

Student Handbook

2009-2010



Hannahville Indian School

N14911 Hannahville B-1 Rd.
Wilson, MI 49896

Phone: 906-466-2952

School Office Fax: 906-466-9115

Business Office Fax: 906-466-2556

Web site: <http://www.hannahvilleschool.net>

Tom Miller, Superintendent
William E. Boda, Principal
Rose Potvin, Elementary Principal
Brendan Williams, SPED/Discipline Coordinator

TABLE OF CONTENTS

- 1. Mission Statement(s)/Vision Statement**
- 2. FERPA**
- 3. Board of Education/Regular Meeting Schedule
Administration**
- 4. Student Assistance and Program Coordinators
Faculty**
- 5. Itinerant Faculty
Business Office
Administrative Assistants
Department Heads/ Directors
Student Fund Raisers**
- 6. Granting Credit for High School Work**
- 7. Grading System
Honor Roll**
- 8. Class Ranking
Promotion and Retention of Students
Project HUB**
- 9. General School Policies
Enrollment**
- 10. General School Policies – Continued**
 - Building Hours
 - Personal Safety
 - Phone Use
 - Fire/Severe Weather Drills
 - Weather Factor Determining:
 - Out-door Recess
 - School Closing
 - School Calendar
 - School Terms
 - Books

- 11. General School Policies - Continued**
 - Lockers/Locks
 - Summer School
 - Student Guests
 - Hall Passes
 - Dual Enrollment
 - Homework
 - Closed Campus
- 12. General School Policies - Continued**
 - Student Led Conferences
 - Dress Code
- 13. Attendance, Absentee and Tardy Policies**
 - Categories of Absence
- 14. Attendance, Absentee and Tardy Policies - Continued**
 - Age of Maturity – Eighteen Years Old
 - Attendance Policy for Each Semester on Unexcused Absences
 - Skipping School
- 15. Attendance, Absentee and Tardy Policies - Continued**
 - Tardiness
- 16. Bullying Behaviors**

Appendix:

- A. Nah Tah Wahsh P.S.A. Med Services Policy and Procedures (pp 1-5)
- C. HIS School Nursing Policy and Procedure; Head checks policy for the evidence of pediculosis (head lice); Policy for Student Request for Pregnancy Test
- D. Transportation Policy
- E. Parent/Student/Teacher/Administrator Compact
- F. School Activity Calendar

MISSION STATEMENT

The education mission of the Hannahville Indian School/Nah Tah Wahsh PSA and the Hannahville Indian Community is to promote life-long learning which encourages the physical, mental, emotional and spiritual development of each individual, family member, and the community as a whole.

VISION STATEMENT

Through the promotion of lifelong learning, our community will be composed of individuals who are respectful of themselves, their families and others. Secure in their culture, have the ability to set life-long goals and achieve personal satisfaction and productivity, and who proudly fulfill their roles within their community, state and nation.

- Adopted at the September 5, 1996 School Board Meeting

MISSION STATEMENT – GUIDANCE PROGRAM

The mission of Nah Tah Wahsh Public School Academy/Hannahville Indian School Guidance and Counseling Program is to encourage the development of all students through a comprehensive approach that includes academic, career, and personal/social awareness through collaboration with students, school staff, parents and community. To assist students in becoming productive, responsible citizens, students will acquire skills in the following areas: career planning and exploration, education/career-technical development, and knowledge of self and others.

The Nah Tah Wahsh P.S.A./Hannahville Indian School District Board of Education complies with the federal laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education. It is the policy of Nah Tah Wahsh P.S.A./Hannahville Indian School District Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education.

Inquiries or complaints may be addressed to the Nah Tah Wahsh P.S.A./Hannahville Indian School District Coordinator of Section 504:

- Brendan Williams / ADA Compliance Coordinator (906) 466-2952 ext. 188

Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law which governs the disclosure of a student's "educational records." Generally, FERPA protects the privacy of a student's education records by restricting their disclosure while ensuring access to those records by the student or the student's parent or parents.

FERPA vests school parents with certain rights with respect to the educational records of their child and it essentially transfers those rights to the child when he or she turns 18.

FERPA requires that all schools subject to its provisions effectively inform the parents of their students or the students themselves (if they are 18 years of age or older or are attending an institution of post-secondary education) of their rights under FERPA.

FERPA requires that schools which are subject to its provisions give the parents of their students the right to inspect and review the education records of their children and that they establish procedures for granting a parent, within a reasonable time of a request (no more than 45 days after a request has been made), access to the educational records of his or her child. FERPA applies to all natural parents of a child and the child's legal parent, parents, guardian or guardians unless a court order, state statute or legally binding document specifically provides otherwise.

FERPA requires that schools provide parents an opportunity to be heard and a hearing process for challenging the content of a student's education records in order to ensure that the records are not "inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, for seeking the "correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein" and for inserting into such records "a written explanation of the parents respecting the content of such records."

FERPA requires that schools give a student's parents advance notice of the release of "directory information" about the student and the opportunity for the parents to "inform" the school that any or all of said information "should not be released without the parent's prior consent."

FERPA requires that schools maintain a record, kept with the education records of each student, which will indicate all individuals, agencies, or organizations, which have requested or obtained access to a student's educational records (other than school officials and teachers determined by the school to have had a legitimate educational interest in obtaining such access)

FERPA requires that public schools get the written consent of a student's parents or of the student if he or she is 18 or is attending an institution of post-secondary education, before releasing the student's educational records. FERPA provides that for a consent or release to be valid, it must be in writing and must also specify the records to be released, the reasons for such release, to whom the records are to be released and that the parents were afforded the opportunity to opt for a copy of the records to be released.

FERPA also requires that whenever personal information or personally identifiable information is transferred to a third part, it must be done on the condition that such party will not permit any other party to have access to such information without the written consent of the parents of the student.

What are Educational Records?

FERPA defines “educational records” as “those records, files, documents, and other materials which contain information directly related to a student and are maintained by an education agency or institution.

School personnel responsible for transferring our students’ records will contact the appropriate administrator to gather and secure discipline records, with respect to suspensions and expulsions, before the student’s CA 60 file is forwarded to the transferring school.

Board of Education

Connee Sagataw.....	Chairperson
Geneva Wandahsega.....	Vice Chairperson
Crystal Lea.....	Secretary/Treasurer
Rose Gill	Trustee
Donna Boda	Trustee
Debra Williams	Trustee
Marilyn Shawano	Trustee
Mary Little-Winberg.....	Alternate
Charles Wandahsega.....	Alternate
Rod Lovell, Nah Tah Wahsh.....	Ed. Rep.

Board of Education Regular Meeting Schedule

The Nah Tah Wahsh P.S.A/ Hannahville Indian School Board of Education meetings are scheduled for the second Thursday of each month at 3 p.m. E.S.T. in the school Family Resource Center. During June, July & August the meetings are scheduled for 10:00 A.M. All meetings are open to the public unless a request is made for closed session.

ADMINISTRATION

Tom Miller, Ext. 105.	Superintendent
William E. Boda, Ext. 157	Principal
Rose Potvin, Ext. 158	Elementary Principal
Brendan Williams, Ext. 188...	Special Education Director/Discipline

STUDENT ASSISTANCE and PROGRAM COORDINATORS

Pam Beauchamp-Cloutier, Ext. 122.....	Social Worker
Tammy Dlugas, Ext. 160	School Nurse
Earl Meshigaud	Language and Culture Coordinator
Brenda Gerber, Ext. 132	Technology Coordinator
Ext 141	School Resource Officer
Tom Ohman, Ext.....	Athletic Director
Deb Fudala, Ext. 108	Library
Sue Mielcarek, Ext. 164.....	Reading First Coach
Rich Sgarlotti, Ext. 124.....	Grant Coordinator
Kristie Latsch, Ext. 103.....	Guidance Counselor
Lynn Moore, Ext. 116.....	Art /G&T
Gina Zanon, Ext. 136.....	Safe & Drug Free Coor./G 7 T/Health/Physical Education
Paula Pare, Ext. 175.....	Title I
Sara Tregillis, Ext. 133.....	Math Coach
Cory Williams, Ext. 120.....	Language Development

ELEMENTARY FACULTY

Patricia Boda, Ext. 174	Kindergarten
Alicia Parlato, Ext. 179.....	Kindergarten
Amy Labre, Ext. 178.....	1 st Grade
Dan Kleikamp, Ext 140.....	2 nd Grade
Kristina Hansen, Ext. 102	3 rd Grade
Margie Gregoire, Ext. 177	4 th Grade
M. Phros Sundstrom, Ext. 156.....	5 th Grade
Tom Suriano, Ext. 180.....	Resource Room

MIDDLE SCHOOL FACULTY

Michelle Schaeffer, Ext. 139	6 th Grade
Lisa Bedard, Ext. 115.....	7 th Grade
Greg Ducheny, Ext. 173.....	8 th Grade
Amy Petersen, Ext. 182.....	Resource Room

HIGH SCHOOL FACULTY

Scott Brant, Ext. 121	English
Loretta Cox, Ext. 126.....	Science/Biology
Mark McNabb, Ext. 127	Social Studies/Driver Ed.
Vacant Ext.137.....	Language/Culture
Jeff Paupore, Ext. 176.....	Health/Physical Education
Danica Pretto, Ext. 125	Math
John Whitens, Ext 119	Industrial Arts

BUSINESS OFFICE

Renee Mosier, Ext. 106..... Financial Director
Robyn Rhode, Ext. 107..... Financial Assistant/Payroll

ADMINISTRATIVE ASSISTANTS

High School Office, Ext 150
Mary Sievert, Ext. 101Administrative Secretary
Lynn Paquin, Ext. 155..... Special Education/Principal’s Secretary

DEPARTMENT DIRECTORS

Jeff Murray, Ext. 210 Transportation
Dan Gravelle, Ext. 114..... Custodial
Rod Lovell, Ext. 217..... KidZone
Randy Laskaska, Ext. 181 Maintenance
Tammy Murray, Ext. 109..... Food Service

Student Fund Raisers

- . A class activity sheet must be filled out one week prior to a scheduled activity, signed by the class advisor (teacher), and given to the Principal. At least one teacher, preferably the advisor has to chaperone or supervise each activity or the activity will be canceled. Fundraisers should conform to the Health and Wellness Policy.

Granting Credit for High School Work

1. The students' work and behavior must be of such quality to merit the awarding of passing grades. Students are responsible for ALL assigned work regardless of attendance
2. All students may be required to take final exams in each course.
3. An incomplete grade must be removed through proper work within two weeks of the date the incomplete was granted, unless otherwise arranged with administration.
4. Twenty-two (22) units of credits are required for students expected to graduate, 18 of which must be academic required.
5. A credit of 1/8 is given upon completion of each MHSА sanctioned sport season, i.e. volleyball, basketball, soccer.
6. The following units of credit are required:

Graduating by 2010

English3 credits
 Social Studies.....3 credits
 Math.....2 credits
 Science2 credits
 Culture.....2 credits
 Phys. Ed. ½ credit
 Health..... 1 credit
 Electives..... 8 ½ credits

Graduating by 2011

English.....4 credits
 Social Studies.....3 credits
 Math.....4 credits
 Science.....3 credits
 Culture..... 2 credits
 Phys.Ed..... ½ credit
 Health..... 1 credit
 Applied Arts..... 1 credit
 Electives..... 3 ½ credits

7. Eight (8) semesters of attendance in grades 9-12 are required for graduation. Consideration may be given to student with seven (7) semesters of attendance in extenuating circumstances.
8. Credit is determined by 1 class hour per day per semester. One-quarter credits are awarded for transferring students.
9. Students enrolled in a mentorship for credit shall earn only one full credit maximum during their high school career (8 semesters).
10. An Incomplete (I) may be given in lieu of a grade when circumstances beyond a student's control have prevented completing a significant portion of the work of a course within the allotted time. The student's performance in the course must otherwise be satisfactory. An incomplete may be removed in a manner and within the time determined by the instructor concerned, but may not be continued beyond one year from the end of the term in which the I is awarded.

Grading System

1. Students in grades 4- 12 receive the standard system of A, B, C, D and F letter grades. Report cards will be completed at the conclusion of each 10 week quarter, (4 times per year).
2. Plus and minus signs are used to allow for greater discrimination.
3. Semester grades will be final and will be recorded on the permanent records. Each marking period will be 1/4 credit unless otherwise noted. Each semester is worth ½ credit unless otherwise noted.
4. Letter grades will be assigned for the purpose of grading term and semester grades, but will converted to a 4.0 scale to determine class rank and grade point average, using the scale as follows:

A	=	93 to 100%
A-	=	90 to 92%
B+	=	87 to 89%
B	=	83 to 86%
B-	=	80 to 82%
C+	=	77 to 79%
C	=	73 to 76%
C-	=	70 to 72%
D+	=	67 to 69%
D	=	63 to 66%
D-	=	60 to 62%
F	=	00 to 59%

5. Although students may earn credit for graduation in the following subject areas; teacher mentorships, Work-based Education, PASS, , Compass Learning, Education Options and other nonacademic subjects, grades earned will not be averaged into career grade point averages.
6. PASS program credits can only be earned in ½ or ¼ credit increments.

Honor Roll

1. The Honor Roll will be determined after each 9 week quarter for grades 4-12 and is based on a student earning A's and B's in all classes, including enrichment, Culture and Language.
2. Students must be enrolled in at least four (4) academic subjects in order to be considered for an honor roll.

Class Ranking

The rank in class for graduation seniors will be computed on the completion of seven semesters of high school work. Students considered for class ranking, must have received a minimum of two (2) semesters of credit in attendance at Nah Tah Wahsh P.S.A./Hannahville Indian School excluding the final semester of their senior year. Credits earned for work-based education programs, Teaching mentorships, Educational Ops. and PASS are not calculated into class rankings.

Promotion and Retention of Students

Student progress is measured developmentally and academically. Children mature physically, socially, and academically at different rates. Due to this difference, a teacher may recommend retention of a student. When retention is recommended by the teacher, (or teachers if the student is receiving additional services) and principal to be in the best interest of the child, a conference will be held with the parent and student (if appropriate) to explain the recommendation and to develop an agreeable understanding of what best meets the student's educational needs. The final decision rests with the parent(s).

Enrolled students in grades 9-12 will have their grade level formally determined by total credits earned:

Freshman	0.0 - 4.75 credits earned
Sophomore	5.0 - 10.25 credits earned
Junior	10.5 - 15.75 credits earned
Senior	16.0 - 22.00 credits earned

Project HUB Tutoring Program

Project HUB (Hannahville Upward Bound) offers tutoring services to all high school students at the Nah Tah Wahsh PSA/Hannahville School as well as other tribal youth in surrounding schools. Encouragement and assistance is available to any student who wants to improve himself as well as for those who are having difficulty in their classes. These services are offered Monday through Thursday from 3:00 P.M. to 5:00 P.M. in the Home Ec room as well as a variety of times (TBA) in the evenings and on weekends in the Youth Center. Contact Jim Cousineau, Project HUB Coordinator at 466-5397 Ext. 215 for more information and be watching for details during the school year.

General School Policies

Enrollment: To enroll in Nah Tah Wahsh P.S.A./Hannahville Indian School, the following documentation is required; proof of birth certificate, social security card, current immunization record and, (if Native American) Indian Card. All documents must be on file, **before** attendance in class is permitted. Other documentation to be filled out and completed is the Emergency Notification Information and all pertinent medical information.

Enrollment in grades 6-12 may require (administrative discretion) an Entrance Committee:

1. The Committee will be made up of two School Board Members, the Principal, one Teacher and any special program coordinators comparable to those at a previous school (i.e., Sp. Ed., Title 1, Gifted & Talented).
2. Students admitted to the Nah Tah Wahsh PSA/Hannahville School must come in on the term or semester break except for:
 - 1) Students relocating to the area
 - 2) Extreme circumstances.
3. Special Education records should be received prior to entry.
4. All members must agree on entry status, or entry. The decision may be appealed to the full School Board within 10 school days.
5. Students are allowed to transfer only once a year into the Nah Tah Wahsh PSA/Hannahville Indian School.

Bussing: Please understand that our buses are an extension of our classrooms and campus. Transportation personnel are members of our school community who have jobs with very important responsibilities. They have met specific and appropriate certification requirements, as well as being hired by the community's elected school board. Please remind your students that "school is **not** over" when they enter a bus. Student's lives are in the driver's hands. **All school rules apply on busses also.**

Personal Safety: While waiting for the bus, stay off the traveled roadway at all times. Wait until the bus comes to a complete stop before getting on or off the bus. Enter or leave the bus by the front door only, except in case of an emergency when the use of emergency doors is necessary. Keep hands and heads inside the bus at all times. Report all damage to the bus driver immediately. Help keep the bus clean and orderly.

Please discuss with your students the following school board adopted rules:

- 1) Sit in the seat, facing front, with feet on floor, (not laying down in seats)
- 2) Do not block aisle, (no laying across seats)
- 3) No food, beverage or gum
- 4) No smoking, no matches, no lighters
- 5) No spitting or littering, either on, or from, bus

- 6) No articles aboard the bus that are objectionable in nature, or injurious to others
- 7) No hands, heads, or other body parts hanging out windows
- 8) No fighting or pushing
- 9) No tampering with bus equipment
- 10) Students must obey the directions of the driver/monitor

Students are welcome to visit with each other, read, listen to headphones, etc.

Please be aware that school grounds and busses do have surveillance equipment for the safety of students and staff.

It is our School Policy that "Only students are to be transported to and from school". Our insurance covers student passengers and only those approved by the school administration to ride the bus. If a parent or someone needs a ride it must first be cleared through the school office.

Building Hours: Staff are expected to be at work by 7:50 A.M. Students are discouraged from coming into the school building prior to the first bus arrival at 7:50 A.M. Students are not to be in the school after 3:15 P.M, without adult supervision. Students remaining for Kidzone must stay in the Kidzone area. There is no supervision in the school after school hours.

Phone Use: A pay phone has been installed for student use. Hours of usage are before and after school and during lunch hour or recess. Student cell phones are only allowed before and after school and will be confiscated if observed during class time. (See Code of Conduct)

Fire/Severe Weather Drills: The school is required to have 6 fire, and 2 severe weather, and 2 lockdown drills per year.

Outdoor Recess: Students need to be prepared with the appropriate outdoor clothing each day to participate in outdoor recess. As a rule, when the real temperature is below 15 degrees or if it is raining excessively, students will not go outside. K - 5th grade will remain with their teachers in their respective classrooms or the gymnasium.

School Closing: Announcements will be aired on radio stations FM 97.1, 104.7, and 94.7. School will be closed if the real temperature is -20° Fahrenheit or a wind chill of -25.

School Calendar: Is developed annually and will closely follow the Delta-Schoolcraft Intermediate School District and Bark River-Harris schedules. A committee consisting of the school administration and staff will set the dates for the beginning and ending of the marking periods.

School Terms: Classes are in session from September through June. There are four 9-week terms (quarters) for students in grades K-12. Students receive Report Cards each term.

Books: Each student will be issued the required books for each class. Parents and students are responsible for the care and return or replacement of each assigned book.

Lockers and Locks: Students are assigned a locker for use during the school year. A \$3.00 deposit for lock rental is required and is returned at the end of the year. Students are held responsible for damage to their locker. We advise that nothing of personal value be stored in the locker. Michigan HB (House Bill) 5233 specifies that a pupil using a locker that is owned by the school district would be presumed to have no expectation of privacy in that locker or its contents. **Locks must be school issued or the key or combination of a personal lock must be turned in to the office.**

Given reasonable suspicion, administration retains the right to conduct random locker checks and may enter a student's locker at any time during the school year. Reasonable suspicion may include locating and removing items prohibited from possession on school premises and which are viewed to pose dangers to the health and safety to all students, or which might be disruptive to the educational process.

Summer School: Summer school is an option determined by student need with the decision made by administration.

Student Guests: Our policy does allow student visitors for a day as long as the principal and all affected teachers grant written permission in advance.

Hall Passes: Students are not permitted in the halls during class time without a pass from their instructor or supervisor.

Dual Enrollment: General information about post secondary enrollment options is available to all students in grade 11 and 12. As required by the Michigan Department of Education, a letter from the principal is mailed to all eligible students by March of each school year.

Homework:

Classroom time may be allowed at the end of each class to assist students with their homework. Teachers may require students to stay in at recess and/or after school to complete assigned work. Late assignments and assignments grades from unexcused absences may be reduced. Students with an excused absence will have extra time to turn in completed assignments. Teachers are encouraged to notify parents when a student consistently does not turn in homework.

Closed Campus:

From 7:50 a.m. to 3:05 p.m. students are not allowed to leave the school building without administrative approval or unless he/she is participating in a supervised school activity. Written permission from a parent/guardian or an administrator is required for all other requests to leave the school building.

Student Led Conferences are held at the end of each quarter.

Dress Code: The school staff understands that clothes and appearance directly influence student behavior and attitudes, both in and out of the classroom. School personnel will enforce the following guidelines:

1. All apparel is to be neat and clean with appropriate footwear worn at all times.
2. Dress that presents a health/safety problem, or causes a disturbance or distraction is unacceptable.
3. Hats, hoods, or bandannas are not to be worn in the building.
4. Shorts and skirts must be at least finger length with arms extended at your sides and fingers extended. No spandex shorts allowed.
5. Pants must be worn above the hips.
6. Halter tops, tight tank tops, or low cut or revealing tops are unacceptable. No bare midriffs (boys or girls).
7. Coats or heavy outdoor type clothes are not to be worn in the classroom, unless the administration or the teacher gives permission.
8. Prohibited clothing includes that which reflects inappropriate language, suggestive phrases or advertises beer, tobacco, liquor, illegal substances, gang references, or images deemed to be inappropriate.

ATTENDANCE, ABSENTEE AND TARDY POLICIES

A record of absences, tardies and skipping school is maintained. The record becomes a permanent part of the student's CA-60 file. Any extended period or consistent absence pattern may affect a student's performance and grade. Parents are asked to call or send a note to the Principals' office before 8:30 a.m. to report their child's/children's absence(s) to the school's attendance personnel.

Categories of Absences:

Excused - any absence incurred because of personal illness, professional appointments, personal family problems or activities, or other reasons that are clearly NOT leisure days.

Any absence MUST BE documented by a note or phone call from a parent/guardian PRIOR to the beginning of the school day (8:12 a.m.) on the FIRST day a student returns to school after being absent.

Excused Absence Make-up Procedures Normal make-up time is equal to the time absent. Students are responsible for seeing the teachers to determine what work needs to be completed and handed in.

Unexcused - any absence that is not excusable according to the above (shopping, over sleeping, skipping, visiting relative, no clean clothes are not excused).

Unexcused Absence Penalty The student will have the opportunity to make up any class work or tests for all unexcused days, but not for full credit. Late assignments and assignments from unexcused absence may be downgraded.

Unexcused/Suspended Suspended students (disciplinary action) or absent-unexcused students may not participate in any extra-curricular activities that evening, for the weekend, or for the duration of the suspension.

Requirements of a Student Returning to School after Being Absent

Students are responsible for ALL assigned work regardless of attendance.

Documentation must be submitted to the attendance office stating the reason for being absent (a note or a phone call from a parent or guardian) PRIOR to 8:30 a.m. on the day of return. The attendance office for all grade levels is in the Principals Office.

Present the slip that you received from the office when entering the classroom to each teacher assigned 1st through 6th hour.

Age of Maturity - Eighteen Years Old

Students who are 18 years old can excuse their own absences or release themselves from school ONLY if they are NOT residing with their parents or legal guardians.

Attendance Policy for Each Semester on Unexcused Absences

Parents will be contacted if their student is absent and we have not received verbal or written notification.

<u>2 unexcused days</u>	Letter from the Principal to the parent(s)
<u>4 unexcused days</u>	Letter from the Principal requesting conference with parent(s)
<u>6 unexcused days</u>	Referral to Student Advocate or Child Protection Team.
<u>10 unexcused</u>	Meeting with the School Board.

***The BIE requires students 18 or older, missing 10 consecutive unexcused days be dropped from the roster.**

Skipping School: Students who must leave school for any reason must sign out in the Principal's office *before they leave*. **ALSO**, students must have written or verbal

(phone call) permission from a parent/guardian before leaving the school. Failure to do so will result in being marked unexcused for your absence.

Tardiness: Students must be in their assigned room when the bell sounds. Records will be kept indicating the number of times a student is recorded as tardy in each of his/her classes.

All action may be appealed to the School Board for review.

Conduct Policies

See the Code of Conduct Handbook.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

The Board of Directors believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.

It is the policy of the School to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all activities in the School, including activities on school property, in a school vehicle and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment, or by any other distinguishing characteristic.

Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

Aggressive behavior is defined as inappropriate conduct that if repeated enough, or serious enough, negatively impacts upon a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, and making threats.

"Bullying" is conduct that meets all of the following criteria:

- A. is directed at one (1) or more students;
- B. substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;
- C. adversely affects the ability of a student to participate in or benefit from the school District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and
- D. is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive, should immediately report the situation to the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

All complaints regarding aggressive behavior shall be promptly investigated, and documented.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, what remedial action has been taken.

Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports regarding aggressive behavior for the purpose of getting someone "in trouble" is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical - hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal - taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status, disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, menacing, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in School business, and others not directly subject to school control at inter-School or intra-School athletic competitions or other school events.

For a definition and instances that could possibly be construed as hazing, see Policy 5516.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations within the School and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School Leader is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the School Leader shall be followed.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the School reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Policies on Bullying, Michigan State Board of Education, 7-19-01 Model Anti-Bullying Policy, Michigan State Board of Education, 9-12-06

Revised 2/10/05; 10/10/07

**NAH TAH WAHSH PSA/HANNAHVILLE SCHOOL
MEDICAL SERVICES
POLICY AND PROCEDURE**

ADMINISTRATION OF MEDICATION

POLICY: This policy is regarding the administration of prescribed medications to students grades K-12.

PURPOSE: This policy has been developed in an effort to protect the health and safety of students receiving prescribed medication and should be considered a safety precaution.

RESPONSIBILITY: It is the responsibility of the school nurse to administer the prescribed medication to students during school hours. It is the school nurse's responsibility to designate a person(s) to administer the prescribed medication if she will not be available to do so.

PROCEDURE:

1. Prior to the administration of any medication, a permission form for prescribed medication must be completed for each medication.
2. All medication brought to the school must be in the original pharmacy container, labeled with the name of the student, prescribing health provider, and medication; date of original prescription, strength and dose of medication, and directions for use.
3. Any changes in medication, dosage, or times must be accompanied by a physician's order.
4. School personnel dispensing the medication must complete the "medication administration daily log" identifying the date and time the medication is administered and the initials of the person administering the medication.
5. If a student refuses to take the prescribed medication, it will be documented on the medication administration log and the parent/guardian will be notified.
6. The school personnel have the right to refuse to administer medication when the procedures described in this policy have not been followed.
7. The school nurse must be made aware by school personnel of any student on medication.
8. A student may be permitted to self carry and self administer a medication while at school if it is prescribed that way by their doctor. We reserve the right to withdraw the privilege if the student shows signs of irresponsible behavior or there is a safety risk involved. We will contact the parent/guardian as soon as possible in this event.

REFERENCES: American Academy of Pediatrics School Health: Policy and Practice

Revised July 2002

SCHOOL NURSING POLICY AND PROCEDURES

SN-002 It is the policy of the Hannahville Indian School/NTW PSA to follow these procedures in the event that a Child or staff member is in need of emergency care.

PURPOSE: The purpose of this policy is to ensure the health and safety of all students and staff members attending The Hannahville Indian School/NTW PSA.

RESPONSIBILITY: It is the responsibility of the Hannahville Indian School/NTW PSA personnel to follow this policy in the event of a medical emergency.

PROCEDURE:

IF THE VICTIM IS A STUDENT:

1. An adult should stay at the scene until person(s) designated to handle emergencies arrives. These designated people are: the School Nurse (Tammy Dlugas), Health Instructor (Mr. Paupore), Child Care Director (Julia Schroeder), and Assistant Child Care Director (Michelle LaBonte).
2. Do not move a severely injured person unless absolutely necessary for his or her immediate safety.
3. Send word to the Principal's office and a person designated to handle emergencies. This person takes charge and renders any further first-aid needed.
4. Office personnel should locate the student emergency card in their CA-60 file. Notify the parent/guardian of the emergency and agree on a course of action with the parent/guardian.
 - If the parent or other contact person cannot be reached and the situation calls for immediate care, call the Physician named on the emergency card.
 - If the private physician cannot be reached, contact emergency room service and follow instructions given by them.
5. Transport for emergency medical care by ambulance or other vehicle should be determined by the parent, physician, and/or emergency personnel depending on the severity of the student's condition.
6. Do not give Aspirin or any other medications without a Physician's written prescription.
7. An adult should stay with the student until parent(s) or emergency personnel take charge.

IF THE VICTIM IS AN EMPLOYEE:

1. If conscious, ask what he/she wishes done and act accordingly.
2. If unconscious, locate the staff health card and notify individual(s) indicated on the card.
3. Follow accepted first aid procedures. Call local emergency number if necessary.
4. Complete employee incident report.

REFERENCE: Michigan Association of School Nurses

Revised June 19, 2006

Revised June 19, 2006

Hannahville Indian School/Nah Tah Wahsh PSA

School Health Policy and Procedure

Policy: Head checks for the evidence of pediculosis (head lice).

Purpose: The purpose of this policy is to help prevent the spread of pediculosis/ head lice in the school setting. Pediculosis is an infestation of the head or body with lice, larvae, or nits, resulting in severe itching and excoriation.

Procedure & Scheduling:

1. Head checks will be performed by the school nurse and/or other designated trained personnel three times during the school year: During the first week of school, after Christmas break and after Spring break. Head checks will also be done if requested by a Parent/Guardian, School Staff, Administration, or Health Center Personnel.
2. Head checks will be done during class time and during school hours.
3. Gloves shall be worn at the discretion of the person performing the head checks.
4. Head checks will be conducted in a manner that will minimize any embarrassment to the student.

Students found positive for head lice or nits:

1. If a live louse or nit within $\frac{1}{4}$ inch from the scalp is found your child will be informed during the head check.
2. The student's Parent/Guardian will be notified by telephone to come and pick up their child. If the Parent/Guardian cannot be reached, the student will be released to the emergency contact listed in their CA-60 file.
3. Office personnel and the student's teacher shall be informed of who is positive and that the student has been dismissed from school.
4. An informative letter for the Parent/Guardian will be sent home with the student and shall address the treatments recommended by the Michigan Department of Community Health and the procedures that need to be done at home to stop the spread.

Positive students, upon return to school after treatment:

1. Students should be treated with a lice shampoo specifically labeled for head lice. Nits should be removed. If any live lice or any nits are found within $\frac{1}{4}$ inch from the scalp, the student will be sent home for further inspection by the parent or guardian.
2. It is the responsibility of the Parent/Guardian to transport their child home and back to school for re-inspection by the school nurse or designated trained staff.
3. Once a positive student is deemed negative they will be rechecked daily to every other day until they have been negative for 10 days.
4. If a student is positive for head lice/viable nits (within $\frac{1}{4}$ inch from Scalp) on 3 nonconsecutive times, Protective Services will be notified.

June 21, 2005
Hannahville Indian School
School Health
Policy and Procedure

Policy: It is the policy of the Hannahville Indian School to follow these procedures
In the event that a student requests a pregnancy test.

Purpose: The purpose of this policy is to help the student find out the results of a possible pregnancy. I will help the student attain knowledgeable information about pregnancy and about keeping healthy for both her and her baby. This will give me an opportunity to educate the student on the risks that being sexually active pose.

Procedure:

- Student requests a pregnancy test at school.
- Student must be at least 13 years old if requesting a pregnancy test at school.
- Student obtains a specimen cup from the school nurse and gets a urine sample.
- The School Nurse must have the student sign a two-way release form supplied by the Hannahville Health Clinic so the School Nurse and the Health Clinic can communicate together.
- The School Nurse brings the students' urine over to the Hannahville Clinic Lab within 1 hour.
- The Lab Technician will call the School Nurse with the results and the School Nurse will share the results with the student.
- If the results are positive for pregnancy the School Nurse will schedule a meeting between the student and the Maternal/Child Health Nurse at the Hannahville Clinic. At that time if the student chooses to seek care at a different facility the Maternal/Child Health Nurse will refer them to that place of care.
- If the results are negative the student will be educated by the School Nurse and/or the School Social Worker about some of the risks that being sexually active pose (sexually transmitted diseases, pregnancy).
- If a student comes down more than once during the school year for a pregnancy test and the results are negative they will be referred to the Maternal/Child Health Nurse at the clinic for further teaching.
- If the student is not a patient enrolled with the Hannahville Health Clinic she will not be able to follow this policy.

BUS POLICY

It is our policy to provide a safe and efficient means of transportation for eligible students to get to and from school and school activities. It is necessary in doing so to adopt some safety and health rules to accomplish this. Regular School Rules of Conduct will be in effect. Our bussing program is an extension of our whole school system. There are specific Bus Rules posted on each bus also which will reflect specific bus situations.

Our busses are on a routing system which requires scheduling. There are only authorized passengers there is a need for special authorization, that person must contact the School Administration at least one (1) day before the need for transportation. This will allow time for any action needed to be approved.

Please understand that our busses are an extension of our classrooms and campus. Transportation personnel are members of our school community who have jobs with very important responsibilities. They have met specific and appropriate certification requirements, as well as being hired by the community's elected school board. Please remind your students that "school is not over" when they enter a bus.

Please discuss with your students the following rules:

1. Sit in the seat, facing front, with feet on the floor (no laying down in seats).
2. Do not block the aisle (no laying across seats).
3. No food, beverage, or gum.
4. No smoking, no matches, no lighters.
5. No spitting or littering, either on or from the bus.
6. No articles aboard the bus that are objectionable in nature or injurious to others.
7. No hands, heads, or other body parts hanging out windows.
8. No fighting or pushing.
9. No tampering with bus equipment.
10. Students must obey the directions of the driver/monitor.

Students are welcome to visit with each other, read, listen to headphones, etc.

Our administration and staff are also working to improve student safety. We have installed video cameras in all busses. Our transportation personnel have been certified in adult/child CPR for the several years. We also mandate that all drivers/monitors be certified in a Red Cross standard first aid course.

**HANNAHVILLE INDIAN SCHOOL/NAH TAH WAHSH PSA
PARENT/STUDENT/TEACHER/ADMINISTRATOR COMPACT**

The Hannahville Indian Community's Educational Mission is to promote lifelong learning, which encourages the physical, mental, emotional, and spiritual development of each individual and the community as a whole.

To accomplish this, we all need to work together. We ask that you show your support by signing the part of the compact that belongs to you.

Parent/Guardian Responsibilities

- Make sure that student is in school and ready to learn.
- Make certain student completes all homework.
- Establish good educational values in your child.
- Model appropriate behavior.
- Encourage child in self-pride and self-respect.
- Show interest in child's daily achievements.

Parent/Guardian's Signature_____

Date_____

A. Student Responsibilities

- Attend school regularly and be on time.
- Be respectful of self, peers, and elders.
- Be respectful of other students' right to learn.
- Be responsible for your actions.
- Work to your potential.
- Ask for help when you need it.

Student's signature_____

Date_____

B. Teacher Responsibilities

- Improve communication with parents.
- Recognize and emphasize student talents.
- Improve communication between teacher and student. Listen to students.
- Be respectful of your peers, students and their families, and yourself.
- Set classroom standards that are clear and easy to follow.
- Provide a safe and caring learning environment. (Safe as in OK to make mistakes and learn from them.)

Teacher's signature_____

Date_____

C. Administration Responsibilities

- Strive to be proactive, not reactive, plan ahead rather than be crisis oriented.
- Evaluate discipline policies and explore alternative ways to handle student problems and staff problems.
- Provide on-going evaluation of all policies, procedures and curriculum. If not working, find out why and make changes.
- Improve communication between teachers and administrators, and facilitate communication between parents and teachers, and students and teachers.
- Provide a safe environment, where it is ok to express concerns, vent frustrations, and suggest changes.
- Be available.

Administrator's signature_____

Date_____

**Nah Tah Wahsh Public School Academy
Hannahville Indian School
2009/2010 School Calendar**

Approved 6/12/09

Month	Week	Student Instruction	Professional Development	Days Off/Holidays/ Professional Development
Aug/Sept	31-4	0	4	8/31 Staff return; 9/2 ISD Prof Dev.
Sept	7 - 11	4	.5	9/4 Pre-Labor Day 9/7 Labor Day- No School, 9/8 1 st Day Students released at Noon Prof Dev
	14 - 1	5		
	21 - 25	5		
Sept/Oct	28 - 2	5		
Oct	5 - 9	5		
	12 - 16	5	.5	10/13 Students released at Noon Pro Dev
	19 - 23	5		
	26 - 30	5		
Nov	2 - 6	5	(44 days)	11/6 End 1 st Quarter
	9 - 13	5	.5	11/10 Students released at Noon Prof Dev
	16 - 20	5		
	23 - 27	2		11/25 - 27 Thanksgiving Break
Nov/Dec	30 - 4	5		
Dec	7 - 11	5	.5	12/8 Students released at Noon Prof Dev
	14 - 18	5		
	21 - 25	0		12/21 - 25 Christmas Break
Dec/Jan	28 - 1	0		12/28 - 1/1/ Christmas Break
Jan	4 - 8	5		
	11 - 15	5	.5	1/12 Students released at Noon Prof Dev
	18 - 22	5	(42 days)	1/22 End of 2 nd Quarter and 1 st Semester
TOTALS		86	6.5	
Jan Semester	25 - 29	5		1/25 1 st Day 2 nd
Feb	1 - 5	5		
	8 - 12	4	1	2/12 Prof Dev Day (No Students)
	15 - 19	4		2/15 Pres Day No School
	22 - 26	5		
Mar	1 - 5	5		
	8 - 12	5		
	15 - 19	5	.5	3/16 Students released

				at Noon
	22 - 26	5	(43 days)	Prof Dev
			Quarter	3/26 End of 3 rd
Mar/Apr	29 - 2	0		3/29 - 4/2 Spring Break
Apr	5 - 9	4		4/5 Easter Monday No School
	12 - 16	5	.5	4/13 Students released at Noon Prof Dev
	19 - 23	5		
	26 - 30	5		
May	3 - 7	5		
	10 - 14	5	.5	5/11 Students released at Noon Prof Dev
	17 - 21	5		
	24 - 28	5		5/28 Graduation
May /Jun	31 - 4	4	(43 days)	5/31 Memorial Day (No students)
		86		6/4 Last Day of 2 nd
				2.5 Semester; Play Day
Totals	Days of Instruction	172	Prof Dev	7
			Year	End of the School

Any days lost beyond those allowed by the revised school code, due to inclement weather or any "Act of God," will be added on to the second semester.