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## **SERIES 100 – EDUCATIONAL PHILOSOPHY**

### **Series 100**

#### **Code 101**

##### **Title: Identification of School District**

This school district is organized and known as the Meskwaki Settlement School District, located in the County of Tama, in the State of Iowa. The District serves Native American youth.

### **Series 100**

#### **Code 102**

##### **Title: Mission Statement and Philosophy Statement**

###### **Mission Statement:**

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

###### **Philosophy Statement:**

The Meskwaki Settlement School and the Sac and Fox Tribe:

- Will operate for its youth in a comprehensive, bilingual, alternative, community based educational environment, designed to incorporate the wisdom and beauty of the Meskwaki culture with the knowledge and skills of our modern technological society.
- Will preserve the Meskwaki culture, including its language, history, and traditions; promote Meskwaki values and lifestyles, sponsor cultural ceremonies and events; promote pride in one's school, home, and community.
- Will provide quality academic education; establish a strong academic sequence solidly rooted in basic education and blossoming into a multifaceted, 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 Native American resource consultants, especially tribal elders.
- Will regard our youth with the most 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 Native American youth.

**Series 100**

**Code 103**

**Title: Educational Philosophy and Statement of Guiding Principles**

**Educational Philosophy:**

The Meskwaki Settlement School Board recognizes that the education of its children is its primary role. They share with the community the responsibility of the individual Native American students' development.

It is the School Board's responsibility to provide the students with the kind of school enrichment, which will enable the students to achieve academic excellence, function in the dominant society, and enhance the Indian culture in accordance with Tribal Law.

This school exists to preserve and strengthen the traditions of the Meskwaki culture, and to ensure the learning of the skills and knowledge of the American culture. The School Board is charged with the delicate task of providing the Meskwaki children with opportunities to respect and participate in both cultures. The School Board is responsible for promoting and preserving the Indian culture and Meskwaki language within the educational system.

The School Board recognizes that the educational program can best be realized, for the community through written School Board policies. School Board policies are to be based on Tribal, Federal and State regulations, and the specific needs of the community.

**Statement of Guiding Principles for the School Board:**

The Meskwaki Settlement School Board was created by the Sac and Fox Tribe of the Mississippi in Iowa Tribal Council and has statutory responsibility for the oversight and governance of the school. The primary function of the Board is to provide the leadership, vision, accountability, and advocacy necessary to ensure the fulfillment of the Meskwaki Settlement School Mission Statement.

In carrying out this responsibility, the Board establishes policies, assesses school performances, facilitates strategic planning efforts, oversees budget preparation, promotes communication, and supports statewide outreach efforts.

One of the Board's central functions is to set policies which shapes the operation of the school and its programs and services. Policies impact many issues, such as, admissions criteria, student curriculum, student and employee codes of conduct, student services, and provision for programs, such as, summer school and extra-curricular activities.

**Series 100**

**Code 104**

**Title: Participatory Management**

The Meskwaki Settlement School believes that the concept of shared decision-making contributes to the development of a dynamic, effective learning community. To that end, the Settlement School will promote the active participation of all community members in the decision-making process. All groups within the district—school board, administrators, teachers, support staff, students, their families, and tribal members—will be encouraged to participate in identifying educational issues, defining goals, formulating policies, and implementing and assessing activities.

The shared decision-making process requires an environment that promotes mutual dignity and respect, honest dialogue about issues, and active listening to all points of view. This process functions best in a community wherein all participants are held accountable for making informed decisions and for maintaining a high level of trust in the participatory management style. Within this environment, the School Board is charged with the ultimate authority and responsibility for decisions shaping the direction of education in the community. When shared decision-making is used, at times its parameters may be limited by the following: federal, tribal, and/or state laws; state regulations; accreditation requirements; board requirements; negotiated agreements; district-wide curriculum; and district-wide employee evaluation procedures.

The Board will support participatory management as an organizational practice in the district and will provide encouragement for practices within this management style which promote the process of shared decision-making.

## **SERIES 200 – SCHOOL BOARD**

### **Series 200**

#### **Code 201**

##### **Title: Role and Authority of School Board**

The Meskwaki Settlement School Board is an elected body created according to tribal proclamation to serve as the governing Board of Education for the purpose of organizing and maintaining the school for providing education to Indian children.

As provided and limited by Tribal Council authority, the School Board has general charge, direction, management of the school, and control and care of all property belonging to it. The Board and Meskwaki Settlement School adhere to the general operating provisions as specified by the Bureau of Indian Education.

The chief function of the School Board is to provide for the progress and welfare of the school and to scrutinize the policies that govern its organization and operations. The Board functions only when it is convened in regular or special meetings that have been officially called. An individual board member generally does not have authority to speak for the Board, unless the Board delegates such authority and when confronting issues concerning public attacks on the school or its employees.

The School Board is responsible for formulating policies for the general management of the school. It shall delegate administrative authority to the School Superintendent, but shall be responsible to the Tribal Council and Meskwaki community for the results produced.

### **Series 200**

#### **Code 202**

##### **Title: General Duties and Responsibilities**

The School Board will make rules for its own government and staff and students, and for the care of the schoolhouse, grounds, and property of the school operation. The School Board will aid the enforcement of these rules and require the performance of duties of said persons imposed by the law and the rules. The School Board has three primary roles:

Legislative – The School Board represents the people of the Settlement School and will be a policy-making body. The Board possesses jurisdiction over the Settlement School and its employees.

Executive – The School Board selects the Superintendent as the Settlement School's chief executive officer and delegates to the Superintendent the authority for formulating and overseeing rules, regulations, plans, and administrative details necessary to ensure

that the policies of the School Board and legal requirements are carried out in the daily operation of the Settlement School.

Evaluative – The School Board, through careful study and consideration of facts and conditions, determines whether the Settlement School is operated efficiently and effectively, based upon a sound philosophy of education and upon identified goals. The School Board shall review the educational program and ancillary services periodically.

The School Board shall enter into all necessary contracts for exercising powers granted and for performing duties required by law.

Upon termination of office, each School Board member will immediately surrender to the successor, all books, papers and monies pertaining or belonging to the office.

**Series 200**

**Code 203**

**Title: School Board Chairperson**

The School Board Chairperson shall be elected by majority vote at the annual meeting each year to serve a one-year term of office. There is no limit on the number of times an individual may serve as Chairperson.

The Chairperson shall preside at all School Board meetings; sign all contracts, warrants, drafts, and all orders as approved by the School Board; and appear, when necessary, on behalf of the Settlement School in all actions brought by or against it.

The Chairperson is entitled to discuss and to vote on all matters before the School Board. The Chairperson possesses the authority to call special meetings of the School Board. Prior to School Board meetings, the Chairperson shall consult with the Superintendent on the agenda.

**Series 200**

**Code 204**

**Title: School Board Vice-Chairperson**

The School Board Vice-Chairperson shall be elected by majority vote subsequent to the election of the School Board Chairperson at the annual meeting each year to serve a one-year term of office. There is no limit on the number of times an individual may serve as Vice-Chairperson.

The Vice-Chairperson shall serve in the absence of the Chairperson and shall perform such other duties as may be assigned by the Chairperson or the School Board. If the Chairperson is unable



or unwilling to carry out required duties, it shall be the responsibility of the Vice-Chairperson to carry out the duties of the Chairperson. If the Chairperson is unable or unwilling to complete the term of office, the Vice-Chairperson shall serve as the Chairperson for the balance of the Chairperson's term of office and a new Vice-Chairperson shall be elected by majority vote of the School Board members.

The Vice-Chairperson is entitled to discuss and to vote on all matters before the School Board.

**Series 200**

**Code 205**

**Title: School Board Secretary**

The School Board Secretary shall be appointed by the School Board. The appointee may be an employee of the Settlement School. The duties of the Secretary of the School Board include, but are not limited to:

1. Keeping a complete record of all proceedings of the meetings of the School Board.
2. Keeping a record of all regular or special elections.
3. Keeping a record of each contract and financial statement.
4. Preparing the agenda with the advice of the Chairperson of the School Board and the Superintendent
5. Handling advertisements for the School Board.
6. All records are to be maintained in a secure location within the Settlement School. Records may only leave School premises with permission of the School Board.

**Series 200**

**Code 206**

**Title: Individual School Board Members**

Each School Board member shall function at all times as part of a legislative body and shall meet his or her legal responsibilities as a trustee of tribal education. Authority rests with the School Board in legal session, and not with individual members of the School Board, except with such statements or actions taken pursuant to specific instruction by the School Board.

**Series 200**

**Code 207**

**Title: Membership and Term of Office.**

The School Board shall consist of six members, with a quorum of four members. Any enrolled Tribal member, or non-enrolled Meskwaki descendant as evidenced by a Certificate of Degree of

Indian Blood, who is at least twenty-one years of age, and who is an immediate family member of a current student attending the Meskwaki Settlement School may run for the office of School Board member. Immediate Family members shall include parents, legal guardians, grandparents, siblings, uncles, and aunts.

Each member of the School Board is elected for a term of four years or to complete the unexpired term of a regularly elected member. The four-year terms are staggered to ensure continuity of leadership.

In the event there are no candidates, then the School Board will recommend and the Tribal Council will appoint an enrolled Tribal member, or non-enrolled Meskwaki descendant as evidenced by a Certificate of Degree of Indian Blood, who is at least twenty-one years of age to serve a four-year term or to complete the unexpired term of a School Board member.

**Series 200**

**Code 208**

**Title: Tribal Liaison**

The Tribal Council will appoint a Tribal Council member to serve as the educational liaison.

**Series 200**

**Code 209**

**Title: Membership Nomination, Elections, and Eligible Voters**

Any enrolled Tribal member, or non-enrolled Meskwaki descendant as evidenced by a Certificate of Degree of Indian Blood, who is at least twenty-one years of age and who is an immediate family member of a current student attending the Meskwaki Settlement School may run for the office of School Board member.

All candidates must declare their intent to run for the position of School Board member at least thirty (30) days prior to a regularly scheduled election by filing a written letter of interest with the Tribal Council. All candidates must submit to and pass a background check.

Regular elections shall be held annually on the third Thursday in September. The polling places for School Board elections will be, when practicable, the same places used by the last Tribal Council elections.

All enrolled Tribal members who are twenty-one (21) years or older and reside within twenty-five (25) miles of the Meskwaki Settlement and all parents of a student currently attending the Meskwaki Settlement School shall be eligible to vote. All elections shall be conducted by the Tribe's Meskwaki Election Committee.

**Series 200**

**Code 210**

**Title: Board Vacancies**

Vacancies occurring among the members of the School Board will be filled by appointment by the Tribal Council.

The appointed member shall serve out of the unexpired term of the regularly elected school board member.

**Series 200**

**Code 211**

**Title: School Board Meetings**

**Regular Meetings**—Regular meetings of the School Board shall be held on the first and third Wednesday at noon of each month at a place so designated by the School Board. A schedule of regular School Board meetings for the school year will be published and made available to the public.

**Annual Meetings**—The annual organizational meeting of the School Board shall be held on the first regular meeting in October. At this meeting, the School Board shall elect a Chairperson and other officers of the School Board to hold office for a one-year term.

**Special Meetings**—Special meetings of the School Board may be held as may be determined by the School Board, or as called by the Chairperson, or as called by the Secretary upon the written request of a majority of the members of the School Board. Notice of a special meeting shall be given to each School Board member specifying the time and purpose of the meeting and the place where the meeting is to be held; however, attendance by a School Board member shall be a waiver of the notice requirement.

**Series 200**

**Code 212**

**Title: Open Meetings; Closed Sessions**

Generally, all meetings of the School Board shall be conducted in open public sessions. The School Board encourages public attendance and participation in its meetings. Any gathering of a majority of the School Board members, either formally or informally, in which deliberation of policy matter takes place, is defined as a meeting. A gathering for the sole purposes of social or ministerial action shall not constitute a School Board meeting.

There are certain times, however, that the School Board may meet in sessions closed to the public. A closed session may take place during an open meeting. A specific motion stating the reason for the closed session must be made and seconded followed by a roll call vote of the total membership present. The reasons for which the School Board may enter into a closed session include, but are not limited to, the following:

1. To review or discuss records which are required or authorized by law to be kept confidential.
2. To discuss strategy with legal council.
3. To discuss suspension or expulsion of a student, unless an open session is requested by the student or his/her parent or guardian.
4. To evaluate the professional competence of an individual whose appointment, hiring, performance, or discharge is being considered, when a closed session is necessary to prevent needless injury to an individual's reputation and when the individual requests a closed session.

The vote of each member present on the question of holding the closed session, and the reason for holding the session, shall be announced publicly in open session and entered in the minutes. Final action on all matters discussed in closed session shall be taken in open session.

## **Series 200**

### **Code 213**

#### **Title: Agenda and Order of Business**

The Superintendent of the Meskwaki Settlement School, in consultation with the School Board Chairperson, shall submit to the School Board for its consideration a tentative agenda which shall set forth the order of business for that meeting. Any person wishing to have an item placed on the agenda should contact the Superintendent, the School Board Chairperson, or the School Board Secretary in writing at least four days prior to the meeting.

Generally, the agenda, accompanied by supporting data, should be available to the School Board members at least two days before the meeting.

Copies of the agenda will be made available to the public free of charge and posted in a prominent place within the Settlement School.

The order of business at all regular School Board meetings, except as otherwise directed by the School Board Chairperson when not objected to or by one of the members, shall be as follows:

1. Call to order and welcome.
2. Roll call.
3. Reading and approval of previous minutes.
4. Approval of agenda.
5. Old business.
6. New business.
7. Closed Session (when necessary).

8. Superintendent's update.
9. Adjournment.

**Series 200**

**Code 214**

**Title: Minutes of Meetings**

Record of all transactions of the board shall be set forth in full official minutes. The minutes shall include the time, date, and the members present and absent, all motions made, the name of the School Board member making the motion, the name of the School Board member who seconded the motion, and a summary statement of the discussion and a record of the vote.

The minutes shall be kept on file as the permanent official record of the School Board meeting. Minutes become a public document after the School Board secretary transcribes the notes and the minutes are approved by the School Board and signed by the Chairperson.

**Series 200**

**Code 215**

**Title: Code of Ethics**

Each member of the School Board for the Meskwaki Settlement School will conduct him/herself in an ethical and professional manner in the execution of his/her duties.

School Board members will demonstrate appropriate respect and courtesy to students, staff, the community, and other School Board members in their communications and interactions.

**Series 200**

**Code 216**

**Title: Conflict of Interest**

Members of the School Board will not buy from, sell to, or in any manner become parties, directly or indirectly, to any contract to furnish supplies, material, or labor to the Settlement School. Members of the School Board will not engage in any outside employment or activity that is in conflict with Board members' official duties and responsibilities.

It will be the responsibility of each School Board member to be aware of the actual or potential conflict of interest. It will also be the responsibility of each School Board member to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, a

School Board member should not participate in any School Board action or discussion relating to the issue.

A member of the School Board cannot be an employee of the Settlement School; however, a member of the School Board can be an employee of any other Tribal entity.

A spouse or significant other of a Board member shall not be hired except on a volunteer basis as Settlement School personnel. The hiring of all other family members shall be within the discretion.

**Series 200**

**Code 217**

**Title: School Board/Tribal Council Relationship**

Except as otherwise specifically authorized, the School Board retains and reserves unto itself the sole and exclusive right to the executive management and administrative control of the school system; along with all other rights, powers, authority, duties, and responsibilities conferred upon and vested in the School Board by the Tribal Council.

The School Board acts as representatives of the Tribal Council in developing an educational program in accordance with Tribal Laws and Beliefs. The School Board is immune from suit under Tribal Sovereignty.

## **SERIES 300 – ADMINISTRATION**

### **Series 300**

#### **Code 301**

##### **Title: Statement of Guiding Principles**

It is the policy of the Meskwaki Settlement School Board to recognize and maintain the distinction between those activities which are appropriate to the School Board as the legislative, governing body of the Settlement School and those administrative activities which are to be performed by the Superintendent and the Superintendent's staff in the exercise of delegated administrative authority. It shall be the policy of the School Board to refer to the administrative staff of the Settlement School those matters which do not require or involve Board policy-making duties.

While the School Board shall delegate administrative duties to the administrative staff of the Settlement School, the administrative staff shall be held accountable to the School Board. The School Board may request at any time pertinent information and explanation of administrative action in order for the School Board to properly fulfill its functions.

The School Board endorses the management team concept for conducting business in the Settlement School. The School Board and the administrative team shall work together in establishing goals and in making decisions for the Settlement School. In addition, the administrative team shall regularly seek input and advice from other personnel, from students, parents, and community members.

### **Series 300**

#### **Code 302**

##### **Title: Role of Administrative Staff**

Administrative personnel are given an opportunity and the responsibility to provide educational leadership and to implement the educational philosophy of the Settlement School. They are responsible for the day-to-day operations of the Settlement School. In carrying out these operations and to meet the needs of the students, the administration is guided by the School Board's policies, the law, and input from the community.

### **Series 300**

#### **Code 303**

##### **Title: Organizational Structure**

It is the Superintendent's responsibility to organize and arrange the administrative personnel in a fashion which best serves the interests of the Settlement School.

Fundamental to the success of the administrative team concept is a clearly developed structure in which to communicate, interact, and make decisions. Accordingly, roles, responsibilities, relationships, and expectations should be delineated through a carefully designed organizational plan and well-designed job descriptions.

**Series 300**

**Code 304**

**Title: Administrative Code of Ethics**

Administrative personnel, as part of the educational leadership, represent the values and views of the Settlement School. Their actions, verbal and nonverbal, reflect the attitudes, beliefs, and values of the Settlement School. Therefore, administrative personnel shall conduct themselves professionally and in a manner fitting to their positions at all times.

Each member of the administration shall follow the Code of Ethics stated in this policy. Failure to act in accordance with this Code of Ethics or in a professional manner, in the judgment of the School Board, shall be grounds for discipline and possibly, for dismissal.

The professional administrative team member:

1. Upholds constantly the honor and dignity of the profession in actions and relations with students, colleagues, School Board members, and the public;
2. Obeys local, state, tribal, and national laws; holds to high ethical and moral standards; and gives loyalty to the causes of justice and liberty;
3. Accepts the responsibility to contribute to the growing body of specialized knowledge, concepts, and skills which characterize school administration and related service professions;
4. Strives to provide the finest possible educational and co-curricular experiences and opportunities and ancillary services to the members of the Settlement School community;
5. Seeks to preserve and enhance the prestige and status of his/her profession when applying for a position or entering into contractual agreements;
6. Carries out in good faith the policies duly adopted by the School Board;
7. Conducts professional business in such a manner that students and personnel are not exposed to unnecessary embarrassment or disparagement;
8. Disallows consideration for private gain or personal economic interest to affect the discharge of professional responsibilities;
9. Recognizes the Settlement School is the Tribe's business and seeks to keep the Tribal members informed about its school;
10. Supports and practices the administrative team and management team concept;
11. Supports consultative practices with students, staff, and community members;



12. Listens and weighs facts and opinions of others in making decisions;
13. Is free from abuse of alcohol or other drugs.

**Series 300**

**Code 305**

**Title: Appointment and Role of the Superintendent**

The School Board shall appoint a Superintendent of the Meskwaki Settlement School. The Superintendent shall serve as the chief executive officer of the Meskwaki Settlement School; shall be charged with the responsibility of carrying out the policies and procedures adopted by the School Board; and shall be the leader of the administrative team.

**Series 300**

**Code 306**

**Title: Superintendent Qualifications**

To be eligible for appointment to the office of Superintendent of the Meskwaki Settlement School, a candidate shall have an administrator's license from the Iowa Department of Education and the Iowa Board of Educational Examiners or shall obtain said license in a time period as specified by the School Board; shall possess qualities of professional and civic leadership; shall be of good character, and moral repute; shall have specialized training in the educational and business administration of schools, with a degree from an accredited institution of higher learning; and shall have demonstrated, by suitable experience, the capability of leading a staff and community in a continuous program of school improvement.

**Series 300**

**Code 307**

**Title: Superintendent Duties and Responsibilities**

The Superintendent shall serve of the chief executive officer of the Meskwaki Settlement School and shall be directly responsible for the execution of the School Board's policies and for the enforcement of all provisions of the law relating to the operation of the Settlement School. The School Board delegates to the Superintendent the authority and responsibility to administer the Settlement School and to implement decisions made by the School Board. The Superintendent shall have the power to make rules and render decisions not in conflict with law or with School Board policies or actions.

The Superintendent shall be authorized to organize the administration in such manner as to facilitate the most efficient and effective operation of the Settlement School. The Superintendent shall have the discretion to delegate to other school personnel the exercise of any authority and the discharge of any responsibility imposed upon the Superintendent by law or by School Board policy or action. The delegation of power or duty, however, shall not relieve the Superintendent of accountability for the results of such delegation.

**Series 300**

**Code 308**

**Title: Superintendent Evaluation**

The Superintendent shall be formally evaluated by the School Board at least once annually. Such evaluation shall be done in writing and on a form adopted by the School Board and shall be based on how well the Superintendent has performed his or her duties.

**Series 300**

**Code 309**

**Title: Settlement School Principal Appointment and Qualifications**

The Superintendent will make recommendations to the School Board as to the appointment of administrative staff, including Principal(s).

To be eligible for appointment to the office of Settlement School Principal, a candidate shall have the necessary administrator's license from the Iowa Department of Education and the Iowa Board of Educational Examiners or shall obtain said license in a time period as specified by the School Board; shall have demonstrated exemplary leadership abilities, and shall exhibit the knowledge and ability to accomplish the duties associated with the position.

The Superintendent shall recommend a Settlement School Principal based upon such additional qualifications and qualities as may be determined from time to time by the School Board and/or by the Superintendent as being necessary to accomplish the Settlement School's educational philosophy, goals, and objectives.

**Series 300**

**Code 310**

**Title: Settlement School Principal Duties and Responsibilities**

The Settlement School Principal, under the supervision of the Superintendent and pursuant to policies of the School Board, shall be responsible for the administration and operation of the

attendance center(s) of the Settlement School. The Principal shall be responsible for the planning, management, operation and evaluation of the educational and co-curricular programs and ancillary services offered at the attendance center(s). Additional responsibilities include but are not be limited to: supervising and coordinating the process and content involved in the delivery of programs and services; handling student attendance, assignment and discipline; maintaining student records; supervising the activity program; conducting employee evaluations; arranging for employee meetings; providing for staff development activities; establishing building schedules; directing the expenditure of building funds; making recommendations to the Superintendent on new or modified programs, budget items, and appointment, assignment, transfer, promotion, discipline and dismissal of personnel assigned to the attendance center; hearing and rendering decisions on complaints and grievances at the building level; and such other duties as assigned by the Superintendent or by the School Board.

It shall be the responsibility of the Settlement School Principal(s) to uphold the policies of the Board, to provide a positive, cooperative environment with other personnel in the Settlement School, and to share their expertise under the administrative team and management team concept.

## **SERIES 400 – STAFF PERSONNEL**

### **Series 400**

#### **Code 401**

##### **Title: Statement of Guiding Principles**

It is the policy of the School Board of the Meskwaki Settlement School to provide an educational program of the highest standard possible and feasible and to fulfill the mission statement of the Settlement School. Success in attaining these goals is dependent in large measure upon the competency of the personnel of the Settlement School. Therefore, it shall be the policy of the School Board to recruit and retain employees who exhibit the highest standards of professionalism and competency.

It is the policy of the School Board to delegate to the Superintendent and to the Superintendent's administrative staff decisions regarding personnel matters, except as may be specifically limited by Board policy or by law.

The School Board reserves its discretion, which may be delegated to administrative personnel, to determine the number of employees, the qualifications and the duties of each position in the Settlement School, and the required standards of performance of employees.

Persons employed by another organization to perform services for the Settlement School shall be subject to School Board policies and administrative procedures, rules and directives while performing services for the Settlement School.

### **Series 400**

#### **Code 402**

##### **Title: Non-Discrimination**

The Sac & Fox Tribe of the Mississippi in Iowa recognizes the need for native individuals to be employed as service providers to Indian tribes. Therefore, the Tribe will grant preference for employment opportunities to Native Americans whenever possible. Each applicant's education and experience will be reviewed for comparability with the requirements of the position to be filled. Vacancies in existing or new positions will be filled based on the criteria as set forth below. The criteria that will be considered to select a qualified applicant, includes but is not limited to, the applicant's education, experience, knowledge, performance (evaluations), attendance, disciplinary record, and years of service. Practical experience may be substituted for a Degree, unless a Degree and/or Certificate are required by law. Applicants will be considered in the following order:

1. Enrolled Members of the Tribe.
2. Descendents of enrolled members.
3. All other Native Americans.
4. Current Employees
5. All other applicants.

Subject to this policy, the Meskwaki Settlement School strives to provide equal employment and advancement opportunities. The Settlement School shall not discriminate in any way against any employee or applicant for employment on the basis of gender, race, age, religion, ethnicity, national origin, political affiliation, and/or physical or mental disability. The Settlement School shall not retaliate against an employee for making a claim of discrimination. The provision shall not be construed to prevent the application of Indian preference to decisions regarding employment matters.

**Series 400**

**Code 403**

**Title: Recruitment of Personnel**

The Superintendent will establish guidelines for organization of the teaching, administrative, and other certified staff and will select, hire, and promote all staff with the approval of the School Board. The Superintendent will direct the work of Settlement School employees. The Superintendent will have the authority to delegate recruitment and selection responsibilities to staff members.

The Superintendent shall use such methods, advertising media or other sources, as may be appropriate to recruit personnel in compliance with Tribal Code. All applicants shall be required to complete a written application form and pass a background check.

**Series 400**

**Code 404**

**Title: Qualifications**

Selection of staff personnel shall be based upon the following qualifications:

- a. All professional employees shall have or shall be able to obtain proper certification, authorization, or licensure as required by statute, the Iowa Department of Education and Iowa Board of Educational Examiners, the North Central Association of Colleges and Secondary Schools, if applicable, and as required by the employee's job descriptions.
- b. All classified employees shall be properly licensed by the State if a license is required by law or by the employee's job description.
- c. Educational and other training where such training is necessary or appropriate for the position.
- d. Needs of the Settlement School.
- e. Demonstrated ability to fulfill all aspects and essential duties of the position.
- f. Demonstrated rapport with children, fellow workers, and others.
- g. Ability to exercise discretion and good judgment.

- h. Diligence and dependability.
- i. Ability to follow instructions and suggestions of supervisors.
- j. Degree of being well-informed on all essentials relating to the position.
- k. Compatibility with the Settlement School's philosophy and programs.
- l. Adherence to professional ethics.
- m. Personal qualities advantageous to the position.
- n. History of past successful job experiences.
- o. Other qualities as may be determined from time to time by the administrative staff.
- p. Completion of all other requirements as set forth by School Board Policy.

**Series 400**

**Code 405**

**Title: Physical Examinations**

Good health is important to job performance. All new employees of the Settlement School must submit evidence of a physical examination certifying fitness to perform assigned duties. The examination must have been taken no earlier than the three month period prior to the date employment begins. The pre-employment physical examination shall be at the new employee's expense.

All full-time, regular part-time, and temporary part-time bus drivers must be examined as required by Iowa law. All remaining staff members must be examined once every three years. Evidence of physical fitness to perform duties shall be submitted on the required form.

**Series 400**

**Code 406**

**Title: Certification and Licensing**

Every person employed as an administrator, supervisor, or teacher in the Settlement School shall hold a certificate or license valid for the type of position in which such person is employed. Current teaching and evaluator licenses must be maintained. Failure to renew required licenses in a timely manner shall result in disciplinary action. An employee whose position requires a valid certificate or license will provide a copy to the superintendent or the superintendent's designee.

**Series 400**

**Code 407**

**Title: Minimum Standards of Character**

All applicants, volunteers, or employees in a position that allows for regular contact with or control over Indian children must submit to a background investigation for the purpose of determining suitability for employment and must meet the minimum standards of character established herein as required by the Indian Child Protection and Family Violence Prevention Act of 1990, 25 U.S.C. § 3201, et seq.

An employee or applicant shall not be hired or allowed to perform services for the School and, if already hired or performing services, shall be immediately dismissed if the applicant, volunteer, or employee has been found guilty of or entered a plea of guilty or nolo contendere to any felonious offense, or any of two or more misdemeanor offenses, under Federal, state or tribal law involving crimes of violence, sexual assault, sexual molestation, sexual exploitation, sexual contact, prostitution, crimes against persons, offenses committed against children, or drug offenses. There are no exceptions to this requirement.

A person can be immediately dismissed if character traits and/or past conduct indicate that the person cannot effectively perform the duties of a particular position without risk of harm to others. For example, instances of excessive or extreme anger, threats, or verbal abuse could indicate that an applicant, volunteer, or employee poses a risk of harm to others. The Superintendent and the School Board may consider surrounding circumstances or other matters which strongly and substantially indicate that such character traits or past conduct would not result in risk of harm to others.

An applicant, volunteer, or employee may not be hired or allowed to perform services for the School Board or Administration and, if already hired or performing services, may be immediately dismissed if the applicant, volunteer, or employee is found:

1. To have engaged in misconduct or negligence that interfered with or affected a current or prior employer's performance of duties and responsibilities;
2. To have engaged in criminal or dishonest conduct that affected the applicant's, volunteer's, or employee's performance or the performance of others;
3. To have made an intentional false statement, deception or fraud on an examination or in obtaining employment;
4. To have refused to furnish testimony or cooperate with an investigation;
5. To have engaged in or to be engaged in alcohol or substance abuse of a nature and duration that suggests the individual could not perform the duties of the position or would directly threaten the property or safety of others;
6. To have illegally used narcotics, drugs, or other controlled substances without evidence of substantial rehabilitation;
7. To have knowingly and willfully engaged in an act or activities designed to disrupt government programs;
8. To have engaged in any act of domestic violence against children; or
9. To be deemed ineligible for Tribal employment pursuant to Tribal law.

In determining whether an applicant, volunteer, or employee has violated one of the foregoing standards, the School Board or Administration may consider the surrounding circumstances of

the conduct or activity and any evidence of rehabilitation or other matters which strongly and substantially indicate that such a violation would not occur in the future.

**Series 400**

**Code 408**

**Title: Privacy Protections for Applicants, Volunteers, or Employees**

The School Board and the Administration shall comply with the privacy requirements of all Federal, State, or other Tribal agency providing background investigations.

**Series 400**

**Code 409**

**Title: Evaluations**

All staff will be evaluated each school year. The evaluations will include documented classroom observations conducted by the Administration. Individual conferences will be held to discuss evaluation outcomes. The evaluations will be written up and placed in the employee's personnel files.

1. The supervisor will formally evaluate each employee's performance annually. The evaluation report will be placed in the employee's file.
2. The employee will sign the formal review of his/her performance and by doing so indicating that the contents have been read and understood.
3. An employee may make any comments regarding his/her evaluation in writing to the Administration. The comments will be attached to the evaluation and placed in the employee's file.
4. The employee shall be provided with a copy of the completed performance evaluation report by his/her immediate supervisor.
5. Upon written request the employee shall have access to his/her personal file, only in the presence of his/her immediate supervisor.

**Series 400**

**Code 410**

**Title: Probationary Period**

Unless otherwise altered by an employment contract or Tribal policy, an employee will serve a 90 day probationary period in his/her first year of employment. If the employee is dismissed during, or at the end of the probationary period, no reason will be given and no appeal will be heard by the School Board.



**Series 400**

**Code 411**

**Title: Termination of Employment/Contract by Settlement School**

The terms and conditions of an employment contract will remain in effect during the length of the school year. However, the School Board reserves the right to terminate the employee's contract during the contract term for any reason set forth in the contract, School Board policies, or the Tribal Code.

The School Board, after thorough investigation of an employee's performance, reserves the right to terminate any employee. The employee must be notified in writing of the School Board's decision to discharge him/her and the reasons for such action. The employee will be given a minimum of 30 days notice concerning termination, unless immediate expulsion is determined on the seriousness of the incident.

**Series 400**

**Code 412**

**Title: Resignation by Employee**

The employee shall provide at least two weeks (non-certified) or 30-calendar days (certified) notice of resignation in writing. This notice should be given to enable the School Board time to find a suitable replacement.

Unauthorized absence from work for a period of five consecutive working days may be considered by the School Board as a resignation.

Employees who separate shall receive payment for all earned salary and other leave, subject to deductions for any deductions to the Meskwaki Settlement School.

**Series 400**

**Code 413**

**Title: Reduction in Force**

A position may be discontinued or abolished because of a change in duties, reorganization, lack of work or funds. The order of lay-off of employees will be determined on the basis of relative suitability for the jobs that remain and length of continuous service.

**Series 400**

**Code 414**

**Title: Disciplinary Action for Staff Violation of Public Policy**

Personnel of the Meskwaki Settlement School shall be responsible to the Superintendent. Failure to abide by and conform to school board policy or administrative directives may be considered insubordination or in violation of school board policy. Every employee will be subject to school disciplinary procedures for violation of policies, procedures or directives.

The School Board is committed to a policy of progressive discipline usually consisting of:

1. verbal warning,
2. written warning,
3. administrative leave;
4. unpaid suspension,
5. corrective probation with specified expectations and time limits;
6. conditional employment (specified conditions are identified and failure to comply will result in termination); and,
7. termination.

However, depending on the severity of the offense termination may result from a single violation of rules or policy.

**Series 400**

**Code 415**

**Title: Disciplinary Appeal Process**

All Settlement School employees have the right to appeal adverse employment action resulting in a one day suspension without pay or more severe penalty. An employee may not appeal from a verbal or written warning, leave for investigative purposes, paid suspension, or an adverse evaluation.

Within three (3) working days of the receipt of the written notice of appealable adverse employment action, the employee may request in writing through the Secretary of the School Board, a private hearing. The School Board will, within seven (7) days of the notice of request for hearing, schedule and hold a hearing. At least two (2) days prior to the hearing, the employee shall provide any documentation the employee expects to present at the private hearing, along with the names of any persons who may address the School Board on behalf of the employee. The Superintendent, or his/her designee, will also, within two (2) days prior to the hearing, provide the School Board with a list of documents and witnesses the Superintendent or his/her designee intends to present in support of the termination. The School Board shall then provide the Superintendent, or her/his designee, and the employee with the information provided by the other at least one (1) day prior to the hearing.

The hearing shall follow the outline as set out below as nearly as possible:

- a. The Superintendent, or his/her designee, may make a brief opening statement.
- b. The employee, or his/her representative, may make a brief opening statement.
- c. The Superintendent, or his/her designee, shall present evidence in support of the termination recommendation. The employee, or his/her representative, shall have the opportunity to cross-examine.
- d. The employee, or his/her representative, may present evidence to refute the termination recommendation. The Superintendent, or his/her designee, shall have the opportunity to cross-examine.
- e. The parties may present rebuttal evidence.
- f. The Superintendent, or his/her designee, may make a brief closing statement.
- g. The employee, or his/her representative, may make a brief closing statement.
- h. The Board may ask questions at any time.

The hearing shall be administrative in nature and shall not be governed by formal rules of evidence or procedure. If any participant at the hearing conducts himself/herself in a disruptive manner, the Board may exclude him/her and proceed with the hearing.

The School Board will, following the hearing, notify the employee whether it upheld, reversed, or modified the decision of the Superintendent. In all such matters, the School Board shall act for and on behalf of the Tribal Council and the decision of the School Board shall be the final District decision. The procedure set forth herein is the sole and exclusive remedy by which an employee may challenge a discipline or discharge before the School Board.

**Series 400**

**Code 416**

**Title: Non-Disciplinary Complaints**

Every Settlement School employee possesses the right to file complaints about adverse working conditions or working relationships. These complaints must be brought to the attention of the Administration. This process is intended to be a cooperative venture and focus on finding an amicable resolution of complaints, if such an amicable resolution is possible. No complaint will be considered by the School Board, unless, it has been presented to Administration for consideration and resolution.

**Series 400**

**Code 417**

**Title: Employee Complaints and Appeals**

Appeals or complaints will be filed as follows.

1. Employees should file appeals or complaints in writing to the employee's building principal within 10 working days of the decision or incident(s).
2. The principal will issue a decision in writing to the employee within 7 working days of receiving the appeal/complaint and notify the employee in writing of the outcome.
3. If the employee is not satisfied with the outcome or the principal has not responded within 7 working days, the employee may file the appeal/complaint in writing to the Superintendent within 7 working days of receiving the decision of the principal.
4. The Superintendent will issue a decision in writing to the employee within 10 working days of receiving the appeal/complaint and notify the employee in writing of the outcome.
5. If the employee is not satisfied with the outcome or the Superintendent has not responded within 10 working days, the employee may file a written request for review by the Meskwaki Settlement School Board
6. The School Board will review the appeal/complaint and the previous decisions and may gather any additional information relevant to the situation. The School Board will issue a decision in writing to the employee within 15 working days of receiving the appeal/complaint.
7. If the employee approaches the School Board prior to exhausting steps 1 through 6, the employee forfeits all rights to appeal.

This process is intended to be cooperative and focused on finding an amicable resolution of complaints/appeals, if such an amicable resolution is possible. It is not intended to be adversarial or judicial in nature. As such, employees are expected to file and pursue appeals and complaints on their own and deal directly with the officials of the School Board. Attorneys and other such representatives are generally not permitted to participate in the employee grievance/appeal process.

For those employees immediately supervised by the Superintendent or School Board, any grievance or appeal will begin with filing a written appeal/complaint with the Superintendent or the School Board, as appropriate, and proceed through the remainder of the process as written.

If the employee fails to follow the steps outlined above within the prescribed time limits, the employee shall waive any right to proceed further in the proceedings and the matter shall be considered settled.

If a decision is not issued within the prescribed time limits, the employee may proceed to the next step. The time limits in any steps outlined above may be extended when mutually agreed to in writing by both parities.

**Series 400**  
**Code 418**  
**Title: Substitute Teachers**

The Administration will keep a list of substitute teachers and will arrange for their employment as necessary. Substitute teachers will be paid at a rate set by the School Board set at the beginning of each year. Each substitute teacher shall have on file with Administration appropriate certification prior to receiving payment.

**Series 400**  
**Code 419**  
**Title: Student Teaching**

The School Board recognizes certain benefits to the District and the necessity for establishing opportunities that will provide student teachers with actual classroom teaching experiences under the guidance and supervision of certified teachers. During the school year, provisions will be made to allow qualified student teachers, from institutions of higher learning approved by the Administration, to teach in the District under the supervision of regularly assigned teachers.

**Series 400**  
**Code 420**  
**Title: Tutoring**

Certified personnel under contract shall not render tutorial services for additional pay during the hours school is in session. Private tutoring sessions for pay should not use school materials or facilities without Administration approval.

**Series 400**  
**Code 421**  
**Title: Work Day and Work Year**

The regular hours of duty for all employees shall be determined by the Administration.

The regular work year for all employees shall be determined by the Administration and approved by the School Board.

**Series 400**  
**Code 422**  
**Title: Leaves of Absence**

*Sick Leave.* Sick leave is intended to cover work missed as a result of personal or dependents' illness or injury or medical or dental treatments. Employees will be allowed to use up to eighty

(80) hours of sick leave per fiscal year to cover dependents' illness or injury or medical or dental treatments. Employees in temporary status are not eligible for sick leave.

Employees absent three or more consecutive working days due to health reasons shall provide a medical report from a physician confirming the necessity for such a leave of absence upon request of the Superintendent.

The District may provide monetary compensation at the end of the school year for unused sick leave as set by the terms of the individual's employee's employment contract with the District. Unpaid sick leave will not be paid to employees upon termination or resignation.

*Bereavement Leave.* Employees are eligible for two hours of paid leave to attend funerals. Employees who have a death in their immediate family are eligible for three days of paid leave. Immediate family members are: spouse, children, siblings, parents, uncles, aunts, nieces, nephews and grandparents.

*Personal Leave.* This leave is to be used as desired by individual employees. This type of absence must be requested at least one day in advance and approved by the Superintendent, or his or her designee. Personal leave is set at one day per year with no accumulation.

*Emergency Leave.* This leave includes illness or injury of family members and other emergency situations. Emergency leave is set at one day per year with no accumulation.

*Annual Leave.* Annual leave is set by the terms of the individual employee's employment contract with the District.

*Military Leave.* Full-time employees who are members of the military reserve and/or the National Guard who are called to active duty or training will be granted leave without pay during active duty. Documentation of military orders must be presented to the Superintendent immediately. Such employees must promptly return to the District after being released from active duty within the time frame set forth in the Uniformed Services Employment & Reemployment Rights Act of 1994 (38 U.S.C. §§ 4301-4334). The District will fully comply with all applicable laws regarding time off for military service and return to work from military service.

*Jury Duty or Subpoena Leave.* Employees may be granted paid leave in the event that they are required to serve as a juror or subpoenaed in court proceedings. If employees receive a stipend for jury duty, the District will pay the portion of work time missed, but not covered by the stipend.

*Cultural Leave.* The School Board recognizes that Native American employees are in a unique employment situation in relation to their participation in religious ceremonies and their traditional beliefs and customs. The School Board will make every effort to accommodate employees in this matter.

A. Death of Immediate Family member

In the event of the death of an immediate family member and the traditional Meskwaki mourning period is observed, an employee will be granted (4) four consecutive days of paid leave. Immediate family members are: Spouse, children, siblings, parents, uncles, aunts, nieces, nephews, grandparents, and grandchildren.

**B. Pallbearers and Cooks**

In traditional funeral/mourning services, employees who have been selected as cooks will be granted up to four (4) days of cultural leave. Employees who have been selected to serve as pallbearers will be allowed a reasonable amount of up to eight (8) hours of cultural leave to fulfill their responsibilities. Verification of these duties require a signature of the head pallbearer or the head cook on a form provided by the District upon returning to work to be eligible for cultural leave.

**C. Adoption Ceremonies**

1. Employees who are immediate family members will be granted (1) one day of paid leave for adoption ceremonies, if it occurs during the work week.
2. Employees who are selected to directly assist in adoption ceremonies, other than immediate family, will be granted a reasonable amount of paid leave, usually (1) one day if it occurs during the work week. "Directly assist" means those who will be cooking, speaking, singing, and sewing.
3. Employees who want to attend an adoption ceremony during the week may request compensatory, annual leave or cultural leave without pay to cover their hours missed.

**D. Individual or Family Ceremonies:**

1. Employees who have been designated to oversee preparations (ma mi di) will be granted paid leave; however, a leave form is required.
2. Employees who have been invited (wi ko me tti ka) will be required to request annual leave, compensatory leave, or leave without pay to cover their absence.
3. Employees who choose to have individual or family ceremonies during the work week will be required to request annual, compensatory leave or leave without pay to cover their absences.
4. Employees who are required to directly assist will be granted paid leave.

**Series 400**

**Code 423**

**Title: Leave Requests**

Leave requests should be completed on the proper form as far in advance as possible to provide the opportunity for arrangements to be made for work scheduling and coverage. A member of the administration must sign a leave request form. Teachers should make any necessary arrangements for their area of responsibility. Lesson plans, class lists, and seating charts should be available for the substitute teacher.

**Series 400**

**Code 424**

**Title: Family and Medical Leave**

The District voluntarily allows for family and medical leave. The District is not bound by family and medical leave provided by Federal Law. The Tribe is not required to implement the Family and Medical Leave Act. An employee does not have the right of action against the Tribe with respect to the leave provided herein.

Eligible employees are provided with up to 12 weeks of family and medical leave per year. Family and medical leave is available for the following purposes: (1) the birth of a son or daughter and to care for a newborn child; (2) for placement with the employee of a son or daughter for adoption or foster care; (3) to care for an employee's spouse, son or daughter, or parent with a serious health condition, and (4) because of a serious health condition that makes the employee unable to perform the function of the employee's job. For purposes of this Code provision, the terms "spouse," "parent," "son or daughter," and "serious health condition" shall have the same meaning as defined by the FMLA and its regulations.

The District reserves the right to designate any leave that is taken for one of the purposes set forth above as FMLA even if the employee requesting the leave does not designate the leave as family and medical leave. Furthermore, any employee on family and medical leave is required to also use, substitute, and exhaust any paid leave that is otherwise available to the employee, including, but not limited to, sick, personal, and vacation leaves. Any family and medical leave in excess of the available paid leave shall be unpaid.

**Series 400**

**Code 425**

**Title: Tribal Workers Benefit System**

The Meskwaki Settlement School has insurance coverage for illnesses or injuries that arise out of and in the course of employment. Procedures for reporting a work-related injury:

1. Employees must notify their supervisor and the Administration of any illness or injury that occurs on the job or is work-related. Such notification must occur within 10 days of the injury/illness or within 10 days of the date the employee knew or should have known of the illness or injury
2. The employee must obtain an Authorization to Treat from the administration to be presented to the attending physician.
3. The employee should return the completed form to the administration and obtain additional forms to be completed for claims processing.



4. Claims must be submitted within 30 days from the date of the claimed injury or, in the case of occupational disease, within 90 days of the date of discovery of the disease and its probable relationship to the employment, or as otherwise specified in the Tribal Worker Benefit System, Addendum A, section 97.01.012. No benefits will be paid for claims not submitted within the applicable time limit.
5. The employee must present written work restrictions from the treating physician in order to be eligible for modified work.

**Series 400**

**Code 426**

**Title: Policy on Reporting Suspected Incidents of Child Abuse and 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 tribal 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:

- A. 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 BIA National Child Abuse Prevention Hotline;
- B. 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;
- C. The identity of any person making a report shall not be disclosed, without their 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;
- D. 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 and employee for reporting suspected child abuse is prohibited.

**Series 400**

**Code 427**

**Title: Employee Dress Code**

Employees are expected to dress professionally, as required by their position, and set a good example for the students. Suggested menswear may include dress slacks or khakis, dress shirts or polo shirts, dress shoes. Suggested women's attire may include dress slacks, dresses, skirts, blouses, pant outfits or other acceptable attire. Other casual wear may be appropriate for specific activities as permitted by the administration.

**Series 400**

**Code 428**

**Title: Employee Cellular Phone Use**

Use of personal cell phones during student contact time is discouraged. If personal calls need to be made, do so only during non-contact time. If an emergency situation occurs where you may need to be contacted immediately, please inform the administration.

**Series 400**

**Code 429**

**Title: Employee Responsibilities in Event of School Closing**

If school is closed because of inclement weather or other emergencies, administrators, maintenance, and other employees may be expected to report to work as requested by the Superintendent.

**Series 400**

**Code 430**

**Title: Extra-Curricular Events**

Staff should expect to attend several extra-curricular events during the school year, including but not limited to: Annual School Pow-Wow/Pride Week, Culture Nights, School Concerts/Performances, conferences, and others that are decided.

**Series 400**

**Code 431**

**Title: Extra Duties**

The Administration has the right to assign extra-duties during the work day.

**Series 400**  
**Code 432**  
**Title: Staff Development**

All employees shall be provided opportunities for the development of increased competence beyond that which they may attain throughout the performance of their assigned duties. The Administration shall provide the staff with opportunities in areas such as the following: released time and leaves of absence for travel and study; visits to other classrooms and other schools; conferences involving other personnel from local school districts, counties, or regions; membership on committees drawing personnel from such resources; training in classes and workshops offered within the state or county; and further training in institutes of higher learning.

**Series 400**  
**Code 433**  
**Title: Conferences and Conventions**

Members of the professional staff may attend professional meetings at school's expense when, in the judgment of the Administration, both the staff member and the school system will benefit.

**Series 400**  
**Code 434**  
**Title: Travel**

There will be times when staff may be required to travel in order to attend training sessions or conferences related to school programs. Requests for professional leave must be submitted in advance. The form must be filled out completely with all required information. All travel must be approved before the actual trip is taken.

A travel per diem will be issued to the traveler to cover expenses related to the trip. All staff are required to turn in travel reports complete with trip summaries and all required receipts within five (5) working days after returning from the trip. Staff members should retain copies of travel reports and accompanying documentation for future reference. Travel reports must be turned into the business office. Travel reports must be on proper forms.

**Series 400**  
**Code 435**  
**Title: Payroll**

All employees will be paid in weekly installments. Payroll payments are made on a one-week delayed basis; therefore, an employee will work two weeks before receiving the first payment. Checks will be distributed on the last workday of each week by 3:30 p.m.

**Series 400**

**Code 436**

**Title: Key Checkout**

Staff will be issued keys pertinent to their jobs and work areas (for example, classrooms, closets, file cabinets, and desks). All staff that is issued keys will be held responsible for those keys and must pay replacement costs in the event they are lost. Staff may not duplicate keys. The Administration will be responsible for making duplications, if necessary.

**Series 400**

**Code 437**

**Title: Staff Presence on School Grounds**

All staff members are expected to remain on school grounds during their regular working schedule. Staff may leave the school grounds, if necessary, during their lunchtime or during non-scheduled times.

All staff members must sign out before leaving the school building at any time, and for whatever reason, during the regular workday. Staff members must secure the approval of the Administration before leaving the building, other than during designated lunch.

**Series 400**

**Code 438**

**Title: Code of Ethics for Teachers**

One of the characteristics of a profession is the existence of guidelines for ethical behavior, which may assist its members in keeping their activities within the bounds of accepted behavior. Teachers employed by the Meskwaki Settlement School must affirm and accept their responsibility to practice their profession according to the highest ethical standard.

It is, therefore, fundamental to Indian Education that teachers on the Meskwaki Settlement are seen in the community where they work not only to teach students, but to practice within reasonable limits, that which they teach; they are also seen as role models and are expected to conduct themselves in an exemplary and professional manner.

The following constitutes professional conduct:

**In Relation to Students.** The professional responsibility of teachers is for the intellectual, physical, social, and emotional development of the students entrusted to their care.

The Teacher:

- Seeks constantly to better serve the needs of students by designing the most appropriate learning experiences for them.
- Recognizes each student in the class as an individual and encourages each one to reach the highest level of individual development and achievement.
- Respects the right of each student to form his/her own judgment based on knowledge.
- Speaks constructively of students in the presence of students, teachers, tribal officials or other persons.
- Shares appropriate individual student data with school officials, as well as, with agencies that provide social and educational services that contribute to the welfare and development of students, with due regard to confidentiality.

**In Relation to Parents or Guardians.** The teacher cooperates with the home whenever possible.

The Teacher:

- Respects the uniqueness of each student's home.
- Is receptive to the viewpoints of parents or guardians in regard to the educational needs of their child(ren).
- Seeks parental involvement in the educational processes designated for students.
- Share with the parents' information that will assist in the growth and development of the students.

**In Relation to the Community.** The teacher is cognizant of the terms and conditions of employment.

The Teacher:

- When considering accepting a teaching position in the Meskwaki Settlement School, must be cognizant of the social values of the community and the expectation of the community concerning education.
- Must at all times refrain from attempting to influence Tribal Council or School Board members to further a personal career or to gain favor.
- Refrains from getting involved with tribal politics or administration criticism of Tribal members.

**In Relation to Colleagues.**

The Teacher:

- Does not undermine the confidence of students in other teachers.
- Observes a reasonable respect for the authority of the School Administrator and recognizes the proper channel of communication to protest any administrative policies or practices in the school, which he/she cannot in conscience accept.
- Respects staff members as individuals and ensures staff members have the opportunity to express their opinions and bring forth suggestions regarding the administrator of the school.
- Makes any report on the professional competency of a colleague, the administrator should provide the colleague with a copy of the report and has an opportunity to discuss it before forwarding it to the School Board along with any written comment that the colleague chooses to make.

## **SERIES 500 – STUDENT PERSONNEL**

### **Series 500**

#### **Code 501**

##### **Title: Statement of Guiding Principles**

The School Board of the Meskwaki Settlement School District intends to protect the rights and promote the welfare of each child.

The School Board, realizing that schools are compact and diverse communities of students, must establish policies relating to the operation of school(s) to assure that an orderly school organization results. The following series of policies has been developed to ensure that the school provides and operates in an effective, efficient and equitable manner for the benefit of our diverse community of students.

### **Series 500**

#### **Code 502**

##### **Title: Student Handbook**

The School Board shall consider and adopt a Student/Parent Handbook, the contents therein shall be considered School Board policy. Periodically, the School Board may approve and revise the Student Handbook.

### **Series 500**

#### **Code 503**

##### **Title: Entrance Requirements**

All students of school age (3 years old by September 15 of the current school year) may enroll at the Meskwaki Settlement School. Before a child can attend the following documents are needed for registration to be considered complete:

1. Birth Certificate
2. Degree of Indian Blood
3. Current Immunization Record
4. Social Security Number
5. Physical Examination (Child entering EC, PK, K).

All children who are three years old by September 15 of the current school year may enroll in the pre-school program. All children must be toilet trained.

**Series 500**

**Code 504**

**Title: Attendance Policy**

School attendance is the responsibility of the pupil and the parent/guardian. Attendance laws of the Sac & Fox Tribe of the Mississippi In Iowa pertain to the Settlement School and require that a child must attend school from 5 years of age until 18 years of age. The Administration will enact the rules, regulations, and procedures to promote child attendance.

**Series 500**

**Code 505**

**Title: Code of Student Conduct**

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.

**Series 500**

**Code 506**

**Title: Drug and Alcohol Free Workplace Policy**

The Meskwaki Settlement School is a drug and alcohol free school. The Meskwaki Settlement School will not tolerate the use or possession of alcohol, drugs, or other controlled substances by a student. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is strictly prohibited. If an student engages in any of these activities, he or she will be subject to immediate disciplinary action up to and including expulsion.



**Series 500**

**Code 507**

**Title: Student Discipline Policy**

The Administration will develop student discipline rules, regulations, and procedures, which will be addressed within the Student/Parent Handbook.

**Series 500**

**Code 508**

**Title: Weapons Policy**

Bringing to school and/or possession of 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/or legal action. With the exception of law enforcement officers, possession of a “dangerous weapon” on school grounds is a violation of school policy that may 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:**

1. Weapons are identified in two categories:
  - A. Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples are firearms, 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.

- B. Articles designed for other purposes but which could readily be used to inflict bodily harm and/or intimidation. Examples are belts, combs, pencils, files, compasses, scissors, bats, etc.
2. A student acting in an aggressive manner or belligerent manner with any article will be administratively judged to be in possession of a weapon. Disciplinary action will be taken.
  3. 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.
  4. 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.
  5. 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 weapons 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 Principal 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 Principal.)

**Series 500**

**Code 509**

**Title: Destruction of School Property**

Defacing, mutilating, and destroying school property of any type will result in the student receiving regular disciplinary consequences. An immediate assessment of any damages will be made and the student and the student's parent(s)/guardian(s) will be billed accordingly. Personal property of students or staff which is missing, destroyed, or damaged in any way must be reported to the Administration immediately. Students must keep property items in possession or in a locked locker for prevention purposes.

**Series 500**

**Code 510**

**Title: Expulsion Policy**

Expulsion shall be defined as an exclusion of a student from all school privileges for more than ten (10) consecutive school days up to a maximum of one calendar year.

The Principal may request the expulsion of a student in a case where the Principal has cause to believe the student's conduct endangers persons or property is seriously disruptive of the educational process or is in violation of the school policy.

Recommendations for expulsion are to be directed to the Superintendent. Upon receipt of an expulsion request, the Superintendent and the Principal will review the matter. After the review, the Superintendent and Principal shall forward such request with a recommendation to the School Board with ten (10) days. Except in an emergency situation requiring the student's immediate exclusion, the School Board shall, prior to expelling the student, conduct a hearing.

The Board hearing shall be before a majority of the members of the Board. The student may be accompanied to the hearing or be represented by parents, guardians, legal counselor, or other representative of the student's choice. The Administration or the Board may also be advised by legal counsel or other representative of their choice.

The hearing shall follow the outline as set out below as nearly as possible:

- a. The Administration may make a brief opening statement.
- b. The student or his/her representative may make a brief opening statement.
- c. The Administration shall present evidence in support of the recommendation. The student or his/her representative shall have the opportunity to cross-examine.

- d. The student or his/her representative may present evidence to refute the recommendation. The Administration shall have the opportunity to cross-examine.
- e. The parties may present rebuttal evidence.
- f. The Administration may make a brief closing statement.
- g. The student or his/her representative may make a brief closing statement.
- h. The Board may ask questions at any time.

The hearing shall be administrative in nature and shall not be governed by formal rules of evidence or procedure. If any participant at the hearing conducts himself/herself in a disruptive manner, the Board may exclude him/her and proceed with the hearing.

The hearing shall be in closed session of the School Board unless an open session is requested by the student or the student's parent or guardian if the student is a minor. In the event an open session is requested, it shall be deemed a waiver of confidentiality of any information regarding the student used at the hearing.

If the student or his/her representative fails to appear at the hearing, or if the student desires to make no response, the Administration shall nevertheless submit evidence in support of the recommendation.

A transcript and/or tape recording shall be made of the hearing.

At the conclusion of the hearing, the Board shall consider all relevant evidence introduced at the hearing and shall make a decision based on the evidence presented during the hearing. The decision shall be made within ten days. The Board may adopt, modify, or deny the Administration's recommendation. Written findings of fact and conclusions of law shall be sent to or personally delivered to the parent or guardian or student by his/her representatives.

If a student is expelled, the Administration will offer an alternative educational opportunity to maintain the student's school involvement.

Students expelled from school shall be considered for readmission only by the School Board. The procedures for reconsideration shall be forwarded in the letter of expulsion. Following an expulsion period, a transitional conference will be held prior to re-entry to classes. Specific student and staff expectations/considerations will be covered with the student and the parent or guardian. Appropriate and reasonable accommodations will be offered to support a positive transition.

**Series 500**

**Code 511**

**Title: Corporal Punishment and Use of Physical Force**

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 **Iowa Code § 704.1**, 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.

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:

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

**Series 500**

**Code 512**

**Title: 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 than civil authorities become involved 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.

**Series 500**

**Code 513**

**Title: Student Transfers**

Transferring students between the local public school system and the Settlement School during the course of the school year is very detrimental for a student. Students require continuity with one school and one educational program. Therefore, students will be considered for entrance to the Settlement School during the beginning of the school year and at semester only. Exceptions may be made for those students moving to the area or community from a distant location during the school year or in exceptional circumstances as determined by the Administration.

**Series 500**

**Code 514**

**Title: Promotion and Retention Policy**

Students who are meeting the required academic competencies may be promoted to the next grade.

Students not meeting the required academic standards will be evaluated as described in the following section:

1. Students must show satisfactory progress in reading, language arts, mathematics, social studies, science, health, and culture.
2. Students' attendance will be taken into consideration.
3. A meeting may be convened with parents/guardian, teacher, and Administration when a student is being considered for retention. Following the meeting, a memorandum outlining the issues discussed will be placed in the student's cumulative file. The school Administration has final authority for grade placement of the student.
4. High school students may not be retained in a grade but evaluated on the number of course credits they accumulate. A student must have at least 24 credits to graduate.

**Series 500****Code 515****Title: Student Records**

The Meskwaki Settlement School will maintain 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 or 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 BIA when auditing and evaluating federal educational programs.
- Officials connected with a student's educational financial aid applications.
- Government official's 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 Settlement School may release the following types of information to the public, where appropriate, keeping in mind the privacy of the student's family and the totality of the surrounding circumstances: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent school or institution attended by the student, and other similar information.

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

The Settlement 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.

**Series 500**

**Code 516**

**Title: 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 administrator or his designee.
  - c. No material may be removed from the file nor may the file be removed from the school.
2. Request the amendment of the student's education records to ensure that they are not I accurate, misleading, or otherwise in violation of the student's privacy or other rights, and be provided with a process which includes a hearing and the right to attach differing perspectives to the record.
  - a. Parents who feel that inappropriate material is included in their child's cumulative record are asked to submit a written statement of this fact to the Principal.
  - b. The Principal will review the parent's concern and either remove the controversial material or give to the parents reasons why this is not being done.
  - c. Parents may place in the student's file a statement concerning their belief that certain material is inappropriate.
  - d. Decisions of the Principal may be appealed by the parents to Administrator and through him 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.

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*The above right 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>*

**Series 500**

**Code 517**

**Title: Right to Know**

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

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

Parents/guardians may request this information by calling 484-4990 or by sending a letter of request to the attention of the Administrator 16110 305<sup>th</sup> Street Tama, IA 52339

**Series 500**

**Code 518**

**Title: Student Health**

Student health services may include primary health care such as first aid, screening procedures, immunizations, illness and injury treatment, preventative health care through health assessment, health education and counseling.

In order for our school to dispense ANY medication (including over-the-counter medication such as aspirin, acetaminophen (Tylenol), Ibuprofen (Advil, Motrin), MS- Aid, Dristan Cold, Nasal Decongestant, Robitussin Cough Syrup, Pepto Bismol, Roloids, Tums or Mylanta to a student, the following conditions must be met:

1. The medication **MUST** be brought to school in the original container (NOT in a plastic bag, envelope, or child's hand).
2. The School **MUST** have a note from the parent/guardian or physician giving our school nurse permission to dispense prescription medication and must include the following information:

- **Date**
- **Student name**
- **Prescriber or person authorizing administration**
- **Medication**
- **Medication dosage**
- **Administration time**
- **Administration method**
- **Signature and title of the person administering medication and**
- **Any unusual circumstances, actions, or omissions.**

3. Over-the-counter medication will only be given to Middle and High School students and only to those students who have a signed Parental Order form on file.

Unless all of these conditions are met the school will not be responsible for giving students medication in school.

**Series 500**

**Code 519**

**Title: Self-Administration of Asthma Medication**

In accordance with Iowa Code § 280.16, students may possess and self-administer asthma and/or airway constricting disease medications at school. These include metered dose inhalers and dry powder inhalers.

Parent(s)/guardian(s) and student's health care provider must complete an annual written consent form. The consent form will be kept on file in the office of the school nurse. Authorization must be renewed annually. If any changes in medication, dosage, or time of administration, the parent/guardian is to notify school officials immediately.

If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school and/or discipline may be imposed.

**Series 500**

**Code 520**

**Title: Messages for Students**

The school will accept calls and important messages to be given to a student. Students will not be given messages unless they are of an emergency nature. Students may not use the business phone except for emergencies, illness, or school related business.

**Series 500**  
**Code 521**  
**Title: Emergencies**

The Administration shall adopt and keep on file an emergency procedure, which will be periodically revised to ensure compliance with Federal, State, and Tribal law and the Iowa Practice of Nursing Act.

**Series 500**  
**Code 522**  
**Title: Equal Treatment of Students**

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, being limited only by individual differences. 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, martial status, or disability in its educational programs, or activities.

**Series 500**  
**Code 523**  
**Title: Homeless Children and Youth**

The Administration shall make reasonable efforts to identify homeless children and youth within the Settlement, shall encourage enrollment in school, and shall eliminate barriers in school policies and procedures that may serve as barriers to their enrollment. The Administration shall ensure homeless children and youth have equal access to the same education as provided to other children and youth on the Settlement.

**Series 500**  
**Code 524**  
**Title: Student Searches and Seizures**

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. Likewise, the school provides other storage areas to students (desks, PE lockers, etc.) 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. However, if a search is conducted without the presence of the student, that student shall be notified of the search as soon as reasonably possible. 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.

All searches of individual students and individual protected student areas must be based on a reasonable suspicion and be reasonable in scope.

**Series 500**

**Code 525**

**Title: Use of Video Cameras to Monitor General Use Areas**

The School Board supports the use of video cameras in and around school buildings and school vehicles to monitor conduct in general use areas such as hallways, cafeteria, parking, and entrances, etc. The video cameras will be used to monitor behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, Board Policy, and Administrative regulation.

## **SERIES 600 – EDUCATIONAL PROGRAM**

### **Series 600**

#### **Code 601**

##### **Title: Statement of Guiding Principles**

The School Board believes that all children should have the opportunity to be educated to the full extent of their abilities, aptitudes, capabilities, and interests through a program that recognizes and provides for the individual differences of all children. Innovation and change, based on a thorough research, study, deliberation, and evaluation will be encouraged. The School Board also recognizes its responsibility for implementation of the community educational concept.

Through the systematic planning process, the following five Guiding Principles have been developed and are to be used in guiding staff decisions and District processes, as evidenced in both the Mission Statement and Philosophy Statement.

*Continuous Improvement:* The School Board and Administration shall continuously strive to develop new ways to measure and assess our effectiveness and the quality of our programs and services. Ongoing communication among students, staff, families, and the community results in new learning and improvement.

*Personalized Learning:* The School Board and Administration are committed to knowing each student as an individual, providing meaningful and appropriate learning experiences in a caring environment.

*Optimum use of Resources:* The School Board and Administration value each person, place, and thing as a resource for building our learning community. We maintain accountability and responsibility while encouraging the creative and flexible use of these resources to support learning.

*Integration:* The School Board and Administration strives to create and strengthen relationships that support learning. The interrelationships among our programs, services, people, and other resources are vital to the success of our learning community.

*Diversity:* The School Board and Administration seek ways to learn and understand the uniqueness of each person. We need differences in our relationships, our community, and our quest for continuous improvement.

### **Series 600**

#### **Code 602**

##### **Title: School Calendar**

The Superintendent, or his or her designee, possesses the responsibility for developing an official school calendar to be recommended to the School Board for approval.

The School Board will have the prerogative to amend the school calendar when it is determined to be in the best interest of the School.

**Series 600**

**Code 603**

**Title: Emergency School Closing/Delay**

When an emergency confronts the school, notification of the closing or delay will be broadcast over the following local radio and TV stations:

**Radio Stations**

KXIA/Marshalltown (101 FM)  
KFJB/Marshalltown (1230 AM)  
KZAT/Tama (95.5 FM)

**TV Stations**

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

Should the school have to be dismissed early during the day, announcements will also be made over the above-mentioned stations. Such notifications will refer to the specific time for early dismissal.

**Series 600**

**Code 604**

**Title: Class Size**

Classes shall be of such size and organization as to insure maximum learning efficiency. The School Board recognizes that class size should depend upon age and type of student, as well as, the type of learning activity involved.

**Series 600**

**Code 605**

**Title: Hours of Attendance**

The following hours of attendance will be in effect throughout the year: 8:30 a.m. – 3:30 p.m.

The School Board requests that students not enter or arrive upon school grounds each school day before 8:00 a.m. at which time the breakfast program is open. Playground supervision will be provided from 8:00 am. – 8:30 a.m. each day.

**Series 600**

**Code 606**

**Title: Student's Presence at School/Early Dismissal of Student**

Students are expected to remain on school grounds throughout the school day unless a parent or guardian requests their child leaves school grounds during the school day.

Students leaving without permission will be considered absent from school and count towards absences for the school year.

**Series 600**

**Code 607**

**Title: Field Trips**

Field trips are encouraged as learning activities. These experiences provide deeper understanding and richer opportunities that would not be available within the classroom setting.

Field trips must be approved by the Principal, or his or her designee, in advance of the trip. Consent of the child's parent or guardian is required in advance.

**Series 600**

**Code 608**

**Title: Homework Policy**

The School Board recognizes that the assignment of school work to students may require the work to be completed outside of school time. The School Board believes homework is a shared responsibility between home and school. Homework should be an opportunity for students to practice skills and activities, prepare for class activities, to organize and discuss ideas, to review material, to become acquainted with resources, and to make up incomplete assignments. Individual student needs and abilities may differ and it is recognized that homework expectations may differ from teacher to teacher and the needs of each individual child will be considered.

**Series 600**

**Code 609**

**Title: Testing Program**

It shall be the policy of the School Board that a comprehensive testing program be established and maintained in accordance with all federal, state, and tribal laws, rules, and regulations. The results will be shared with students, parents or guardians, staff, and the community with the purpose of assessing student progress and educational programs.

**Series 600**

**Code 610**

**Title: Student Supervision**

All students are to be supervised at all time while at school. Supervision times are from 8:00 a.m. to 3:30 p.m. on regular school days. Parents will be notified of changes in schedule such as early release days. The playground is not a supervised area before or after school. Detention duty is from 3:30 – 4:00 p.m.

When a teacher leaves the classroom, no student may remain in the classroom, except when: (1) an aide or other adult is present and the teacher will be less than 10 minutes; or (2) a neighboring teacher is alerted of the absence, students can be visibly supervised, and the absence is less than 10 minutes.

All recess activities must be supervised. Teachers will walk their students to the playground and make sure there is an adult on duty. Students may not be left until there is an adult on duty. (Teachers who have playground duty may want to go to recess early on their duty days.)

**Series 600**

**Code 611**

**Title: Report Cards/Progress Reports**

The Meskwaki Settlement School Board requires that a report card/progress report of each student be maintained reporting students' academic standing and attendance. The Meskwaki Settlement School Board stresses the importance of parent/guardian involvement in the educational process and encourages their participation.

**Series 600**

**Code 612**

**Title: Parent-Teacher Conferences**

Conferences for parents will be scheduled following the first and third quarters. In addition to these conferences, teachers are expected to request additional conferences with parents as the need may arise.





## **SERIES 700 – NON-INSTRUCTIONAL OPERATIONS & BUSINESS SERVICES**

### **Series 700**

#### **Code 701**

##### **Title: Statement of Guiding Principles**

*Auxiliary Services.* The School Board will, as it deems necessary, make provision for auxiliary services that will enhance the opportunity for all children to take full advantage of the educational program. It is the intent of the Board to cooperate with community groups for programs serving senior citizens and other Settlement patrons.

*Business Procedures.* The School Board recognizes that its primary purpose is to provide the best education possible within the limits of the financial ability of the Settlement School. The School Board also recognizes its fiduciary responsibility to the Tribe and its members for the efficient use of Tribal funds. It will, therefore, be the duty of the School Board to determine guidelines for the most effective use of Tribal funds and for reporting to the Tribe.

### **Series 700**

#### **Code 702**

##### **Title: School Board and Administration Roles and Responsibilities**

###### **Responsibilities of the Meskwaki Settlement School Board:**

1. Selecting, working with, and evaluating the Superintendent.
2. Serving as advocates for all children, teachers, and other staff by adopting “kids first” goals, policies, and budget.
3. Delegating to the Superintendent the day-to-day management of the school, including student discipline, contract administration, and all personnel matters including employment and termination of school personnel. Employment contracts must be approved by the School Board and the Tribal Council.
4. Evaluating the Board’s own leadership, governance, and teamwork.
5. Serve as the hearing board for expulsions, appeals, and legal matters regarding the Meskwaki Settlement School.
6. Establish good communication with the community and Tribal Council.
7. Authorizing budgets and contracts.

###### **Responsibilities of the Superintendent**

1. Serve as chief executive officer to the School Board and in that capacity handle all day-to-day functions of managing the school.
2. Supporting the School Board by providing good information for decision-making.
3. Providing continuous leadership to ensure that board policies and responsibilities of the board/school administration team are addressed each day.

4. Overseeing the educational program (curriculum, instruction, staffing, co-curricula, textbook adoption, staff evaluations, budgets, field trips, etc.).
5. Taking responsibility for all personnel matters (hiring, assigning, evaluating, staff development, firing, etc.).
6. Developing and administering the budget.
7. Managing business and financial matters, bids and contracts, facilities, transportation, etc.
8. Developing and supporting teachers, parents, students, and other staff working to improve teaching and learning.

### **Responsibilities of the Board/School Administration Team**

1. Having as the top priority, the advocacy for the high achievement and healthy development of all children in the community.
2. Providing educational leadership for the community, including the development and implementation of the community vision and long-range plan for the Meskwaki Settlement School in collaboration with teachers, staff, and parents.
3. Creating strong linkages with Family Services, DHS, Mental Health, MADAC, Higher Education, Healthy Start, and other tribal departments while providing community-wide support and services for the healthy development and high achievement for all children.
4. Setting school-wide policies and annual goals that are connected directly to the school's vision and long-range plan for education.
5. Approving an annual school budget (developed by the school administration, and adopted by the board).
6. Ensuring the safety and adequacy of the school facilities.
7. Providing resources for the professional development of teachers and other staff.
8. Periodically evaluating its own leadership, governance, and teamwork for the benefit of children.

### **Series 700**

#### **Code 703**

#### **Title: School Visitor Policy**

The Administration and staff will strictly enforce the following policy:

1. The site administrator or designee will have the discretion to control 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.
2. 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. All visitors should obtain a badge of identification during school hours.

3. In order to protect students and staff at the Settlement School, the School must insist that registered sex offenders refrain from coming on to school grounds or inside the school building. If an appointment with a teacher or administrator is scheduled, the Administration will schedule a meeting off-campus. If a meeting cannot be scheduled off-campus, the registered sex offender will be escorted while on campus at all times and must give notice to the Administration at least one (1) hour prior to arrival on school grounds. In specific instances, and on a case-by-case basis, the School will notify the offender regarding further restrictions on their visit to the campus.
4. If a registered sex offender transports a student to or from school, they will be required notify the Administration at least one (1) hour prior to their arrival and to remain in their vehicle while on school premises.
5. A designated employee will check the Iowa Registered Sex Offenders list and will report any new registrants who live in the school district monthly.
6. Any individual who appears on the registry will receive a letter outlining procedures for any business at the school.
7. Any person will be required to leave campus at any time for causing a disruption or posing a safety risk to staff and students. If the person does not leave immediately, the person may be declared a trespasser and the police shall be called.
8. The Administration will encourage visits by parents and guardians to their children's classrooms and events; however, the Administration shall turn anyone away from the school in order to protect the learning environment or the safety of the students and staff.
9. If a school-sponsored event is held after school hours, the visitor is not required to seek permission of school Administration to attend unless they are a registered sex offender. Registered sex offenders are not allowed to attend events hosted or in any way affiliated with the school, even where the public is invited to attend.
10. This is a zero-tolerance policy. Except as specifically expressed herein, the Administration will not allow anyone whose name appears on the sex offender registry list to be either in the school or on school property. The application of this policy includes, but is not limited to all visiting school personnel, parents, outside vendors, contractors and repair personnel.

**Series 700**

**Code 704**

**Title: School Meal Program**

Breakfast is served every morning                      8:00 a.m. – 8:25 a.m.

Lunch is served daily    11:10 a.m. – 1:03 p.m.

Nutritious and balanced meals are served daily for each student at the Meskwaki Settlement School. The meals are provided by the Meskwaki Tribal Council and are free of charge to all students that attend the Meskwaki Settlement School.

**Series 700**

**Code 705**

**Title: Settlement School Solicitation Policy**

It shall be the policy of the Meskwaki Settlement School to prohibit any and all forms of solicitation without the express approval of the School Administration. Any and all decisions of the School Administration are subject to review and modification by the School Board.

**Series 700**

**Code 706**

**Title: Release of Student Information**

The Settlement School will not release directory information of its students to an organization for the purpose of direct marketing or any other type of solicitation. If a request for student information has been made by any person or organization not employed by the Settlement School, the School will require written consent from the parent or guardian of the student before providing such information. If student information has been requested through a court order or other means in connection with state, local, Tribal, or Federal law, the Administration may provide student information without parental consent. The School Administration must approve the use of students' names, pictures, or other information by an organization for any purpose in any way affiliated with the School.

Any and all decisions of the School Administration are subject to review and modification by the School Board.

**Series 700**

**Code 707**

**Title: Distribution of Messages and Posting of Promotional Material**

The School Board recognizes the important link between the school and the Tribal community and the local community at large. The administration shall make available to staff and students information regarding recreational and educational opportunities provided by the Tribe and non-profit organizations. The administration shall distribute and post correspondence and fliers based on prior approval from the school administrator or his designee.

Information to be distributed to students or staff shall have prior approval from the Administration. When the school received an electronic (FAX or E-mail) request to distribute information, the request shall be referred to the Administration.

Approved materials will be sent home with students or will be available in the school office.

No instructional time will be used to present information regarding non-school programs.

**Series 700**

**Code 708**

**Title: Harassment Policy**

It is against the School Board's policy for any employee to harass another. Acts of harassment by any employee are prohibited employment practices and are subject to sanctions and disciplinary measures. Harassment includes physical or verbal conduct towards an individual based upon sex, race, age, religion, ethnicity, national origin, political affiliation, marital status, and/or disability. Abusive language, innuendos, unwanted physical contact, slurs, jokes, or comments based on such characteristics will not be tolerated.

It is against the policy of the Meskwaki Settlement School for an employee to sexually harass another person. Both men and women are protected from sexual harassment.

Unlawful harassment may occur when the wrongful action: (1) affects a term or condition of an individual's employment; (2) is used as a basis for employment decisions affecting the individual; (3) has the purpose or effect of unreasonably interfering with an individual's work performance or environment; or (4) creates an abusive and hostile working environment.

**Series 700**

**Code 709**

**Title: Retaliation Policy**

It is against School Board's policy for any employee to retaliate against another employee for reporting an instance of discrimination or harassment. Retaliation against an employee for making a charge of discrimination or harassment can lead to disciplinary action, up to and including termination.

**Series 700**

**Code 710**

**Title: E-mail and Internet Policy**

*Purpose.* To establish a policy regarding access to the Internet, including e-mail which has been provided to employees for the benefit of the organization. It can be a valuable resource for information, research and communication. Every employee has a responsibility to use the Internet in a productive manner. In order to ensure all employees are responsible and productive Internet users, the following guidelines have been established for internet usage.

*Acceptable Internet Use.* The District possesses a state of the art computer lab and computers in the library media center and classrooms. Internet access is a privilege, not a right. The network and Internet access is provided to conduct research, maintain student records, and for communication purposes. Access will be provided to staff who agrees to act in a considerate and responsible manner.

A. Internet

Employees accessing the Internet are representing the Meskwaki Settlement School. All communications should be for professional reasons. Employees are responsible for using the Internet in an effective, ethical and lawful manner.

B. E-Mail/Communication

E-mail/Communication using the internet may be used for educational purposes.

*Unacceptable Internet Uses.* The Internet should only be used for work related purposes and should not be used for personal gain or advancement of individual views. Solicitation of non-educational business, or any use of the Internet for personal gain, is strictly prohibited. Use of the Internet must not disrupt the operation of the school network, the networks of other users or create unnecessary network traffic. Internet usage must not interfere with your productivity. Picture, video, and audio files require significant storage space and may not be downloaded unless they are school related. All messages should have your name attached. No messages will be transmitted under an assumed name.

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful, inappropriate, offensive, or violates any of the Meskwaki Settlement School policies may not be downloaded from the Internet or displayed or stored on the school computers. Violation of this policy may lead to immediate termination.

*Software and Virus Detection.* To ensure network security and to avoid computer viruses from being transmitted through the system, there will be no unauthorized downloading of software, screen savers, or any materials.

*Copyright Issues.* Copyright protected materials belonging to entities other than this organization may not be transmitted by employees on the Internet. One copy of copyright protected material may be downloaded for your own personal use in research. Users are not permitted to copy, transfer, rename, add or delete information, or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the school or legal action by the copyright owner.

*Privacy.* All messages created, sent, or retrieved over the Internet are the property of the Meskwaki Settlement School and should be considered public information. The Meskwaki Settlement School reserves the right to access and monitor all messages and files on the computer system, as deemed necessary and appropriate. Internet messages and usage are public communications and are not private. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

*Harassment.* Harassment of any kind is prohibited. Messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, age, gender, or other characteristic protected by law may not be transmitted. Information used on the Internet should not violate or infringe upon the rights of others.

*Violations.* Violations of any guidelines listed above may result in disciplinary action up to and including termination. If necessary, the Meskwaki Settlement School will advise appropriate legal officials of any illegal violations.

**Series 700**

**Code 711**

**Title: Smoke Free Environment Policy**

The School Board 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. Materials related to tobacco use prevention are a part of the elementary and middle school curriculum. The School Board is concerned about the health of its employees and also recognizes the importance of adult role modeling for students during formative years.

Smoking and use of tobacco products by school employees or other adults shall be prohibited on school property. This shall include school buildings, grounds, and school- owned vehicles.

**Series 700**

**Code 712**

**Title: Drug and Alcohol Free Workplace Policy**

The Meskwaki Settlement School is a drug and alcohol free place of employment. The Meskwaki Settlement School will not tolerate the use or possession of alcohol, drugs, or other controlled substances while the employee is on-duty or in the workplace. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is strictly prohibited. If an employee engages in any of these activities, he or she will be subject to immediate disciplinary action up to and including termination.



**Series 700**

**Code 713**

**Title: Policy for Lice Control**

The Administration shall adopt a policy regarding pediculosis (head lice). The policy shall be reviewed and updated using the recommendations from the Iowa Department of Public Health and the American Academy of Pediatrics as guidelines for the treatment of pediculosis.

**Series 700**

**Code 714**

**Title: School Vehicle Policy**

The following are guidelines/policies that are to be followed by all person(s) or organizations using school vehicle(s).

1. Each vehicle shall be equipped with a Travel Log which will remain in the vehicle at all times.
    - a. This travel log will be made to receive the following information:
      - i. Date
      - ii. Destination
      - iii. Program or use of vehicle
      - iv. Beginning and ending odometer reading
      - v. Total miles traveled
      - vi. Operator's name
  2. Each operator will fill in the required information at the point of departure and take the ending odometer reading at the end of the performance of the trip.
  3. The person who is responsible for driving the School vehicle(s) must have a valid Iowa Driver's License.
  4. The School Vehicle(s) must be used for school business only, except for the following exceptions:
    - b. to cooperate with civil and military authorities in case of a disaster preparedness plan;
    - c. the daily and regular transport
1. The School Vehicle(s) must be returned clean.
  2. There will be no smoking or drinking of alcoholic beverages in the school vehicle(s).
  3. First priority on use of School vehicle(s) will be given to in-school related trips re: field trips, athletic, or cultural trips.
  4. A monthly schedule will be posted in the central office regarding school trips regarding use of vans.

**Series 700**

**Code 715**

**Title: Use of School Buses for School and Non-School Purposes**

Specific use of school buses for the following is authorized in order listed:

1. To cooperate with civil and military authorities in case of a disaster preparedness plan.
2. The daily and regular transportation of students to and from school, the transportation of school lunches, and such incidental transportation of board members, staff, and parents as may arise.
3. To and from school sponsored activities when under the directions of a qualified member of the staff. If the faculty member is an approved school bus driver, he or she can act both as driver and faculty sponsor.
4. To facilitate the operation of school sponsored summer educational and extra-curricular programs.
5. Use by Non-School sponsored groups and individuals.

Every effort shall be made to use local school bus transportation whenever a group of students is transported.

The school buses shall not be used for activities except those planned and supervised by school authorities.

**Additional Sections**

**Use of school buses**

**Student conduct on school buses**

## **SERIES 800 – SCHOOL/COMMUNITY RELATIONS**

### **Series 800**

#### **Code 801**

##### **Title: Statement of Guiding Principles**

The School Board places a high priority on positive school/community relations. The School Board will keep the community informed of the objectives, achievements, challenges, needs, and conditions of the School and seek to be receptive to communication from residents of the Meskwaki Settlement.

It is the belief of the Meskwaki Settlement School Board that community support is essential to the fulfillment of the mission of the Meskwaki Settlement School and can best be established and maintained through keeping the public informed and encouraging its active involvement in the School.

### **Series 800**

#### **Code 802**

##### **Title: Public Concerns/Complaints about Personnel**

All employees have the responsibility to act in a professional manner when dealing with students, parents/guardians, other employees, and community members while representing the Meskwaki Settlement School. Constructive criticism is welcomed to improve the quality of the educational program of the school.

Concerns and complaints about the job performance of employees and reports about conflicts between and/or against employees of the Meskwaki Settlement School need to be handled with care and discretion.

Conflicts and complaints should be resolved at the lowest possible level. When a complaint is brought directly to the School Board or Individual School Board Member it shall be referred to the Superintendent. The Superintendent will involve the supervising manager in the resolution or the complaint/conflict as appropriate. The individual employee shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment and presentation of the facts as he/she sees them.

### **Series 800**

#### **Code 803**

##### **Title: Parent/Guardian Guidelines**

The Meskwaki Settlement School Board stresses the importance of parent/guardian involvement in all educational matters primarily to stimulate and encourage the student's desire to learn and to continue his or her education. The Meskwaki Settlement School Board, therefore, adopts the following guidelines for all parents/guardians of children attending the Meskwaki Settlement School:

1. To see that the student(s) has sufficient rest in order to be attentive and grasp the lessons taught in class.
2. That the student(s) are dressed according to the weather conditions.
3. That they discuss any behavioral problems or complaints that the student(s) may have and attempt to rectify this, same with the teacher/counselor or Administrator as the case may be.
4. That the parents and/or guardian attend any conferences as may be requested regarding behavioral problems.
5. To see that the student returns all books, text, or library materials and other materials as may be required.
6. To see that the student has ample time to do his/her own homework.
7. To encourage the student(s) to continue their education.
8. To make every effort to attend parent/teacher conferences since this is a great encouragement to the students and this also shows the parents and/or guardians interest in the student's progress.
9. Discuss with the student his/her progress and any difficulty she/he may have with any lessons and draw them to the teacher's attention.
10. Parent and/or guardians are required to report to the central Administration office before going into the classrooms.
11. Parent and/or guardians will have to prepare a letter to advise the School Board, Administration, and any teaching staff that their child has permission to walk home from school. The School Board will not be responsible or liable without written permission.
12. Parent and/or guardians will not be allowed to step on the school bus while students are being transported to and from the Educational system to abuse the students or any other person on the school bus.
13. Parents and/or guardians will not be allowed at any time to go into the classroom to abuse students or teachers.

These are only guidelines for the parents/guardians and we sincerely hope they will assist in giving students basic values, attitudes, and foster pride in their Meskwaki heritage and to prepare him/her for the outside society.