must comply with Meskwaki Settlement School policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading, or leaving the bus. The driver has the ability to discipline a student and will notify the Principal of any inappropriate bus conduct.

Video cameras are in use on school buses for the safety of the students riding the bus. The content of the videotapes may be used to discipline students. Students are not informed when the video cameras are or are not in use.

BULLYING/HARASSMENT

Students have a right to learn in an environment free from any type of bullying, harassment, intimidation, or victimization. Bullying and Harassment of any form will not be tolerated. Any person found guilty of this behavior will be subject to disciplinary action.

Bullying and Harassment is any electronic, written, verbal or physical contact or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment.

Complaints: any student who believes that he or she has been victim of bullying or harassment should make a prompt complaint to the teacher, supervisor, counselor, or Administrative staff. Appropriate school personnel shall promptly and thoroughly investigate complaints of harassment. Corrective action for harassment will be taken as warranted. A complete review of all relevant facts will be conducted.

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURE

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If bullying or harassment continues, complete an Anti-Bullying/Harassment Complaint form.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the counselor to complete an Anti-Bullying/Harassment Complaint form. The counselor may assist the individual in completing the Anti-Bullying/Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible. Parents of the alleged victim will be notified upon receipt of the complaint.

The designated investigator is the principal and has the authority to initiate an investigation in the absence of a written complaint. An alternate investigator may be designated by the administrator.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser, unless the incident is under police investigation. The alleged harasser may file

a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. In allegations of harassment serious in nature parents will be notified.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant and the alleged harasser will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Bureau of Indian Education.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Name of student or employee target: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident or incidents: _____

Nature of Discrimination or Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	Religion/Creed
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry				

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: ____ / ____ / ____

ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: ____ / ____ / ____

INVESTIGATION OF ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Name of student or employee target: _____

Grade and building of student or employee: _____

Name and position or grade of alleged perpetrator /respondent: _____

Date of initial complaint: _____

Date of contact to parent of victim with the outcome of the investigation: _____

Date of contact to parent of the alleged perpetrator: _____

Nature of Discrimination or Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	Religion/Creed
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry				

Summary of investigation: _____

If founded, date of contact to parents of perpetrator: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: ____ / ____ / ____

ALCOHOL, CONTROLLED SUBSTANCES, ILLEGAL ACTIVITY

Illegal activities such as harassment, assault on a staff member, truancy, vandalism, stealing, possession or use, and/or selling illegal substances:

- Students who are involved with illegal activities are referred first to the Principal or his/her designee who may meet and conference with the Superintendent to discuss appropriate action.
- Parents/Guardians will be immediately notified and asked to come to the school and may be asked for consent to administer a drug test.
- When appropriate, law enforcement will be contacted.
- The Administration or his/her designee will initiate necessary steps and/or disciplinary action that may include in-school suspension, short-term out-of-school suspension, long-term out-of-school suspension, or recommended expulsion.
- Before a student is readmitted to school or classroom, a meeting will take place with the student, parents/guardians, Principal or his/her designee, counselor, teacher if appropriate, and the Superintendent if necessary to outline a plan.
- If a student has been involved in other disciplinary offenses or categories, the second step may result in a recommendation to the School Board for expulsion proceedings from school.
- Expulsion proceedings will be referred to the Meskwaki Settlement School Board, who will serve as the official hearing body. Both the student and the student's parents/guardians will have the opportunity to give their side of the story in accordance with Board policy.

Students with substance use concerns will be referred to MADAC or other programs for assessment and may be referred/recommended for treatment.

WEAPONS

Possession or use of a weapon or look-a-likes in a school building is prohibited. A student found to be in possession of a weapon on school premises before, during, or after school or at any school sponsored activity is subject to administrative and legal action. With the exception of law enforcement officers, possession of a "dangerous weapon" on school grounds is a violation of school policy that will be reported to law enforcement agencies. Although the Settlement School, as an entity of the Sac and Fox Tribe of the Mississippi in Iowa possesses sovereign immunity and is not waiving its sovereign immunity in any manner or respect, for purposes of this provision, the Board adopts the definition of "dangerous weapon" as codified in Iowa Code § 702.7:

Any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the [person] intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon. Dangerous weapons include, but are not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length.

Disciplinary action up to and including expulsion will be taken for bringing or possessing weapons or look-a-likes.

IMPLEMENTATION PROCEDURES:

- Weapons are identified in two categories:
- Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples are, but not limited to the following: firearms, brass knuckles, knives, chains, clubs, stars, etc. (including replicas). Chemicals, propellants, and other substances that create a repulsive odor, irritation, or other discomfort may be considered as weapons.
- Articles designed for other purposes but which could readily be used to inflict bodily harm and/or intimidation. Examples are, but are not limited to: belts, combs, pencils, files, compasses, scissors, and baseball bats.
- A student acting in an aggressive or belligerent manner with any article will be administratively judged to be in possession of a weapon. Disciplinary action will be taken.
- A student using a weapon in a fight or altercation will be administratively judged to be a danger to others or self and will be subjected to disciplinary action up to and including long-term suspension or expulsion.
- Administrators or other delegated school officials, in their professional judgment, will confiscate any article previously identified as a weapon under paragraph 1(A) or 1(B) above. Such weapons may be turned over to the appropriate law enforcement agency in addition to disciplinary action. Students bringing or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities.

- A student who has caused injury to another person with a weapon, intended or unintended, will be subject to disciplinary and/or legal action.

Students bringing or knowingly possessing a firearm to school shall be expelled for not less than twelve months. The Superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis, and the mandatory suspension/expulsion need not be applied to students certified as handicapped under the federal Individuals with Disabilities Education Act (IDEA). For purposes of this portion of the policy, the term “firearm” includes but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver or any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary, or poison gas.

Look-a-like objects which resemble firearms or weapons may be treated as a firearm or weapon if school personnel consider them to be a threat to an orderly school environment. Factors to be considered in determining whether an object is to be treated as a look-a-like firearm or weapon include, but are not limited to, how the object was represented, appearance of the object, use of the object, and climate or context in which the object was found.

The Superintendent may allow authorized persons to display weaponry or other dangerous objects, or look-a-likes, for educational purposes. Such a display shall also be exempt under this policy. Specifically excluded from this policy are:

- Weapons under the control of law enforcement officials,
- Starter pistols under the control of officials hired by the school for this purpose, and/or under the control of the Administration, and
- Weapons under the control of recognized military groups to perform honor guard ceremonies.

(NOTE: Except for law enforcement, approval for the above exceptions must be sought **IN ADVANCE** from the Administration.)

FIGHTING

Fighting and physical assault on another student:

- Student(s) will be sent immediately to the Principal or his/her designee’s office.
- Fighting may result in an immediate suspension from school and parents/guardians will be contacted and asked to pick up their student.
- A conference with the parents/guardians and Principal or his/her designee may take place when the parent/guardian comes to the school. If it is impossible for a parent/guardian or an emergency contact to pick up their student, the student will serve an in-school suspension until a parent/guardian arrives.
- The student may also be required to fill out a plan of action that will address the incident and identify ways to avoid or resolve conflicts in the future.
- Any student suspended for fighting more than once may be suspended for the remainder of the day and for the next three days or may be recommended for expulsion.
- Violent behavior may necessitate the intervention of law enforcement officials.

VANDALISM

The Meskwaki Settlement School is your building. Most students enjoy a clean attractive building of which they can be proud. We ask all students to help keep it neat and attractive by not marking on school property, and by keeping paper and other waste off of the floors.

Property or equipment damaged by a student, either intentionally or due to an accident, will require a compensatory obligation. Administration will investigate the incident and determine the appropriate compensation.

Students involved in vandalism or defacing school property will be expected to reimburse the school for the amount of damage and will be subject to other disciplinary action.

SUSPENSION

When conduct of a student warrants suspension from school, the parents will be notified. In cases where the parents cannot be contacted or transportation is not provided, the student will remain in the in-school suspension room for the remainder of that school day. Suspensions may be for less than one day or as long as ten days and may be assigned as in-school suspension (ISS) or out-of-school suspensions (OSS).

In-school suspensions will be assigned and supervised within the school.

The following rules apply to students serving in-school suspension:

- Students are to be silent.
- Students are to stay awake.

- School work/assignments for the day will be provided and expected to be completed.
- No electronic devices may be used during in-school suspension.

Parents are to assume responsibility for students assigned to out-of-school suspensions.

The following are reasons that may result in suspension or being placed on disciplinary probation or expulsion:

Controlled Substances

- Possession, distribution, or use of tobacco products, alcohol, or other illegal drugs by students is prohibited by law on school property. Disciplinary action will be taken up to and including expulsion from school. (Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.)
- on the school grounds during and immediately before or immediately after school hours;
- on the school grounds at any other time when the school is being used by a school group;
- off the school grounds at a school activity, function or event; or in any building/classroom owned or leased or borrowed by the school.

Improper or Abusive Language

- The use of improper or profane language is prohibited and offenders may be excluded from classes or from school.
- Assault or Harassment or Threatening Assault on a School Employee
- A student shall not cause or attempt to cause physical injury or to threaten physically or sexually a school employee:
- on the school grounds during and immediately before or immediately after school hours;
- on the school grounds at any other time when the school is being used by a school group;
- off the school grounds at a school activity, function or event; or in any building/classroom owned or leased or borrowed by the school.

Assault or Harassment or Threatening Assault on a Student.

- A student shall not cause or attempt to cause physical injury or to threaten physically or sexually to another student:
- on the school grounds during and immediately before or immediately after school hours;
- on the school grounds at any other time when the school is being used by a school group;
- off the school grounds at a school activity, function or event; or in any building/classroom owned or leased or borrowed by the school.

Physical Abuse of a Student or Other Person Not Employed by the School.

- A student shall not intentionally do serious bodily injury to any person:
- on the school grounds during and immediately before or immediately after school hours;
- on the school grounds at any other time when the school is being used by a school group;
- off the school grounds at a school activity, function or event; or in any building/classroom owned or leased or borrowed by the school.
- Neither self-defense, nor action taken in the reasonable belief that action was necessary to protect another person, shall be considered an “intentional act.”

Gambling

- Gambling is not proper in a school setting and is prohibited.

Damage or Destruction of School Property

- A student shall not intentionally cause or attempt to cause damage to school property or steal or attempt to steal school property.
- Students involved in vandalism or defacing school property will be expected to reimburse the school for the amount of damage and will be subject to other disciplinary action.

Damage or Destruction of Private Property

- A student shall not intentionally cause or attempt to cause damage to private property on the school grounds, during a school activity, function or event off the school grounds.

Serious Student Misconduct

- A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the substantial disruption to the function of the school.

Insubordination

- Students not complying with reasonable requests or refusing to identify themselves.

Weapons and Dangerous Instruments

- A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon or is used as a weapon:
- on the school grounds during and immediately before or immediately after school hours;
- on the school grounds at any other time when the school is being used by a school group;
- off the school grounds at a school activity, function or event; or in any building/classroom owned or leased or borrowed by the school.

Repeated School Violations

- Students who have repeated violations may result in consequences up to and including expulsion.

CORPORAL PUNISHMENT

A school employee shall not inflict or cause to be inflicted corporal punishment upon a student. "Corporal Punishment" means the intentional physical punishment of a student. An employee's physical contact with the body of a student shall not be considered corporal punishment if it is reasonable and necessary under the circumstances and is not designed or intended to cause pain or if the employee uses reasonable force as defined under **section 704.1 of the Iowa Code**, for the protection of the employee, student, or other student; to obtain the possession of a weapon or other dangerous object within a student's control; or for the protection of property.

PHYSICAL FORCE

A school employee who, in the reasonable course of the employee's employment responsibilities, comes into physical contact with a student shall be granted immunity from any civil or criminal liability which might otherwise be incurred or imposed as a result of such physical contact, if the physical contact is reasonable under circumstances and involves the following:

- Encouraging, supporting, or disciplining the student.
- Protecting the employee, the student, or other students.
- Obtaining possession of a weapon or other dangerous object within a student's control.
- Protecting employee, student, or school property.
- Quelling a disturbance or preventing an act threatening physical harm to any person.
- Removing a disruptive student from a class or any area of the school premises, or from school-sponsored activities off school premises.
- Preventing a student from the self-infliction of harm.
- Self-defense.
- Any other legitimate educational activity.

ABUSE OF STUDENTS BY EMPLOYEES

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the Meskwaki Settlement School under the direction and control of the school. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

Law enforcement and social services may be contacted prior to or during the investigation. If the complaint has been withdrawn and the allegations recanted the investigation will be considered completed. If the allegations are substantiated then civil authorities become involved in ~~and~~ the incident will be reported to the State Department of Education Licensing for a possible revoking of the employee's professional license and the employee will be subject to the proper employee disciplinary procedure.

PERSONAL SEARCHES

A Meskwaki Settlement School student's person and/or personal effects (examples are but are not limited to: purse, back pack, bag, etc.) may be searched when the Administration has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school policies, rules, regulations or laws affecting school order.

POLICY ON REPORTING SUSPECTED INCIDENTS OF CHILD ABUSE OR NEGLECT

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

Specifically, each Indian tribe or tribal organization that receives funds under the Indian Self-Determination and Education Assistance Act and/or the Tribally Controlled Schools Act of 1988 shall ensure that:

1. Through training and informing, all school employees are aware that they are required to immediately report (no later than 24 hours from the time the incident is brought to their attention) incidents or suspected incidents of child abuse or child neglect occurring, which have occurred, or which may occur to their local law enforcement agency, to child protective services or to the Indian Country Child Abuse Prevention Hotline; 1-800-633-5155
2. Through training and informing, all school employees are aware that failure to report suspected child abuse or neglect may subject the school employee to a fine or jail sentence and/or Administrative penalties as prescribed by the law;

3. The identity of any person making a report shall not be disclosed, without the consent of that person, to any person other than a court of competent jurisdiction or an employee of an Indian tribe, a State or the Federal Government who needs to know the information in the performance of such employee's duties;
4. Any person making a report based upon their reasonable belief, and made in good faith shall be immune from civil and criminal liability for making the report; and retaliation against an employee for reporting suspected child abuse is prohibited.

SCHOOL SERVICES

GUIDANCE AND COUNSELING SERVICES

Guidance services are available for every student in the school. Services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school, and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor. If you wish to visit a counselor he/she should contact the front office and arrange an appointment.

LIBRARY AND MEDIA SERVICES

The Media Center is a resource area provided for use by the students and staff. Reference materials, periodicals, general reading materials, and a variety of audio-visual equipment are provided for the enrichment and support of the school's curriculum. A quiet atmosphere conducive to good study habits will be maintained in the Media Center.

Students will be made aware of the responsibility which accompanies the use and sharing of library materials. The materials may be checked out for a one-week period and can be extended for an additional week with permission. Due to the limited size of the collection students will be allowed to check out or have checked out no more than two books or pieces of material at one time. The only exception to this rule will occur when a teacher assigns a specific project and has made prior arrangements.

Students are responsible for returning all books and any school property that has been loaned to them.

***The cost of any item not returned to the Media Center by the end of the school year will be billed to the parents/guardians.**

SCHOOL PICTURES

The Meskwaki Settlement School provides the opportunity for your child to have their picture taken two times per year. Costs, dates, and ordering options will be sent home in school informational letters. All 7 – 12 students must have their picture taken in the fall even if no order is placed.

YEARBOOK

The school produces a yearbook which may be picked up/ purchased. Ordering information will be sent home in school informational letters.

DRIVER EDUCATION

Driver education is offered to students who are enrolled at the Meskwaki Settlement School for a minimal fee. Students must meet all qualifications for the course and attend all sessions.

STUDENT CLUBS/ORGANIZATIONS/COUNCILS

The purpose of the student clubs organizations or councils is to provide for student participation and student leadership in matters pertaining to school welfare and school climate and citizenship. These student groups help to provide student voice, to develop school spirit, to demonstrate citizenship and to generally promote school and community values. Participants are expected to serve as good role models by following the school and group policies.

LOST AND FOUND

Items that are found will be turned into the office and remain there for a short period of time. Students who have lost an item should check in the office. Students who find an item should bring the item to the office. Unclaimed items may be donated to local agencies at the end of the year.

POSTING OF INFORMATION

Students who wish to post or distribute information must receive permission from the Administration at least two days before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. Materials must be initialed by Administration before posting or distribution occurs.

HEALTH/NURSE

HEAD LICE POLICY

Head lice are transmitted by close head to head contact. Parents/guardians should routinely check their children for head lice or nits. Early detection of lice and removal of the nits by daily washing and conditioning the hair and combing with a fine tooth comb will assist the school to prevent infestations.

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:

1. 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.
2. A written treatment plan and information about head lice regarding their characteristics and the longevity will be provided to parents.
3. 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.
4. The parent must accompany the student to school for a re-check before re-admittance to school.
5. 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.
6. Notices will be sent to the parents of classmates, informing them of their student's exposure to head lice. No names will be shared or released.

ILLNESS/ACCIDENTS AT SCHOOL

In the event that a child becomes ill or has an accident at school, parents/guardians will be called; if needed, the emergency contact person on the registration form will be called, so that the child may be taken home. Please make arrangements so that this can be handled effectively. **It is very important that the emergency contact information provided to the school be kept as accurate and complete as possible. Please inform the school with changes in your phone numbers and changes in phone numbers for emergency contacts.** Once the child has been sent home from school or stayed home from school due to illness, the child may NOT return to school or school activities for that day or evening.

Students should not be sent to school if they are ill. Sometimes parents are unsure whether their student should stay home from school. Please keep your child home if they have any signs of a communicable disease or have:

- an undiagnosed skin rash or sore
- red or inflamed eyes with crusting and yellow mucous present
- fever of 100 degrees F 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 for 24 hours. The school may contact you if your child is showing any of the above symptoms. Children must be on prescribed antibiotic medication for 24 hours before returning to school.

The Meskwaki Settlement School employs a full time nurse and a nurse's aide to attend to the health needs of the students. These services include primary health care such as first aid, screening procedures, immunizations, illness and injury treatment, preventative health care through health assessments, health education, and health counseling.

PRESCRIPTION MEDICATIONS

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 Management 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.

OVER-THE-COUNTER MEDICATIONS

Written parental permission is required for over-the-counter medications to be given at school. Medications will be administered by the school nurse or staff members that have completed a medication course.

FOOD ALLERGIES

If your child has a known food allergy, notify the school nurse and child's teacher! Special Diet Modification forms need to be completed and signed by you and your child's health care provider so Meskwaki Settlement School may appropriately honor special diets.

HEALTH CONCERNS

The nurse and teacher should be made aware of health concerns that may influence your child's learning. Examples of health concerns that the school needs to know about are: *Asthma, ADHD, anaphylaxis allergies, bee/severe food allergies, diabetes and seizures.*

MANDATORY HEALTH FORMS

Mandatory Health Forms that need to be turned in to the nurse's office before a student can enroll at Meskwaki Settlement School are as follows:

7th graders must have had an updated Tdap immunization to start school; *this is a new requirement initiated in 2014 and covers all years to come.*

9th graders must have a Dental Screening Certificate signed by a dentist or dental hygienist

All students must have an Annual Health form completed by a parent/guardian.

EMERGENCY DRILLS

Fire and tornado drills are important and are required by state law. Students need to learn the correct procedure for leaving each classroom. Leave work, books, and materials in the room. Move quickly and quietly, but in an orderly fashion.

FIRE DRILL

SIGNAL: A loud intermittent siren sound from the fire alarm system.

Purpose: The purpose of a fire drill is to establish a routine for the efficient and safe removal of students and staff from a school building in the event of a fire or other emergency to develop a behavior pattern for meeting emergencies in adult life.

INTRUDER DRILL

SIGNAL: An intermittent high/ low tone.

Purpose: The purpose of an intruder drill is to establish a routine for when an unauthorized person/problem person has entered school property without permission.

TORNADO/DISASTER DRILL

SIGNAL: Fast intercom tone.

Purpose: The purpose of a tornado/disaster drill is to establish a routine for the efficient and safe coverage of students and staff within a school building in case of a tornado or a weather pattern indicating a possible emergency.

3:30 SCHEDULE	
Period	Time
1	8:30—9:12
2	9:15—9:57
3	10:00—10:42
4	10:45—11:27
5	11:30—12:12
Lunch	12:15—12:42
Warrior Time	12:45—1:15
6	1:18—2:00
7	2:03—2:45
8	2:48—3:30

2:00 SCHEDULE	
Period	Time
1	8:30—9:00
2	9:03—9:34
3	9:37—10:08
4	10:11—10:42
5	10:45—11:16
6	11:19—11:50
Warrior Time	11:53—12:21
Lunch	12:24—12:54
7	12:57—1:27
8	1:30—2:00

1:30 SCHEDULE	
Period	Time
1	8:30—9:00
2	9:03—9:34
3	9:37—10:08
4	10:11—10:42
5	10:45—11:16
6	11:19—11:50
7	11:53—12:24
Lunch	12:27—12:56
8	12:59—1:30

12:30 DISMISSAL	
Period	Time
1	8:30—8:53
2	8:56—9:20
3	9:23—9:47
4	9:50—10:14
5	10:17—10:41
6	10:44—11:08
7	11:11—11:35
Lunch	11:38—12:03
8	12:06—12:30

Meskwaki M/H School
Class Schedules














2 HOUR DELAY	
Period	Time
1	10:30—11:00
2	11:03—11:34
3	11:37—12:08
Lunch	12:11—12:42
4	12:45—1:14
5	1:17—1:48
6	1:51—2:22
7	2:25—2:56
8	2:59—3:30

Quarters (Students=181, Staff=198)

Q1 Aug 19-Oct 18(44)
 Q2 Oct 21 -Dec 23 (43)
 Q3 Jan 6-Mar 6 (50)
 Q4 Mar 9 -May 22 (45)

Calendar Legend:

- First and Last Day of School 
- Semester/Mid-term 
- Fall Picture Day 
- Holidays-Building Closed 
- No School 
- Early Dismissal/PD Days 
- Conferences 
- HS Graduation 
- Cultural Events 
- Building Closed 
- Building Closed 1/2 Day 

HOLIDAYS:

Powwow-1/2 days(8/8 &8/9)
 Labor Day (9/2)
 Veterans Day (11/11)
 Thanksgiving (11/28 & 11/29)
 Christmas Eve (12/24)
 Christmas Day (12/25)
 New Year's Day (1/1)
 Memorial Day (5/25)
 Independence Day (7/4)
 Proclamation Day (7/13)

Please note: Early Dismissal days due to staff professional development will be Wednesday's at 2:00 p.m. With exception Sept. 11, Oct. 30, Jan.22, Feb. 19. dismissal will be at 12:30 p.m.



August

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Events:

Aug 5 & 6 Staff PD-HR
 Aug 7 & 8 8am-4pm New Staff Orientation
 Aug 8-11 Meskwaki Annual Powwow
 Aug 12-16 Staff Professional Development/Planning
 Aug 19 Students' First Day

Sept 2 Labor Day-No School
 Sept 4,18,25 2:00pm Dismissal-PD
 Sept 11 12:30pm Dismissal-PD (1-4pm)
 Sept 16-21 Homecoming Week
 Sept 27 Neno Day

Oct 2,9,16,23 2:00pm Dismissal-PD
 Oct 16 Language Night
 Oct 18 End of Quarter 1
 Oct 22 & 24 4-8pm Parent Teacher Conferences
 Oct 25 No School- Staff Comp Day for Conf.
 Oct 30 12:30pm Dismissal-PD (1-4pm)

Nov 6,13,20 2:00pm Dismissal-PD
 Nov 11 Veteran's Day-No School
 Nov 27 1:30pm Dismissal-Harvest Meal
 Nov 28 & 29 Thanksgiving Break

Dec 4,11,18 2:00pm Dismissal-PD
 Dec 11 Language Night
 Dec 23 End Q2, S1
 Dec 24-Jan 3 Winter Break- No School

Jan 8,15,29 2:00pm Dismissal-PD
 Jan 22 12:30pm Dismissal-PD (1-4pm)
 Jan 29 Language Night

Feb 5,12,26 2:00pm Dismissal-PD
 Feb 19 12:30pm Dismissal-PD (1-4pm)
 Feb 26 Language Night

Mar 4,11,25 2:00pm Dismissal-PD
 Mar 6 End of Quarter 3
 Mar 10 & 12 4-8pm Parent Teacher Conferences
 Mar 13 No School- Staff Comp Day for Conf (13) Possible Snow Day Make up
 Mar 16-20 Spring Break
 Mar 16 & 17 Possible Snow Day Make Up
 Mar 25 Language Night

Apr 1,8,15,22,29 2:00pm Dismissal-PD
 Apr 11 Prom
 Apr 29 Fine Arts/Language Night

May 6,13,20 2:00pm Dismissal-PD
 May 15 Seniors' Last Day
 MHS Graduation Honoring Powwow
 May 17 Graduation
 May 15-21 Meskwaki Pride Week
 May 22 End Q4-Students' Last Day
 May 25 Memorial Day
 May 26 PD -Teacher Last Day
 May 26-29 Possible Snow Day Make up

June 1-26 Summer School

July 3 Building Closed for July 4th Holiday
 July 13 Proclamation Day Observed