

**VOLUME
19**

2020-2021

CHEMAWA INDIAN SCHOOL

Academic and Residential Life
Handbook



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Chemawa Indian School

Established 1880

“Let us put our minds together to see what we can build for our children.”

-- Tatanka Iyotake, Sitting Bull

A handbook should be much more than a rulebook. As the name suggests, it is something to keep close at hand, to provide guidance in our common life together. So rather than dwell on rules, this handbook seeks to focus on standards for a community.

It is the responsibility of every student and parent to familiarize themselves with the contents of this handbook. Inevitably, the guidelines outlined in the handbook will not cover every detail or situation that may arise. Therefore, should a student be in doubt regarding any part of this handbook, he/she should approach administration for clarification, rather than attempt to determine on his/her own what is permissible.

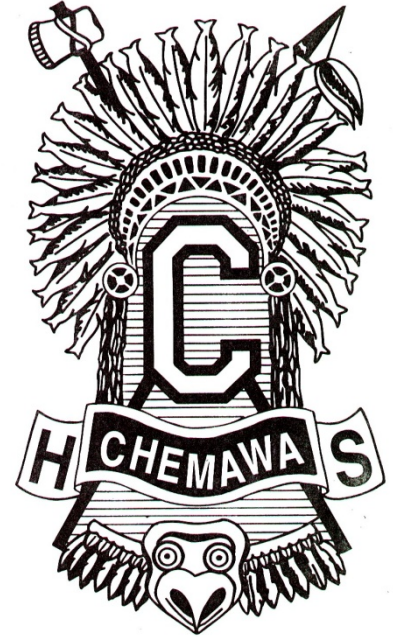
The School Superintendent will have the final determination when interpreting any situation, rule or consequence. At their discretion, the School Superintendent may deal directly with any issue that the regulations do not explicitly cover or when she determines the spirit of the policy has been violated.

This handbook has been prepared to help you become better informed about the programs at Chemawa Indian School.

Parents and Guardians, please feel free to come to the school anytime, day or night to visit or talk with our staff members concerning the welfare and progress of your student. We at Chemawa are honored that you have chosen us for the education of your child.

It is our philosophy that this school was designed to meet the need of Alaskan Natives and Native American youth. The school needs and appreciates input and direction from parents concerning the operation of the school.

Chemawa Indian Boarding School is fully accredited through AdvancED, the State of Oregon and the Bureau of Indian Education.



BIE Strategic Goals:

- All students will develop the knowledge, skills, and behaviors necessary for physical, mental and emotional wellbeing in a positive, safe, and culturally relevant learning environment;
- All students will develop the knowledge, skills, and behaviors necessary to progress successfully through school and be prepared for postsecondary education and/or career opportunities;
- All students will graduate high school ready to think globally and succeed in postsecondary study and careers;
- All students will develop the knowledge, skills and behaviors needed to lead their sovereign nations to a thriving future through self-determination; and
- All students will benefit from an education system that is effective, efficient, transparent and accountable.

School Mission Statement:

The mission of Chemawa Indian School is to provide opportunities for every Chemawa student to achieve success.

School History:

Founded in 1880 at Forest Grove, Oregon as the Indian Industrial Training and Normal School, Chemawa is the oldest continuously operating off-reservation boarding school in the United States. The first students to arrive were eighteen Puyallup boys and girls, brought by steam engine to the campus of Pacific University. Once there, the children had to literally build their own school buildings and dormitories. In the early years the students included not only children, but also sometimes entire families. In 1885, the U.S. government moved the school to a site named Chemawa on the Southern Pacific railroad line north of Salem, Oregon. Indian students and staff not only built the buildings, but also worked in hop fields to buy the first acreage on which the school is located today.

Known at first as the Salem Indian Training School, it soon became known as simply the Chemawa Indian School.

The name “Chemawa” may have origins in the language of the original Indian people who lived in this region of the Willamette Valley. Some scholars claim that the name referred to a part of the river where there were deposits of gravel, providing a place to cross. Others believe that the name meant “happy home.” But to thousands of alumni, the real meaning of Chemawa is in more than a name. It is in the Chemawa tradition – of caring and supporting, teaching and learning, growing and maturing. It is above all, a tradition of hope, learning from the past, living in the present and looking toward the future. Chemawa has provided not only an education, but a lifetime of memories and friendships, bridging tribal distances and differences and providing a unique experience to all who have attended our school.



Traditions:

The extensive tribal diversity represented by students and staff at Chemawa Indian School offers members of this inter-tribal community many unique opportunities. Students are able to share their respective tribal histories, languages, governments, cultures, and issues of importance while interacting with others with common values and interests.

The history of boarding school was to erase all aspects of students’ culture, language, traditional beliefs, spirituality and connection to their tribal communities. Today, this has been replaced with an embrace and welcoming of each student’s tribal belief, history, culture, language and tribal values. Part of the school’s graduation requirements mandate that students take two culture classes which includes Native literatures, Native histories, Native arts and art history, and Native studies, as well as complete a culminating project that identifies the unique nature of their individual cultural heritage.

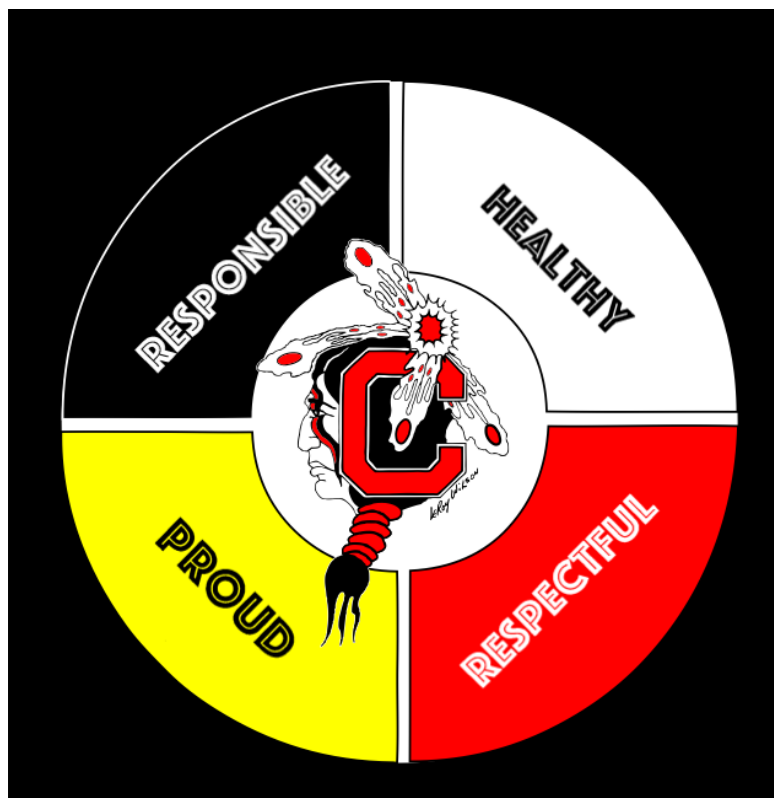
Students are invited to share tribal stories at the appropriate season; participate in drumming/singing and dancing through Performing Arts clubs; participate in sweat lodges; become active in the Pow Wow Club

which sponsors three pow wows and one round dance a year for both the school and local community; bring to both their academic classes and residential time anything about their respective tribal experiences that they wish to share with others. Student Council sponsors an annual cultural fair to share their individual tribal cultures with the students, staff and community. Chemawa is a place that recognizes and celebrates tribal diversity as well as the oneness of all indigenous people, tribal self-determination and respect for the inter-relatedness of all peoples and life.

Guidelines for Success:

As respectful members of families, tribal communities and the Chemawa Community the following expectations are designed to support both individual and community values:

- *Show respect for each member of the community by words, actions and attitude;*
- *Honor tribal values and teachings by being honest with others and oneself;*
- *Affirm value for each person, the land and all living beings by causing no harm, no disrespect, no abuse or destructive actions;*
- *Support and validate tribal pride and networking with all indigenous peoples;*
- *Working daily using full potential, attention and dedication to learning both experientially and academically;*



2020-2021 School Calendar

All Staff Orientation	August 31-September 4, 2020
Student Travel:	
New Students	September 6, 2020
Returning Students.....	September 9, 2020
Mandatory Student Orientation:	
New Students	September 7-11, 2020
Returning Students.....	September 10-11, 2020
Classes Begin.....	September 14, 2020
Indigenous People Day (school in session)	October 12, 2020
Veteran's Day Pow Wow	November 7, 2020
Veteran's Day (school in session)	November 11, 2020
1 st Trimester Finals	November 24-25, 2020
Thanksgiving Holiday (no school)	November 26-27, 2020
ACT Test (Seniors).....	December 10, 2020
Christmas Travel Home	December 18-19, 2020
Christmas Travel Back to School	January 3, 2021
Classes Begin.....	January 4, 2021
Martin Luther King's Day (school in session).....	January 18, 2021
Round Dance.....	January 23, 2021
ACT Test (Juniors)	February 4, 2021
President's Day (school in session)	February 15, 2021
2 nd Trimester Finals	February 18-19, 2021
Chemawa Birthday Pow Wow.....	February 27, 2021
Prom.....	April 17, 2021
Spring Pow Wow	April 24, 2021
3 rd Trimester Finals	May 4-5, 2021
Underclassmen Travel	May 6, 2021
Graduation	May 7, 2021

ACADEMIC DESIGN

Assessment and curriculum will be aligned to meet Oregon State Common Core Standards and Benchmarks. Required statewide assessments (Smarter Balanced) will be given to juniors in math, reading, science and writing each Spring.

All students will participate in formal progress monitoring assessments up to three times throughout the school year in reading, math and language usage, in addition to common formative and summative assessments in individual courses.

Students may have the opportunity to receive credit by showing proficiency in the particular subject or course. Students interested in this option should see their academic counselor for more information.

ACADEMIC STANDARDS

Academic achievement is the primary focus and as such, students are expected to maintain a certain level of achievement. Weekly grade checks will be done and students that have a failing grade will be subject to grade restriction in the dormitories until those grades are brought to a satisfactory level.

ACADEMIC SUPPORT PROGRAM

Students receiving **ANY** F's in any trimester will be placed in an academic support program. This support may include after school study hour and/or evening tutorial. Students that have been placed on academic support due to failing final term grades will only be released once their next grade report (midterm progress report) shows that all grades are brought to passing. During the trimester, any student that is failing 2 or more classes at any given time will be assigned mandatory after school study hour. Students may only be released from this study hour with a signed release from the Academic Principal.

ACTIVITY HOUR

In addition to evening and weekend activities, activity hour is an extension of the school day that provides access to programs such as traditional opportunities, athletic and fitness activities, academic enrichment, and educational development programs. Students are not required to participate, but are given the opportunity to choose from an expansive list of activities between the academic class time and dinner in order to broaden their experiences. Students are required to check in with their dorm staff at designated areas; however dormitories remain closed during this time. Activity hour runs Monday through Thursday from 3:30 – 4:30 pm. Sample offerings include robotics, traditional arts and crafts, traditional cooking, athletics, and college workshops.

ADMINISTRATIVE LEAVE (STUDENT)

Students in violation of school policy or behavior expectations who may be facing disciplinary action according to procedures that are contained in 25 CFR Part 42.7 (those violations that immediately or seriously endangers the safety of students or others) may be placed on Administrative Leave pending the outcome of a due process hearing. This determination is made subject to the nature and circumstances of the offenses. Administrative Leave will not be longer than 10 school days, with the hearing occurring and determinations made prior to the 10th day.

ALTERNATIVE DISPUTE RESOLUTION (ADR)

Students who are having difficulties and are unable to comply with expectations of behavior or school policy will be afforded the opportunity to work through an alternative dispute resolution process according to 25 CFR Part 42.3 (b) and 25 CFR Part 42.4 as an intervention prior to formal discipline. Examples of ADRs would be student conferences, behavior expectation plans, or peer court. This ADR process will be utilized in an effort to correct inappropriate behavior and attempts to avoid further disciplinary action. The ADR process does not apply to zero tolerance violations including weapons, violence and drug offenses (distribution).

ASSEMBLY PROGRAM

Assembly participation is mandatory. Although some assemblies are entertaining, the primary purpose is educational and still considered to be the school day. Students will be expected to uphold the stated auditorium guidelines and expectations for behavior. Students are to remain seated until dismissed by the adult in charge. In general, the assembly focus includes:

- 1st and 3rd Mondays - social emotional learning, bullying prevention, college/career readiness, health and wellness and suicide prevention
- 2nd Monday – held in the dormitory wings to focus on daily living skills and interpersonal communication
- 4th Monday – provides cultural focused programming led by students, staff and special speakers

ASSESSMENTS

Appropriate tests will be given at the designated times as mandated by Chemawa Indian School and the Bureau of Indian Education. These assessments include, but are not limited to the Smarter Balanced (more information can be found at <http://www.smarterbalanced.org/>), NWEA Measures of Academic Progress (NWEA MAPS), as well as college preparatory exams such as the ACT Aspire and the ACT (American College Testing). All dorm students will be assessed for the behavior health program.

ATHLETICS

Philosophy -- We believe that the program of interscholastic athletics is an integral part of the total education program. Some of life's most important lessons are learned outside of the classroom experience. If the subject is dedication, teamwork, or sportsmanship, there is no classroom quite as capable of teaching these lessons as the playing field or court.

Eligibility -- Chemawa Indian School belongs to the Oregon Schools Activities Association and is governed by the rules and standards set forth by this organization. Complete eligibility information for particular sports can be found at the OSAA website at www.osaa.org. Students must meet OSAA eligibility requirements for each individual sport in which they will participate. In general, students must:

- agree to and adhere to Chemawa Athletic Code of Conduct (found on the Chemawa website);
- successfully pass a physical examination before entering Chemawa Indian School and satisfy the OSAA eligibility standard. New physical exams are required every two (2) years;
- have regular attendance. Students missing school due to an unexcused absence or being in sick bay will not be eligible for participation that day;
- be enrolled in and have done passing work in at least four classes in the grading period preceding participation;

- be passing at least four full-credit subjects at progress grade report time in order to continue with eligibility. Student athletes without passing grades in four full-credit subjects at this time will be suspended from athletics for a period of two weeks at which time it will be the student's responsibility to complete a grade check and submit it to their coach for reinstatement to the team;
- achieving passing grades at mid-term progress report time does not give eligibility to students that had not been initially eligible at the beginning of the season;
- be transported to and from athletic competitions via school authorized vehicles only.

Because of the physical nature of athletics and the concern for the safety and well-being of our students, all students participating in school athletics are covered by Indian Health Services and may be required to submit to random drug testing before, after and during the athletic season. More specific information regarding eligibility and discipline consequences for athletics may be found in the Athletic Code of Conduct manual located on the Chemawa website or by calling the Athletic office.

In addition to the specific credit requirement identified in OSAA Rule 8.1.2., to be scholastically eligible, a student must also be making satisfactory progress toward graduation requirements by having earned a minimum number of credits, as indicated in the chart below, by the beginning of the school year.

(70%) prior to Grade 10	4.5
(80%) prior to Grade 11	10
(90%) prior to Grade 12	17

Opportunities Available -- Chemawa Indian School does not discriminate on the basis of gender or physical handicap in regard to athletic participation. In accordance with federal law, Chemawa Indian School allows female students to participate with boys when there is not a girl's team available or equal opportunity for competition. Girls participating on boy's teams will compete against other boy's teams in the league. Various opportunities for intramural and league play will be offered throughout the year.

ATTENDANCE POLICY (ACADEMIC)

Students are expected to be present in each of their classes during any grading period. An absence is defined as not being present or leaving without permission. Teachers will take attendance at the beginning of each class period. Students will be required to make up class work due to an absence.

An Excused Absence is given when documentation is provided to the attendance office.

An Unexcused Absence is given when documentation is not provided or permission has not been granted.

Students are responsible for all class work and homework assignments regardless of the reason for missing class. An unexcused absence may result in a no pass or failing grade for the assignment missed.

Full day of school attendance is required to participate in extra-curricular activities (field trips, off campus and evening activities).

Students missing ten (10) consecutive school days for any reason will be subject to having their enrollment dropped.

Tardies

Chronic tardiness is a significant attendance problem and has a disruptive effect upon the educational process. A tardy is defined as being late to the assigned classroom or designated area. Tardiness caused by a teacher, counselor or administrator must be verified at the time of delay with a pass slip and will be recorded as excused.

Students who are tardy to class without an excused verification or pass will be subject to the positive sweep program. Teachers will close their doors at the tardy bell and students will report to an alternative educational setting for the remainder of the school day. Students will serve restriction that evening. Excessive tardiness will result in additional disciplinary measures.

ATTENDANCE POLICY (RESIDENTIAL)

Hourly check-ins are required during non-academic time. Students are required to provide student ID to dorm staff for each check-in. Students may check in 10 minutes before or after the hour and still be considered timely.

Students failing to check in when required may be subject to disciplinary action for attendance violations and truancy. Students more than 30 minutes late for check-in may lead to early campus-wide curfew or a campus lock down until the student is located.

AVID (Advancement Via Individual Determination)

AVID's mission is to close the achievement gap by preparing all students for college readiness and success in a global society. AVID strategies and principles are expected on a school-wide basis and may be found in each classroom. Through the AVID elective class, students learn organizational and study skills, work on critical thinking and asking probing questions, get academic help from peers and college tutors and participate in enrichment and motivational activities to make college more achievable. AVID curriculum is presented, based upon rigorous standards, and supported school wide through the use of focused note taking processes, active engagement strategies and Socratic seminars. Students may apply for the AVID program at any grade level. More information about AVID may be found at www.avid.org.

BANK

The Student Bank is available at **NO COST** as a service to our students. The Student Bank gives all students the opportunity to cash or deposit money orders from home. Personal checks will not be cashed. Tribal or payroll checks will be accepted. Federal law prohibits Chemawa Indian School from cashing checks or money orders over \$1000. Students may deposit checks larger than this, but the school is unable to give more than \$999.99 in cash to any student at one time.

Also available are Western Union Money Transfers. Students receive Western Union Transfers directly on campus. There is a standard fee based upon the amount of transfer set by Western Union. Student must set up an account to utilize Student Bank services. A valid, state-issued photo ID and confirmation number MTCN must be provided in order to pick up any Western Union transfer. Tribal or school issued ID is no longer accepted by Western Union as a valid ID. MTCN is given to sender upon completion of transaction. This number must be given to the student to receive that transfer. Transfer destination would be the school address of : 3700 Chemawa Road NE, Salem, OR.

There is an ATM machine available in the lobby of the dormitories. Students with bank debit cards are able to access cash for a fee of \$1.50 (in addition to whatever fee is charged by the student's home bank.) This is a great alternative to the expense of money orders or Western Union.

Due to an increasingly large number of returned checks, it is required that parents and family members send Money Orders. Student records will not be released to the student until all negative bank balances are cleared up in the Student Bank.

Parents sending spending money to students are strongly urged to send the money to the Chemawa School bank. **NEVER SEND CASH!!!** Chemawa Indian School will not be responsible for cash sent through the mail. The student bank will notify students when money is received. Funds will be distributed to the student as requested by the sender. Please put in name and address of sender.

Address Student Bank mail to: Students **FULL** Name
Chemawa Indian School
Attn: Student Bank
3700 Chemawa Road NE
Salem, Oregon 97305

Students may receive wire transfers via Western Union at the student bank. We are unable to transport students to any other wire outlets to receive money (such as Walmart Money Grams). Money orders or cashier's checks can be cashed directly at the school bank.

BEHAVIOR GUIDELINES

All students are required to obey all rules for both academic and residential areas, on and off campus. A full disciplinary matrix with all rule violations can be found in Appendix C of this handbook.

Academic and residential rules apply to all students, regardless of age. Students found in non-compliance of academic and residential rules may be subject to a written disciplinary referral, conferences, behavior contracts, and other consequences according to the disciplinary matrix.

CAFETERIA

Chemawa Indian School has a full-service cafeteria. It is staffed full time and provides USDA approved nutritionally balanced meals daily. Our facilities are inspected annually by the Indian Health Service Sanitation department for proper food handling procedures. All students will be required to obtain food handler's cards.

Chemawa Indian School will provide three (3) meals daily, Monday through Friday and two (2) meals, brunch and dinner, on weekends. Snacks are provided each evening. Meals are served cafeteria-style and consumed in a pleasant dining room atmosphere. Students are required to clear their tables when they finish and deliver trays to the dish room for washing. During the breakfast and dinner meals, students are assigned, on a rotating basis, to a mandatory "kitchen detail." Students assist Food Service staff in serving and cleaning up. Students are required to serve kitchen details when they are assigned. Failure to serve assigned detail will result in referral, restriction or community service hours.

Students are expected to behave in a polite and courteous manner while in the cafeteria area. Running and cutting in line are not acceptable behaviors and students are expected to leave their eating areas clean. Students have the opportunity to earn "work experience" credit by serving as workers in the cafeteria during the lunch hour.

Student Wellness Statement

It is commonly known that adult Native Americans and Alaskan Natives have higher risks for developing diabetes, heart disease and high blood pressure. Therefore, programs and policies have been developed that encourage the development of a healthy lifestyle and delay the onset or development of these chronic diseases. Efforts have been made toward improving the health and wellness of our students in the areas of Food Service, Nutrition Education, Nutritional Guidelines, Physical Activity and Student Health Screenings.

Staff members, parents or students are not allowed to purchase breakfast or lunch (carry-out or fast food) and bring on campus to students. Due to USDA regulations, students receiving food deliveries between the hours of 7:00 am and 4:30 pm will be required to leave the items in the office until after school hours. Due to the high sugar and caffeine content, energy drinks are prohibited from campus.

CARE OF SCHOOL PROPERTY

Persons willfully destroying or defacing government property or that of any school personnel by writing on or scratching walls, doors, lockers, furniture, computers, government vehicles, breaking windows, cutting screens or curtains will be responsible for payment or replacement of the property. Any attempts to prevent a door from locking or opening a locked door without a key (or permission) or any intentional vandalism will face disciplinary action.

Students unable to make restitution are required to do school maintenance or community service of equal value of the destroyed property. Students with restitution balances owing may have school records withheld until payment in full.

CHECK OUT POLICY

- A student wishing to have check-out privileges must have an original written Chemawa Indian School Permission for Student Check-Out form signed by the parent or legal guardian on file.
- Check-out requests via fax or email may be approved if the request is made using the Chemawa Indian School Permission for Student Check-Out form. The request will then be verified by phone using the parent or legal guardian phone number that is on file in the student database. These check-out requests may only be approved by the superintendent, principal or dorm manager. Forms are available online and in both residential and academic departments.
- All checkout requests must be on file in the school office at least two days in advance of the checkout.
- Students may be checked out through the dormitory or through academic by parents, legal guardians or by individuals they designate who are at least 25 years of age and are listed on the Student's Check-Out permission form.
- All individuals who checkout students will be required to provide a photo ID and sign the student checkout form.
- Students, regardless of age, may not check themselves out.
- When there is evidence that the welfare of the student is at risk, school personnel reserve the right to refuse any check-out request. If necessary, local law enforcement will be contacted.
- If a conflict arises concerning the student check-out process, the superintendent or her designee has the right to revoke any student's check-out privileges.
- Check-outs during the academic day will be restricted to sanctioned school activities. Exceptions to this may be made on an emergency basis with approval of the Academic Principal.

- Students must be in good standing and not on restriction in order to be checked out, unless checked out by the parent on file. Exceptions may be made on a case by case basis in times of family emergency. In this case, all restrictions would be reinstated upon return.
- Students involved in inappropriate activity while in check-out status may face disciplinary action upon their return to campus and may have their check-out privileges revoked.

The following pertains to staff members checking out students:

- Staff members are permitted to check-out students who are members of their immediate family when the staff is 25 years or older and is listed on the Permission for Student Check-Out form that has been signed by the parent or legal guardian.
- Staff check-out of students who are not their immediate family will be limited to extenuating circumstances only and will be approved on a case by case basis by the superintendent only. In these cases:
 - Staff must be 25 years of age to check-out a student.
 - Staff will be required to request the check-out and receive approval from the superintendent
 - Verification of a written approval on a Check-Out Request Form from the parent or legal guardian

Failure to abide by check-out guidelines above may result in revocation of check-out privileges and/or disciplinary action.

Parents or guardians who provide transportation home for their student must provide the Academic Principal a written request, with transportation itineraries, including a paid shuttle reservation, before staff will be assigned to transport students to the shuttle or bus/train station. These requests must be made at least two weeks in advance.

CHEMAWA AMBASSADOR

This position is selected each fall through a multi-faceted competition and holds a Student Council position at school. The Chemawa Ambassador represents the school in various local and regional events and communities. A Chemawa Ambassador will be a Junior or Senior the academic year in which they are selected. A candidate for Chemawa Ambassador must have been a student at Chemawa the full academic year prior to the competition. In addition, all candidates must be in good standing in five areas in the student's life. Failure to maintain the eligibility criteria during their office may result in the removal of their position.

- Academics – must have an over-all C average for all classes, with no D, F or NP grades, GPA must be 2.8 overall and must be maintained throughout the year of their office
- Attendance – must have good attendance with no AWOLs
- Dorm – must be a positive example to others in their residential life
- Behavior – must not have any major or higher discipline referrals (both in the year prior to being selected and during the year in office)
- Character – must be a positive role model, use appropriate language and behavior, upholding the Chemawa universal expectations of Respect, Responsibility, Pride and Health

CLASSROOM MANAGEMENT

It is important for each teacher to be able to maintain an atmosphere of education and safety within his/her individual classrooms. Each teacher will be in charge of his/her classroom and will establish and enforce

reasonable rules and expectations for the proper management of students. At the beginning of each trimester, teachers will provide students with a written copy of the classroom rules, expectations and consequences included on their class syllabus. In addition, classroom rules and expectations will be posted in each classroom for reference. All staff will be responsible for teaching expectations of behavior while attending school at Chemawa.

CLASS SCHEDULE CHANGES

Class schedules will not be changed after the first week of classes except in very extreme cases. All changes must be made through the academic counselors, with final approval from Academic Principal.

CLUBS AND ACTIVITIES

Students are encouraged to participate in the many extracurricular activities available. Each organization stresses leadership, cooperation, organization and cultural growth. Students are encouraged to form clubs that are of interest to them and other students. Students wishing to start clubs must find a staff sponsor, fill out a plan of operations and receive administrative approval.

Sponsors for each established organization are assigned by administration. Officers for each organization are nominated and elected by the members of each respective group. Each class, club, and organization must submit a “plan of operation” to the school administration and Student Council to ensure legality of raising and spending funds. Meetings cannot take place until plan of operations is approved by administration.

COLLEGE VISITS

We are committed to providing Chemawa students with experiential opportunities by visiting local, in state colleges with teachers and counselors. It is our goal to provide each student this opportunity at least one time per year.

Students may take advantage of overnight, college sponsored visitations, provided there is parent permission and release of liability. This permission, accompanied by the college contact sponsor, school leave authorization, and itinerary/agenda of the visit, must be on file with the Academic Principal at least two (2) weeks prior to the visit. Chemawa staff will make every effort to work with the student and college to facilitate these opportunities.

FAFSA (Federal financial aid) workshops will be held throughout the year, as well as ACT Preparatory programs in order to better equip students for post-secondary success. All juniors will be required to take the ACT preparatory program at some point during their 11th grade year. College application fees and enrollment deposits (unless the college accepts application waivers) are the responsibility of the student and their family. Chemawa cannot pay these fees.

COUNSELING

Assessments will be given at the appropriate times as mandated by Chemawa Indian School and the Bureau of Indian Education. All dorm students will be given Behavioral Health screenings when they first arrive on campus. Referrals to Chemawa Behavior Health will be made as needed.

Individual and group counseling is available to all students. Oregon law allows minors 14 years and older to seek mental health or counseling services at the clinic without parental permission or school notification. Please see Appendix D for more information.

All students are encouraged to confer and/or request assistance to resolve problems that may adversely affect them such as personal problems, difficulties in the dormitory or classroom, problems with other students, someone to listen or if a drug and/or alcohol problem exists. Counseling will remain confidential except in situations required to be reported by law.

CONTRABAND

Contraband is defined as any item that is not allowed to be possessed while on school property. Items that are found to be in violation will be removed from the student. Chemawa is not responsible for sending contraband home. Contraband includes but is not limited to:

- Glass bottles
- Lighters
- Eye drops
- Weapons
- Fireworks
- Razor Blades
- Tobacco, alcohol, drugs
- Vape pens, cartridges or supplies
- Drug Edibles
- Candles/Diffusers
- Tattoo Paraphernalia
- Aerosols of any kind
- Items of a sexual nature
- Items containing alcohol (including hand sanitizer)
- Weight loss/protein powders, unless prescribed by physician

The following may be kept in the dormitory office for use:

- Shaving items
- Mouthwash

CULTURAL EDUCATION

The Bureau of Indian Education stresses the importance and need for cultural activities and education for Native students. Through tribal clubs, native dances, games, food and historical studies, students receive support in their efforts toward a well-rounded education. Cultural education will serve to foster positive self-esteem and self-identity.

All students will be required to complete an intensive Senior Project relating to their tribe and cultural background. This project will encompass research and writing, technology, speaking and presentation skills. In addition, students will be expected to complete some kind of hands-on project that represents their tribe and cultural heritage. This project will be presented to a panel of administration, teachers and counselors and may be showcased on the school website.

On campus three (3) Pow Wows and one (1) Round Dance are held each year and are open to the general public. With parental approval and supervision of staff, smudging and sweats are available and encouraged. The permission slip to participate in cultural activities is located in the enrollment packet paperwork. Sweats are held in Chemawa's on campus sweat lodge.

DAILY SCHEDULE

Regular Wake Up	6:00 am
Breakfast Detail	6:15 am – 7:30 am
Breakfast Served	6:45 am – 7:30 am
Dorm Wings Close	7:20 am
Residential Bldg Closed (must be out of front doors)	7:30 am
Academic Day	8:00 am – 3:16 p.m.
After School Activity Hour	3:30 pm – 4:30 p.m.
Dinner Detail	4:15 pm – 6:00 pm
Dinner	4:45 pm – 5:45 pm
Study Hour	6:15 pm – 7:15 pm
Evening Tutorial	6:00 pm – 8:00 pm
Curfew	9:00 pm – 6:45 am (10:00 pm Fri/Sat)
Lights Out	10:00 pm (11:30 pm Fri/Sat)

STUDENTS MUST REMAIN IN THE DORMS UNTIL 6:45 AM

DAY STUDENTS

Although Chemawa Indian School is a boarding school, we welcome any day student into our community. We encourage day students to be actively involved in the programs offered on campus. Day students are subject to search each day upon arriving to school. Day students are not eligible for the Honor Card residential program.

The expectations of day students are as follows:

- If a day student is to miss classes because of illness, parents are required to call the school secretary at (503) 399-5721 x1242 between 7:45 and 8:00 am. The student is required to bring a note from the parent to the attendance office explaining the nature of the absence when they return to school.
- Day students are held to the same attendance standard as boarding students. Excessive tardiness to school may result in day students being required to move into the dormitories.
- During bad weather when travel is restricted, day students may be excused from classes. Information about local school closure will be broadcast on local Portland television stations and local Salem radio stations. Students are responsible to make up all assignments that are missed.
- Day students are only allowed on campus after hours while participating in an approved school activity. Day students are not eligible for activities that are deemed “residential.” Students must report to the residential department to obtain a pass.
- Day students and the vehicles that transport them onto campus are subject to search anytime while on campus.
- Day students are to report to the Attendance Office upon arrival each day. Students may be subject to search on a random basis.
- Day students are required to follow the same school policies on campus as residential students.

DISCIPLINARY REFERRALS/STUDENT INCIDENT REPORTS

A disciplinary referral is documentation of a student's alleged violation of the Code of Conduct while at Chemawa Indian School. A referral is not always the first step for discipline, but indicates that interventions and other guidance has not been effective to correct the behavior. Disciplinary referrals will include all actions seen, date, time and location of the incident. The staff member that writes the referral will then follow-up with the student, and the student will be asked to sign the referral. Signing a referral does not indicate guilt of a violation; signing only acknowledges that the student understands that a referral has been written. If a student refuses to sign, it will be noted on the referral form. Staff will also then call the parent to inform them that a disciplinary referral was written. Referrals will be forwarded to the designated personnel for additional follow-up. **Consequences will be assigned according to the most severe violation per event.**

Students may choose to appeal a referral if they feel that they did not commit the infraction, or they feel that they have been treated unfairly. Appeals must be submitted, **in writing**, to the designated administrator within 48 hours from the time the student was notified of the referral. If after the appeals process has been completed and the student is still not satisfied, the student may file a written appeal to the School Superintendent. Copies of all referrals will be issued to the student, the parent/guardian, and posted in the behavior database.

Possession of weapons, distributing or intending to distribute prohibited items may result in immediate administrative leave pending a due process hearing for final outcome.

Further information regarding disciplinary referrals and consequences for these referrals may be found in Appendix C.

DISCIPLINE POLICY

This Parent/Student Handbook was developed to serve as a Code of Conduct for all students who are accepted for enrollment at Chemawa Indian School. Each student, regardless of age, and each student's parent/guardians agree to abide by the school rules, expectations, and regulations as a condition for enrollment. Non-compliance with these rules, expectations, and regulations may result in, but not limited to phone calls home, behavior contracts, counseling, restriction of privileges, community service, alternative dispute resolution, behavior referrals, lunch and after school detentions, referral to and placement in student success programs, referral to law enforcement, administrative leave, suspension, and expulsion.

School administration, faculty and staff acknowledge its responsibility to provide educational opportunities that foster skills, build relationships, understanding, appreciation, and attitude for living effectively in our society. Students acknowledge their responsibility to contribute to a school atmosphere where people can live and learn with dignity and respect for one another.

The Codes in the Parent/Student Handbook are developed in accordance with the Code of Federal Regulations, Chapter 25, Part 42 (as revised April 1, 2011). Recommendations were solicited and received from parents, faculty, staff, solicitor's office, and school administration.

In order to guarantee protection of student rights, all students shall be provided consistency in the disciplinary process. Each student will be entitled to reasonable enforcement of all school rules and policies.

Full discipline consequence matrix and Code of Conduct can be found in Appendix C of this handbook.

Safeguards of Disciplined Students

When disciplinary action is taken according to 25 CFR Part 42.2, the rights and safety of the individual student and the school community as a whole shall be protected. Students shall be:

- Given fair consideration
- Shall not be subjected to action that is deliberately arbitrary or capricious
- Shall be given an opportunity to respond to charges before disciplinary action is taken
- Shall be disciplined appropriately for the offense committed

DISPLAYS OF AFFECTION

Students will conduct themselves in a manner that will convey a positive image about themselves.

Hickeys and/or excessive public displays of affection are not considered respectful or positive.

Administration, faculty and staff will counsel with students whom they believe are not meeting these standards. Students that are 18 years of age or older should not be in a relationship with anyone under 18 years old, as it carries the potential to violate Public Law.

Displays of affection considered appropriate are a **brief hug, brief kiss and holding hands**. Other behaviors are considered inappropriate on school campus or at school activities. Students who fail to conduct themselves in a manner that is respectful will be subject to disciplinary action, as determined by administration or designee.

DORMITORY ASSIGNMENTS

Dormitory assignments are made by dormitory management. The dormitory schedule – study hour, check in, curfew and lights out – are determined by administration and are enforced by dormitory staff. Roommate requests or room changes will need to be approved by the Dorm Managers.

DRESS CODE

Student's dress should be appropriate, neat, clean and in keeping with health, sanitary, and safety practices.

Final determination of what is considered appropriate will be made by school administration. Any personal property deemed inappropriate or disruptive to the educational process will be confiscated and returned to the student's home address. To clearly maintain a positive environment, the following are NOT acceptable at school or school-sponsored activities:

- Any clothing or jewelry, including buckle or items with gang symbols, nicknames, weapons, drug/alcohol/tobacco references, profanity, or obscene language.
- Hairnets and skull caps are not permitted. This does not prohibit use of these items for sports, as deemed appropriate by the individual coach.
- Clothing or item with racial put downs, sexually demeaning pictures, words, numbers, symbols of controversy (such as swastikas or confederate flags) or sexual innuendo will be sent home.
- Designer contact lenses that alter the natural color or shape of eye.
- Clothing that is predominately a solid color (particularly red and blue) – including shirts, belts, bandanas, shoelaces, or pants (blue jeans are ok).
- All pants must fit appropriately at the waist. Boxers or spandex shorts are not acceptable as outerwear.
- Apparel, jewelry, accessory, notebook or manner of grooming that, by virtue of its color arrangement, trademark or any other attribute, are specifically identifiable as belonging to a disruptive group or gang. This includes all Insane Clown Posse or "Hatchetman" jewelry, likeness of Insane Clown Posse, including spider braids.

- Face paint – culturally relevant expressions are exempt
- Necklaces or items around the neck resembling nooses.
- Graffiti or gang-related symbols, including gang nicknames, drawings, or lettering on clothing, notebooks, backpacks, or assignments.
- Any clothing or an accessory that disrupts the learning process of students.
- Belts are to be worn in belt loops. No part of the belt should be left hanging.
- Clothing such as halter tops, tube tops, muscle shirts, backless tops/dresses, or revealing clothing that exposes inappropriate areas (short shorts or skirts) including undergarments. Rule of thumb is that no clothing should be shorter than fingertip length as measured standing flat footed looking ahead.
- Shirts that show the chest or midriff.
- Metal spiked clothing or accessory items are not permitted.
- Blankets and slippers are not to be brought or worn during the school day, in the academic building.
- **Hoods are not to be worn on the head while in classrooms or assemblies. Sunglasses are not to be covering eyes while inside the building.**

DRUG/ALCOHOL USE/ABUSE INTERVENTIONS

The purpose of Chemawa Indian School is to offer a solid educational program to all American Indian and Alaskan Native students. The school and the student have an obligation: teachers to teach and students to learn. Any student who is under any type of chemical influence is not prepared to participate in his/her education.

In keeping with the US Department of Education guidelines for drug/alcohol abuse, prevention and intervention and recognizing the negative impact on learning when students use mood altering substances, the following policies have been adopted:

1. All policies and procedures regarding drug/alcohol use will be fairly and consistently implemented.
2. Depending on severity of the violation and the circumstances of the incident, students may be immediately placed on administrative leave pending a due process hearing, and may be subject to further disciplinary action.
3. Students will be referred to CBHC and will be required to follow through with any and all recommendations provided during the assessment process.
4. Campus security measures will be consistently implemented, particularly in regards to supply and sale of controlled substances by regular patrol of critical campus areas. Security procedures shall include regular dormitory searches, canine searches and random drug testing measures when applicable.
5. Chemawa Indian School will work with Chemawa Indian Health Services to assist students in receiving the services needed according to their assessment.
6. Students found where drug/alcohol activity is taking place, even if not actively participating, may be subject to disciplinary actions.
7. Students violating the drug and alcohol policies the first time will be assigned to the Student Success program, which can include mandatory group or individual counseling, peer court and community service.

Chemawa Alcohol Policy

- A. When a student is suspected of using alcohol, an initial assessment will be done on site. Breathalyzer will be administered to determine level of intoxication. If student is severely impaired, 911 will be called immediately.
- B. Trained Chemawa staff will initiate a Student Incident Report
- C. Students severely impaired will be transported to Indian Health Services (Monday-Friday 8-5pm) or to the hospital emergency room (after IHS hours of operation) to be examined and cleared by trained medical professionals. Parents will be notified. The hospital utilized by Chemawa Indian School is Salem Hospital (503-561-5373) or Legacy Silverton Medical Center (503-873-1500)
- C. When it has been determined by medical staff through means of formal alcohol measurement (i.e. breathalyzer), that it is safe for the student to return to campus, the student must obtain a medical release from Indian Health Services or the hospital emergency room before they will be readmitted into school custody.
- D. Upon return to school, students will continue to be monitored by trained school personnel and be subject to the Student Success Program for drug and alcohol use.
- E. Depending on severity and circumstance, students who are caught using alcohol may be allowed to remain on-campus if they (with parent/guardian support) agree to begin the Student Success Program. Otherwise, students may face immediate administrative leave, pending a due process hearing.
- F. Law enforcement will be called to manage students who display out of control and non-complaint behaviors.
- G. Students who display physical signs (reasonable suspicion) of chemical influence or in possession of any mood altering substances/paraphernalia will be subject to alcohol/drug testing. Refusal to take the drug test (via breathalyzer, blood or urine) will be considered an admission of guilt and will be treated as a positive result. A sample that appears to be altered or tampered with may also be considered a positive result.

DUE PROCESS

Tribal, county, state and federal authorities may prosecute students who commit crimes or violate laws as established by county or tribal ordinances for tribal, state and federal codes. The court will administer the penalties for any violations and the school may impose a second penalty, which will not be construed as “double jeopardy.”

Due process refers to the regulations governing students’ rights in regard to any disciplinary action that may involve removing a student from their education and is administered in accordance with 25 CFR Part 42.7. These rights are outlined below.

- (a) The school must give the student written notice of charges within a reasonable time before the hearing required by paragraph (b) of this section. Notice of the charges includes:
 - (1) A copy of the school policy allegedly violated;
 - (2) The facts related to the alleged violation;
 - (3) Information about any statements that the school has received relating to the charge and instructions on how to obtain copies of those statements; and
 - (4) Information regarding those parts of the student’s record that the school will consider in rendering a disciplinary decision.

- (b) The school must hold a fair and impartial hearing before imposing disciplinary action that may result in removing a student from school, except under the following circumstances:
- (1) If the act requires immediate removal (such as, if the student brought a firearm to school) or if there is some other statutory basis for removal;
 - (2) In an emergency situation that seriously and immediately endangers the health or safety of the student or others; or
 - (3) If the student (or the student's parent or guardian if the student is less than 18 years old) chooses to waive entitlement to a hearing.
- (c) In an emergency situation under paragraph (b)(2) of this section, the school:
- (1) May temporarily remove the student;
 - (2) Must immediately document for the record the facts giving rise to the emergency; and
 - (3) Must afford the student a hearing that follows due process, as set forth in this part, within ten days.

In addition, the student has the following additional due process rights,

- The right to produce and to have produced witnesses on the student's behalf and to confront and examine all witnesses.
- The right to have parent/guardian present and to be represented by lay or legal counsel of the student's choice. Legal counsel will be at the student's expense.
- The right to receive a record of the hearing including written findings of fact and conclusion.
- The right to administrative reviews and appeals.
- The student shall not be compelled to testify against themselves.
- The right to have allegations of misconduct expunged from the school record in the event that the student is found not in violation of the charges.

The disciplinary hearing officer(s) are appointed by administration. Students may request a personal advocate. The hearing officer(s) shall make findings of fact and recommendations as to whether the student is in violation of school policy based upon the evidence presented at the hearing.

The hearing officer(s) may make one of the following recommendations:

- Dismissal of some or all presented charges
- Referral to Student Success Program
- Probation – a minimum of an eight-week contract with specific behavior expectations. The probation program is intended to assist the student in achieving behavioral goals and thereby remain in school. Probation contracts will be developed to fit the student's specific behavioral concerns. Probation may extend beyond the eight weeks pending regular weekly reviews of the student's overall progress.
- Suspension from school – suspended students will be excluded from attendance for the remainder of the semester in which the suspension occurs and at the discretion of administration and may include the remainder of the current year.
 - Suspended students must reapply through the regular admissions process; the Admissions Board will determine re-admission outcome.
 - While in suspension status, students must be enrolled full-time at another school or provide written justification from their home school stating why they could not be enrolled.
 - Students must comply with all conditions outlined in the suspension letter in order to be considered for readmission.
- Expulsion – Expelled students may not re-enroll at any time.

- All Special Education Students will be afforded a manifestation determination meeting prior to a disciplinary hearing. In the event this meeting does not concur with the decision of the hearing decision team, the Special Education Coordinator will present an alternative plan or placement for the student.

DUE PROCESS HEARING PROCEDURES

Disciplinary hearings will be held as warranted. Administration will refer those students who continue to violate school rules for a disciplinary hearing.

Student hearing files will contain copies of all incident reports, counseling summary statement, attendance data, grade reports, activity tracker/summary, and appropriate letters of notification, parent contact information and fact findings when conducted. Hearing files will also include any interventions, service notes or ADR documentation. Parent notification of scheduled hearings will be sent by either email or fax, or individual phone call, depending upon parent preference.

Contact will be made with the parent/guardian regarding the hearing date and time, alleged rule violations, and student rights and procedures for the hearing. Agency staff may be contacted to assist with parental notification if the school is unable to contact the parent/guardian personally.

Staff will present the Notification of Disciplinary Hearing to the student and will review alleged rule violations, explain student's rights and procedures and have the student sign the notice, if present. Otherwise notification will be sent by certified mail. The student will have a minimum of 24 hours to prepare for the hearing unless it is an emergency hearing for administrative leave or suspension.

The disciplinary hearing officer(s) will present the Finding of Fact and make their recommendation to administration or designee for final dispensation. Students and parent/guardians will be notified of the outcome by original letter of decision. They will also be advised of their appeal rights and procedures.

Appeal Process: Written appeals must be addressed to the School Superintendent and received within 30 days of the hearing decision letter date. The School Superintendent will make the final decision to deny or grant an appeal and responds to the student and parent/guardian in writing. The projected timeline for completion of the appeal process will be within ten (10) days of the receipt of the letter of appeal. If the decision is unsatisfactory to the parent/guardian or student, an appeal may be made to the Education Program Administrator that oversees Chemawa Indian School.

ELECTRONIC DEVICES

Due to disruption of the educational process, **inappropriate use of electronics will not be allowed during class time**. Teachers will convey electronic use restrictions in their syllabus and as a part of their posted classroom expectations. Any electronic used inappropriately during class time may be confiscated. Students are not to accept or place calls during school time on personal devices. Parents needing to contact their child during school hours may call the office and have a message delivered to their class. Students that are failing classes at mid-term or trimester may be required to have personal electronics locked during school time. Electronics violations will have consequences according to the discipline matrix.

GRADING

Students will receive a transcribed grade for each course at the end of each trimester. Trimester grade reports will be sent home to parents. Progress reports will be given to students and mailed to parents mid-

way through the trimester, at approximately 5 weeks. Students and parent/guardians are encouraged to check grades more frequently through the Parent Portal. Accounts to the Parent Portal can be requested through the academic office.

The academic grading scale is as follows:

A = Excellent (4.0 grade points)

B = Above Average (3.0 grade points)

C = Average (2.0 grade points)

D = Below Average (1.0 grade points)

F = Failing and not meeting minimum requirements (0.0 grade points)

Pass/No Pass grades, rather than letter grades will be assigned to specific support classes and students acting as student aides.

Incompletes are only to be used when a prolonged illness, approved trip, or an emergency has deterred the student from completing the class work by grading time. All incompletes will be approved by administration and any work not completed within two (2) weeks of the end of the grading period will automatically revert to an F for that course, unless alternative arrangements have been made with the teacher of record and approved by the Academic Principal.

The teacher philosophy and grading process will be clearly announced, and the students in each class will receive a written syllabus of coursework the first week of each trimester. The grading philosophy must include the impact of attendance as it is related to the school policy. Students missing more than 10 days in any one trimester may lose credit for that course.

Students will be placed on academic support plan if their GPA is lower than 2.0 at mid-term or trimester. Academic plans may involve students being required to participate in an after school tutoring or evening tutorial program. Students will be given until the following trimester grades to bring their GPA to 2.0. Students failing to bring up their grades may be removed from school for lack of academic progress.

GRADUATION REQUIREMENTS

Each student (including each special programs student) is required to have a minimum number of credits in grades 9-12 in order to be eligible for graduation. Students must have a required number of credits to walk at graduation or participate in graduation activities. Chemawa Indian School is on a trimester schedule.

For seniors lacking credits to meet graduation requirements, an Independent Studies class is available. Students can work on individual courses and may complete more than one class in each semester, as needed. Academic Counselors will determine necessity and course assignment. In rare cases, Juniors may be assigned to Independent Study. This class is not available for Sophomores and Freshman.

Students working during summers at home may receive up to 2.0 credits maximum for their work. Each 65 hours of work equals .5 credit. Students may show proof of employment through pay stubs or letter from their employers. Please see the counselors for more information about this program.

Early Graduation: Any student wishing to graduate early within or before their fourth (4th) year of high school, must have completed their senior project, as well as have met the minimum achievement expectations below, as measured by one or more of the following measures in the areas of math, reading, writing and science:

- NWEA testing (80% percentile – reading score of 232, math score of 250)
- ACT test (composite of 18, plus 16 or above in all areas)
- Oregon statewide test (reading score of 2515, writing score of 2583, math score of 2543, science score of 240)

Students not meeting these requirements and wishing to graduate early will work with their guidance counselor to enroll in a course of study that will help students meet these expectations. Applications for early graduation are available from guidance counselors or administration.

As a requirement for graduation, all students will be measured and must pass three (3) work samples in the Essential Skills. Opportunities will be given each year within core classes.

1. Read and comprehend a variety of texts.
2. Apply mathematics in a variety of settings.
3. Write clearly and accurately.

Dual Enrollment Opportunities

Seniors with less than one trimester worth of work to complete may have the opportunity to attend Chemeketa Community College for college credit. Placement is subject to admission and placement testing. Due to the high level of student responsibility in attending school off-campus, administration and counselors will refer students who are appropriate for the program. Administration and counselors will consider behavior when determining who is eligible to participate. Students will be required to sign a behavior expectation contract.

This opportunity gives students a perspective of what college life is like while gaining transferrable college credit. Students enrolled at Chemeketa will be required to participate in a study group in order to support them in critical thinking, tutorials and organization required to be successful in the class.

Students have the option of having the college credit also placed on their transcript with the grade earned in the course.

Chemawa also participates in the Willamette Promise program which allows students to complete college courses through their core classes at Chemawa at no cost to the student. Eligible courses will be listed on the syllabus and students will have the option to complete those courses for dual credit (high school and college credit) or high school credit only.

College Entrance Requirements

All post-secondary colleges and schools set their own entrance requirements. It is the responsibility of the student to know what those requirements are and work with the academic counselor to ensure they are meeting the necessary admission requirements for their post-secondary school of choice. Course requirements are in addition to minimum grade point averages (GPA) and college admission test scores.

The ACT is given on campus two times per year, with other opportunities available off campus throughout the year. ACT college placement testing will be offered to all Juniors. Seniors will be required to take this test at least one time during their senior year. Students are able to take the ACT test up to two times at no cost. Students will be required to take ACT Preparatory course in their Junior year. Seniors that are new to Chemawa will also be given the opportunity to take the ACT Prep classes free of charge.

Due to the increasing requirements for college and career readiness, Chemawa has adopted the following graduation requirements:

Category	Units Required
Language Arts (minimum of 1 unit being Writing)	6 units
Mathematics (minimum of 3 units being Alg 1 & above)	4 units
Science	3 units
Social Studies (as specified below) <ul style="list-style-type: none"> • 1 unit US History • .5 unit World Geography • .5 unit US Government • .5 unit Economics • 1 unit Social Studies Elective 	3.5 units
Physical Education	1.5 unit
Health	1 unit
CTE (Fine Art, Practical Art, Technology, Languages)	3 units
Native Culture	1 unit
Electives	3 units
TOTAL REQUIRED	26 units
<u>Additional Requirements:</u> (these are in <u>addition</u> to the above graduation credit requirements)	Senior Culture Project ACT Preparatory Course

HALL PASSES

Students are expected to be in the class or activity to which they are assigned. Excess movement between classrooms and in the hallways can be disruptive to the learning environment. Students will be issued planners that have four (4) hall pass opportunities each week. Passes should be used for emergencies ONLY and will give the student a maximum of five (5) minutes out of class. Once those pass opportunities have been used, students will not be issued additional passes. During class time, any student in the hallways must be in possession of a teacher/office hall pass that indicates the date, time and where the student is going, initialed by the teacher. Students that take advantage of the hall pass system may have their pass privileges revoked. Loitering or disrupting classes may result in disciplinary action.

HARASSMENT POLICY

Chemawa Indian School is committed to ensuring that every student has the right to be free from any type of harassment from any person. It is our responsibility to create a safe environment for all. Any verbal or physical action that makes a student feel threatened or afraid may be considered an intimidating, bullying, or abusive behavior. This type of behavior will be collectively referred to as *harassment*. All harassment

and bullying behaviors will be subject to immediate disciplinary action as noted on the discipline matrix on Appendix C.

Response to Harassment:

Any student who believes that he/she is or has been a victim of any harassment will be investigated and appropriate measures will be taken for both the victim and the offender. Students with any knowledge of such behavior from/to either staff or students are encouraged to tell a staff member immediately. Confidentiality will be maintained for the reporting student or staff member.

Definitions of Harassment:

- Sexual—Any unwelcome verbal or physical conduct of a sexual nature, request for sexual favors, or other sexually-oriented advance is considered sexual harassment. Sexual harassment can be as blatant as rape, as obvious as telling dirty jokes or using vulgar language, or as subtle as a look. It can occur with opposite or same-sex persons. It can be from adult-to-student, student-to-student, or student-to-adult.
- Intimidation—A bullying behavior or any action from another that causes the student to feel threatened or fearful. Physical or verbal abuse is a form of intimidation.
- Abuse—Any physical or verbal action from another that causes emotional or physical pain to another is considered abuse. Behaviors can be blatantly cruel or subtly unkind.
- Hazing—Any participation in the persecution of others by rough practical jokes, forced or demeaning acts or tasks, physical or verbal abuse for the entertainment of others will be considered hazing. This includes any intentional or reckless act committed by a student, whether individually or with others, in-person or in writing, against another student with a risk of potential physical injury, mental harm or degradation.

BULLYING:

Bullying is defined as unwanted, aggressive behavior among students that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:

- **An imbalance of power:** Students who bully use their power – such as physical strength, access to embarrassing information, or popularity – to control or harm others. Power imbalance can change over time and in different situations, even if involving the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

THERE IS NO TOLERANCE FOR BULLYING BEHAVIOR.

Reports of bullying are made on the Bullying Report Form that can be found in both academic and residential departments and are investigated by administration. Parents will be made aware of bullying reports. Please see www.stopbullying.gov for more information on what bullying is and how to prevent it.

HEALTH SERVICES

Health and wellness are important issues at Chemawa Indian School. Health and education tend to build upon each other. In addition, at a residential school such as Chemawa, it is easy to see the importance of community health. Each individual student's health can affect the health of the community and vice versa.

As a Chemawa Indian School student, taking care of individual health is a priority. If a student has a health problem, they will be expected to take responsibility for getting evaluated at the IHS health clinic adjacent to the school. If a student has significant health problems and they are choosing not to take care of them, that student may be medically released from school. All students will be screened upon arrival for medical, dental, vision, hearing and laboratory tests. Due to boarding environment, all students will be required to take the flu vaccine, unless the school receives written refusal by the parent/guardian.

Indian Health Services (IHS) will be available on campus for all students. It is important to note that because Chemawa Indian School and the Western Oregon Service Unit – Chemawa Indian Health Center is located in the state of Oregon, Oregon state laws regarding parental consent, disclosure and treatment of minors must be followed. Please read the included Indian Health Services Policy in regards to the treatment of pediatric patients, located in Appendix D of this handbook.

Students report to sickbay in the mornings before school to be evaluated for illness and request a pass. Depending on availability and severity of the problem, the student will be given an appointment to the clinic. After normal clinic hours students may be transported to Salem Hospital Emergency. Students wishing to schedule non-emergent appointments with the clinic will need to fill out the appointment request form and put it in the box at sickbay. Students will be then informed when the appointment is made.

There is a sickbay for students who are unable to attend classes due to illness or injury. This sickbay is open during school hours with a monitor in contact with the nurse, if necessary.

The daily sickbay list will be distributed to academic and dormitory staff and students will be restricted to their dorms for the remainder of that day.

While the clinic is maintained adjacent to the school, it is not a department of Chemawa Indian School. Chemawa administration and staff do not have access to student medical records. To speak to medical personnel or the business office at the Indian Health Services clinic, please call 503-304-7600.

HOME EMERGENCIES

If there is an emergency at home that requires parent or guardians contacting their student while enrolled at Chemawa Indian School, please be reminded that there is staff available to assist with your student in emergency situations. Parents are encouraged to contact school administration with the emergency instead of calling students directly.

During School Hours – Monday through Friday, 7:30 am – 4:30 pm Pacific Time

Academic Principal	ext 1345
Assistant Principal (Fed Programs)	ext 1244
Academic Counselor	ext 1257 or ext 1264

After School Hours – Monday through Friday after 3pm and weekends

Home Living Specialist	ext 1282	Residential Main Desk	ext 1283
Residential Counselor	ext 1297	Social Worker	ext 1411 or 1259

If it is necessary for the student to leave school for any reason, please contact the Academic Principal to discuss checkout procedures. **ALL travel expenses, including shuttle to Portland International Airport, will be at the expense of the student and/or their family.**

HOMEWORK

Homework is an expectation at Chemawa. Homework is defined as written or non-written tasks assigned by a teacher to be completed outside the classroom. These assignments will complement class work and be relevant to the curriculum. Homework is a natural extension of the school day and an important part of a student's educational experience. Homework encourages self-discipline, pride in one's work, positive self-esteem, and an interest in learning. Failure to complete assigned homework will have a negative impact on the student's class grade.

HONOR CARD PROGRAM

The Honor Card program recognizes residential students' achievement in managing their boarding life and making appropriate choices while enrolled at Chemawa. Day students are not eligible for the Honor Card program. Honor Card students are afforded various freedoms in the daily schedule and will have first choice to attend "special premier activities." Examples would include bowling, off campus movies, skating and professional sporting events. Students must qualify and maintain good standing in both the Academic and Residential departments to earn and keep their Honor Card.

Eligibility: All students will begin the year with an Honor Card. Honor card eligibility is evaluated at each grade reporting period (midterm progress and final trimester). Eligibility at each point is outlined below:

1. At the mid-term progress reports:
 - a. C or better in all classes (no D, F or NP)
 - b. No major or higher rule violations throughout the CURRENT trimester.
2. At the trimester:
 - a. C or better in all classes (no D, F or NP)
 - b. 3.0 term GPA or higher

Students who receive a minor rule violation during the trimester will have their privileges revoked according to the following schedule:

- 1st offense: Loss of Honor Card for 1 week
- 2nd offense: Loss of Honor Card for 2 weeks
- 3rd and repeated offenses: Subject to approval of Assistant Principal (Student Supports)

Privileges:

1. Students may attend home sporting events in lieu of study hour.
2. Students will be afforded first access to premier on and off campus activities.
3. Students will be given the option to shower at night after details until 10pm (school nights) and 12 midnight (weekends)
4. Students will be given the option to do their laundry at night after details until 10pm (school nights) and 12 midnight (weekends)
5. Students will be given the option for an Honor Card lunch line at the cafeteria.
6. Other alternative privileges may be added, in consultation with Student Council.

Management:

1. Honor Card status will be maintained by the individual student.
2. To encourage students to be responsible for their privileges, cards will NOT be replaced if lost or damaged.
3. Questions regarding student eligibility shall be directed to academic administration
4. Activities and privileges will require the student showing their Honor Card.

HONOR CODE POLICY

The administration and faculty of Chemawa Indian School are dedicated not only to teaching academic skills but also to fostering integrity among students. Since today's students are tomorrow's leaders, students must be encouraged to recognize, understand, and practice ethical behavior. In an effort to accomplish this goal, the following policy is presented to help students avoid what is considered unethical behavior and to help guide them toward more acceptable conduct. Each teacher will also address cheating and the integrity of doing one's own work as it applies to his or her specific course. Teachers will have access to and will use plagiarism checkers in their classrooms for assigned work.

- A. Plagiarism is defined as copying parts or all of someone else's work or ideas without giving proper credit. This includes copying published materials or material or ideas from Internet sources without appropriate citations.
- B. Cheating takes various forms, but in all cases it is representing another person's work as your own. Loaning a student your assignment to copy is also considered cheating.
- C. Consequences of cheating:
 - 1. Explanation that the grade on the specific exam, quiz, or daily assignment may result in a grade of F or a zero.
 - 2. Repeated incidents may result in class failure for the grading period.
 - 3. Use of stolen examination will necessitate conference to include teacher, administration and student. The conference resolution may include a failing trimester grade.

HONOR ROLL

A student will be placed on the honor roll when his/her grade point average (GPA) is 3.0 or higher for that term with no grades below a D. Students receiving a 3.5 GPA or higher for the term and no grades below a C will be placed on the Principal's List.

Honor roll students will receive a certificate each trimester and recognition from the Academic Principal. Students placed on the Principal's List will be honored each trimester.

INTERNET USE

Internet and network access is provided to the students and staff of Chemawa Indian School for the primary function of education and research. Students and parent/guardians must read and sign the Internet Acceptable Use Agreement found in the student enrollment packet before they may access school computers. The agreement is kept on file for the period of one year. By signing this agreement, the students, staff and parent/guardians agree to obey the rules as outlined. The use of equipment, computers, network resources, and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of these privileges.

Students will have access to Chromebook labs in each classroom, as well as computer labs in school and dormitories for after school and weekend use.

In general, users agree to the following:

- Use of the network must be in support of education and research.
- Users must not reveal their passwords or use other users' passwords.
- Users shall not damage computers, computer systems or a computer network; this includes altering software components on the computer or system.

- Transmitting or intentional receipt of hate mail, harassment, and other antisocial behaviors are prohibited on the network.
- Users shall not use the network to access or process pornographic material, inappropriate text files, or any illegal activity.
- Students agree not to play games on the computers unless authorized by monitoring staff member.
- Users agree not to use the chat rooms.
- **Students MUST NOT use proxy servers to avoid the content filtering software programs.**

Computer Lab Usage

- All staff is responsible for monitoring student activity on the network. Staff members assigned to a group of students is responsible for overseeing their network and Internet activity.
- No food or drink allowed in the computer labs.
- Teachers are expected to have lesson plans before students use the Internet, which includes pre-researching sites that are used.

Consequences of Unacceptable Use:

- Suspension and/or termination of network and Internet privileges.
- And/or additional disciplinary action as determined at the administrative level regarding unacceptable language and/or behavior.
- And/or referral to law enforcement authorities for criminal or civil prosecution.

LAW ENFORCEMENT

Chemawa has a cooperative agreement with the Marion County Sheriff's Office to provide law enforcement services and patrol the campus. Law enforcement may utilize canines in situations of search and seizure. Law enforcement will respond to calls of disorderly conduct, possession of alcohol or drugs, assault, sexual assault, vehicle theft, and other crimes and school violations. They are responsible for the safety of the students, staff, and visitors and for protection of all buildings and property belonging to Chemawa Indian School. Law enforcement ensures that the school's anti-drug, anti-gang and anti-alcohol policies are enforced, as well as providing educational activities and resource support.

Students violating the "No Tolerance," "Severe" or "Major" categories will be referred to Marion County law enforcement for possible citations or arrest. Students committing crimes on campus will also be referred to law enforcement for adjudication. Students cited or arrested by Marion County law enforcement will be required to adhere to the consequences sanctioned by the Marion County Juvenile Department, as well as any disciplinary consequences imposed by the school (including the possibility of Peer Court). Chemawa campus is federal property, and therefore, crimes committed by students over 18 are subject to Federal prosecution.

Interview by Law Enforcement

Law enforcement will notify Administration when requesting to interview a student. Students will have their rights explained to them in a language that is clearly understood. The student reserves the right to remain silent. If the student is interviewed, an administrator or designee must be present during questioning. Students may refuse to speak to law enforcement officials who do not have a subpoena or a warrant for an arrest. This right is only guaranteed to students who are interviewed on school premises.

Peer Court

Any student(s) receiving a law violation or referral to law enforcement may be subject to a referral to Chemawa Youth Peer Court by the Marion County Juvenile Department according to 25 CFR Part 42.4. The Chemawa Youth Peer Court coordinator will determine whether the referral is appropriate for youth adjudication. Student(s) approved for Peer Court will be required to attend, follow and successfully complete any sanctions set forth by that court. Student(s) who fail to fully complete their requirements in an appropriate amount of time will be referred back to Marion County Juvenile Department for additional sanctions, and may be subject to suspension for violation of probationary agreements.

LIBRARY

Students are encouraged to use the library for research or leisure reading. Students must have a pass to enter and must report back to class prior to the end of the period. Teachers will arrange with the librarian for entire classes to have library time. Library hours are generally between 7:45 a.m. and 3:30 p.m. Study rooms with computer access are available after hours in the dormitories.

MAIL

Incoming mail should be addressed to the same name the student used at the time of enrollment at Chemawa Indian School. The use of nicknames will delay the student from receiving his mail in a prompt manner. The student's mailing address is:

Student Name and Dorm Name
Chemawa Indian School
3700 Chemawa Road NE
Salem, OR 97305

Things to remember:

- Student mail is received by the Chemawa Business Office Monday through Friday where it is sorted and transferred to the Recreation Department for distribution to dorm offices. Under no circumstances will mail be distributed to students from the Administration offices.
- All incoming package contents are subject to inspection.
- A list of students receiving mail will be posted outside the dorm office daily.
- Mail is held for students on leave. Once it is determined that a student is not returning, mail will be forwarded to the home address on file for the student.
- Mail that is not picked up within 30 days will be returned to sender.

MAKE UP WORK

IT IS THE STUDENT'S RESPONSIBILITY TO ARRANGE FOR MAKEUP WORK WITH EACH OF HIS/HER TEACHERS WHEN STUDENTS RETURN FROM LEAVE. The first day the student returns to school, he/she is expected to contact each teacher and make arrangements for the completion of all work that was missed. This will include a timeline for completion of the assignments. In general, the timeline will be the same number of days that the student has missed.

MEDICATION DISTRIBUTION

Students may not keep medications in their dorm or on their person, except with special permission. All medications are stored in the locked cabinet located in sickbay. Any prescriptions or over the counter medication brought from home must be stored here as well. Exceptions are made for students with inhalers and EpiPens. These are encouraged to be carried on their person at all times.

Morning medications will be distributed Monday through Friday from 6:30 to 7:30 am before school starts. Medications are also available during the lunch hour and from 7:30 to 8:30 p.m. Sunday through Thursday and 8:30 to 9:30 pm on Friday and Saturday. All medication distribution will be handled in the residential department by trained personnel.

Students will be expected to show ID in order to receive their medications.

MOTOR VEHICLE POLICY

Chemawa Indian School vehicle policy requires that no vehicle will be allowed for student use. If a student brings a vehicle with him/her to school, upon arrival the keys must be turned over to the Academic Principal until the student leaves Chemawa Indian School.

Day students are not allowed to use their vehicles at anytime while on campus. Off campus lunch is not permitted. Appointments that take place during school hours will need to be excused by a note from the parent, and verified by a phone call to the parent, at the phone number on record.

OFF CAMPUS APPOINTMENTS

Occasionally, Indian Health Service will make appointments for students in the community when they do not have the resources to provide (i.e. orthopedic, oral surgery). Transportation to and from these appointments by school staff will be reserved for those procedures that are not elective in nature. Students are encouraged to communicate with the academic counselor or academic principal if there are transportation needs outside the routine (i.e. college interviews, military recruiting, auditions) a minimum of 2 weeks in advance. Transportation to these activities are dependent upon availability of staff. Students will need to provide the itinerary (air/train/bus and shuttle transportation to airport), parent permission and school leave authorization paperwork before transportation to the shuttle will be scheduled.

Transportation and arrangements for elective procedures will be the responsibility of the student and their parent/guardian.

Transportation to off campus appointments for day students are the responsibility of the student and their parent/guardian.

OREGON HEALTH PLAN

When Chemawa students arrive on campus, at the beginning of the school year to when they leave campus at the end of the school year, their OHP (Oregon Health Plan) eligibility is of high importance. Students can request assistance in completing their OHP applications from the Chemawa clinic's business office staff any time throughout the entire school year. The Benefits Coordinator will be on campus regularly to check attendance for new and returning students.

It is very important for parents to close any home state Medicaid benefits while your students are attending Chemawa. It is illegal to be receiving benefits from more than one state at a time and if a person is not living in a state that he or she is receiving benefits for the state could request to be reimbursed.

(Remember to call your caseworker to close state benefits while your student is attending Chemawa).

The Oregon Health Plan are state benefits defined by IHS as an “alternate resource” to be applied for and used before expenditure of CHS (Contract Health Services). All Chemawa students either living on campus and attending Chemawa full-time or living in Marion County and attending Chemawa full time are CHS eligible. **All Chemawa students will apply for the Oregon Health Plan, unless the student has private insurance on file at Indian Health Services.**

Due to the DRA 2005 (Deficit Reduction Act of 2005) it is necessary for most people to submit their original birth certificates to OHP before benefits are approved. If you have not submitted an **original birth certificate** into the Chemawa clinic’s business office for your student --you will be receiving a letter from the Benefits Coordinator requesting you to do so—please respond to the letter. Your original birth certificate will be returned ASAP. The business office will assist parents and/or legal guardians in obtaining an original birth certificate for your student’s personal files if needed.

PARENT PORTAL

The Parent Portal is a confidential and secure website where you can get current information about your child's school attendance, behavior and grades online. Information on how to access the Parent Portal is on the school website and will be sent to parents in the first progress report. Teachers will update grades on a weekly basis and post to the Parent Portal on Fridays.

The parent portal can be accessed online at <https://bie.infinitecampus.com/campus/portal/chemawa.jsp>

PERSONAL PROPERTY OF STUDENTS

All students are given a lockable cabinet and under bed storage. Students **will be issued two (2) combination padlocks to secure their personal areas**. These locks will be returned to the school at the end of the school year as a part of the student checkout procedures. It is the student’s responsibility to take appropriate care of their personal property. Chemawa Indian School is **not responsible to replace lost or stolen property of students**.

Chemawa is not responsible for sending back contraband items that have been confiscated during intake or the school year. Please refer to the list of contraband found on page 13. Space is limited in the dormitory rooms and we ask that students leave large stereos, radios, televisions or personal gaming systems at home.

The Federal Government does not assume responsibility for any wrongful act committed by any student in an Indian Boarding School or other educational facility, either on or off the school property. Liability for damages resulting from a wrongful act by a student rests with the parents or legal custodian of the student. The school is not responsible for damage or theft of any personal property of a student, regardless of the value.

Students are encouraged to bring their valuables to the law enforcement office in either the residential or academic buildings to be engraved with their identification.

PROHIBITED AND RESTRICTED AREAS

Any area outside of the inner perimeter fence is prohibited and restricted from students at any time, unless accompanied by staff, even when gates may be open. The front of school/parking lots (after dusk) and gravel road in the back of the dorms are off limits at all times. Specific restricted areas will be

communicated to the students during the orientation process. Students found in these areas will be subject to disciplinary action.

Other student's rooms are always off limits. Students who gain entrance to any locked area will be considered to be breaking and entering and will be assigned consequences according to the discipline matrix.

Students at the clinic will be required to have a pass from either the academic department, residential department, or IHS in their possession at all times.

RELATIONSHIP MISBEHAVIOR

Relationship abuse is a behavior pattern that is not acceptable at Chemawa Indian School. If abuse is suspected or observed between two students by staff members, documentation will be written and given to administration. Administration will refer the abuse to law enforcement. The students will be counseled on the appropriate behavior of couples and other appropriate measures may be instituted. The safety of each individual is of primary importance. If couple abuse is critical or behavior does not change after counseling, Administrative Leave may be required for either or both students for their safety.

REPORT CARDS

Report cards are issued at the end of each trimester. Copies of the students' grades are sent to the parent/guardians. Progress reports will be issued to students (and sent to parents) at mid-term (approximately every 5 weeks). Parents are encouraged to check grades at any time on the Parent Portal.

Chemawa staff and administration welcome parent/guardians involvement with their student's education at all times, not just at formal grade report times. Parents may call the school office to request a conference with teachers or administration at any time.

RIGHTS AND RESPONSIBILITIES

According to the 25 CFR, Part 42.2, individual students at Bureau-funded schools have, and must be accorded, at least the following rights:

- (a) The right to an education that may take into consideration Native American or Alaska Native values;
- (b) The right to an education that incorporates applicable Federal and Tribal Constitutional and statutory protections for individuals; and
- (c) The right to due process in instances of disciplinary actions that may interfere with their access to education.

When it is determined that a student has violated the code of conduct set forth in this handbook, the student must be willing to accept the consequences of their actions.

Search and Seizure

In order to protect the safety and welfare of students and school personnel and to maintain the order and discipline on school property or at school sponsored events, school authorities may search a student's person, room, locker, desk or personal property, under the circumstances described in this policy and may seize any illegal, unauthorized, or contraband materials or evidence as described in the accompanied regulation. In addition, students arriving on campus from any location, for any reason, may be subject to search prior to being released to the academic department or dormitories.

- Administration or their designee may conduct searches, when that official has reasonable grounds to suspect that the search will uncover evidence of a violation of school policies, school rules, or federal, state or local laws.
- The extent of the search of a student's person or personal effects and the measures used in conducting the search must be reasonably related to the objectives of the search, must not go beyond what is warranted by the nature of the suspected violation, and must respect the privacy considerations in light of the age and gender of the student.
- Dorm rooms, lockers, desks, and other storage areas provided for student use on school premises are considered school property and remain at all times under the ownership and control of the school and are thus subject to inspection at any time. A student's personal space will be respected unless there is "reasonable suspicion" for concern about student safety or about rule violations.
- Non-aggressive, passive searches by detection canines capable of locating controlled material such as illegal substances, alcohol, gunpowder, and other medications deemed legal and illegal, will be brought to Chemawa Indian School on a random and unannounced basis by law enforcement. Areas checked by canines will include classrooms, dorm rooms, personal property, and other areas common to students. Canines will not directly check a student's person.
- The Supreme Court has ruled that the detention and questioning of students by school officials on school grounds, and the search of a student's person, room and property does not offend the Constitution as long as the officials have "reasonable suspicion." The Courts have also upheld the right of schools to use detection canines to passively check areas, rooms and property.

"Reasonable Suspicion" for search and seizure of illegal, unauthorized or contraband items is defined as:

- A positive indication by a detection canine
- Reasonably credible information by another student
- Staff detecting the smell of drugs or alcohol
- Behavior or physiological indicators characteristic of intoxication
- Alcohol, paraphernalia or drugs observed by staff
- Behaviors observed by staff that are indicative of criminal behavior or violations of school policy

At any time, students and their baggage or property may be searched when they return to campus from an off campus activity. Students returning from leave will be searched each time they come back to campus.

Any prohibited item may result in an arrest by law enforcement officers, referral, administrative leave, suspension, and revocation of enrollment, expulsion or a combination thereof.

Individuals with Disabilities Education Act (IDEA)

Discipline of students with disabilities will comply with the provisions of Public Law 94-142. Such disciplinary procedures, if anticipated, will be included in an individual education plan (IEP) and discussed with the parent/guardian during the IEP process. In developing the IEP, the child study team shall review the needs of the student and the manner in which the disability may affect behavior. If it is determined that the student cannot be expected to follow acceptable behavior patterns because of substantial interference from the disabling conditions, the IEP must specify the procedures to follow if unacceptable behavior occurs. Nothing in this section is intended to negate or diminish the due process rights afforded to non-disabled students.

SCHOLARSHIPS

Scholarships may be awarded by Chemawa Indian School through outside sources such as Daughters of the American Revolution and memorial scholarships. These scholarships must be redeemed within 3 years

of graduation. Expiration of outside scholarships may have other requirements. Financial aid applications services are made available to students through the AVID program and academic guidance counselors. In addition, scholarship resources are available on the Chemawa website.

SECURITY

Safety and security of students and staff is of primary importance. A security gate is installed at the front entrance of the school campus. Policy requires each driver to stop at the gate and show valid driver's license before being admitted onto campus. All passengers, 16 and over, must also show picture ID. Anyone not stopping for the security gate will result in an immediate lockdown of the campus. Vehicles entering campus are subject to search. All students arriving from off campus may be subject to search.

In addition, security cameras have been installed inside the academic and residential buildings, as well as outside in the common areas. These cameras are manned by security and have the capability of recording and playback. Students found to be violating policy through video playback can and will be held accountable for their actions. Students found tampering or covering cameras will be subject to disciplinary action.

SICKBAY

Sickbay is reserved for those students that are too ill to attend classes, not for those students that did not get enough sleep the night before. Students may get a pass from their dormitory to report to sickbay in the mornings upon waking up, if presenting with symptoms of illness. Students may not use electronics in sickbay. Students must report to sickbay fully clothed in case they are required to return to school during the day or report to the clinic for an appointment, as the dormitories will be closed during the day. Students that are in sickbay for any part of the school day will also be restricted to the dormitories in the evening.

Parents will be contacted for those students who report to sick bay multiple times. Students may be sent back to school at the discretion of staff.

STUDENT CONCERN FORM

Forms are available at the residential front desk and academic attendance office for students to identify and communicate their concerns to administration. Completed forms may be turned into an administrator or deposited into the box located in the residential department for action. These forms remain confidential. In addition, online confidential forms are located on the school website for reporting.

STUDENT GOVERNMENT

Student government is organized according to the Chemawa Indian School constitution. Executive Council and class officers are elected in the fall of each school year. Candidates must be in good standing in the academic department (as defined as maintaining a 2.8 GPA in the trimester preceding the election and during their stay in office), as well as model appropriate student behavior in both the academic residential department according to the Student Code of Conduct. Student may not have any major or higher disciplinary referrals in the trimester prior or during their stay in office. Student Council will be governed by established by-laws and required to sign a contract regarding academic, behavior and participatory expectations. Student Council members that violate these expectations will be removed.

STUDENT IDENTIFICATION CARDS

Students are required to have a Chemawa Indian School identification card. It is the responsibility of the student to maintain their IDs at all times. Furthermore, students will be required to show their IDs to conduct bank business, get their medications, travel, show at check-ins, attend off campus activities and participate in ACT testing. Student identification cards are also the individual meal access card for cafeteria and library card. Students who lose their IDs can get a replacement for a fee of \$2.00 or may work off the cost by doing one (1) hour of community service.

STUDENT SAFETY

Administrative determinations regarding an individual student's safety and welfare may result in that student being released from school.

Skateboarding is allowed with helmets that are properly fitted and buckled under the chin. Skateboards are not to be brought into the school building during the school day.

STUDENT STORE

Town trips for the purchasing of incidental items will be limited in order to maximize other off campus opportunities for students. The store will be opened a minimum of four days per week, offering students the ability to purchase needed personal hygiene, snack and incidental items. Student employment opportunities are also available in the store and snack bar. Students have access to Amazon for purchasing those items that the student store does not carry. There is no fee or shipping charges for this service if utilizing Amazon Prime. The student store does provide stamps for purchase for student's personal mail.

STUDENT SUCCESS PROGRAMS

Chemawa will provide a safe and positive environment that best serves students. When there is an interruption of the positive learning and social environments of others due to inappropriate behaviors, Chemawa may require students to participate in one of the following success programs depending on severity and circumstances. Student success programs are designed around a multi-tiered system of behavior supports and interventions that reduce all behavioral and motivational barriers to learning. These programs promote safety and prosocial behavior while supporting academic instruction and social-emotional learning.

Alternative Educational Program

When student is found in possession or use of marijuana or vaping, they will remain on restriction up to 72 hours while this referral is processed. The student, if willing to continue their enrollment at Chemawa, will be assigned to Student Success Program. This program utilizes an alternative educational setting in which to help students manage their free time behavior. They will report to Student Success and will remain with the program from 8:00 am until 8:00 pm each school day. This alternative setting will provide educational services from their classes, one on one and small group tutoring, counseling, physical activity and community service. Students will be on restriction throughout the program and over the weekend. Students that complete successfully will be reintegrated into the general academic program after their term. Students who are unsuccessful in the program, continue to accumulate rule violations, are unable or unwilling to reintegrate are subject to a Behavior Intervention Plan. Continued drug use will accumulate more alternative education, as well as peer court and possible removal from school.

Detention Program and Saturday School

This program is designed for students who have violated the school attendance policies or have missed assigned academic support times. Students referred to detention have the responsibility to attend when assigned and failure to attend assigned detention will result in further disciplinary action.

In School Transition

IST provides for the physical isolation of a student during the school day. This may be as a result of being tardy to class or for being removed from class due to disruptive or insubordinate behaviors. Students are responsible for completing academic work while in IST. Assignment to IST will result in dorm restriction for that evening.

STUDENT TRAVEL

Soon after your student has been accepted by Chemawa and has received an official notice from the School Registrar, the travel office will contact your student to arrange travel to the school. NO TRAVEL will be made without all paperwork being on file with the school office. Dates and times for travel are coordinated with school start dates. Student travel coordinator's telephone number is (503) 399-5721 x1286.

Travel will be made from the home address on the student application only. Students will travel when scheduled. If circumstances do not allow for travel at the scheduled time, please be aware that travel will only be rescheduled one time. Any fees for rescheduling after that one time will be the responsibility of the parent/student/guardian.

Chemawa receives funding to provide four trips for your student: 1) one trip to school, 2) one trip home for winter break, 3) one trip returning from winter break, and 4) one trip home at the end of the school year. Chemawa does not receive funds for Thanksgiving, Easter or spring break travel, nor does Chemawa receive travel funds for bereavement situations and cannot fund travel for these events. Holiday and end of year travel will be made to the location that students came from at the beginning of the school year. The only exception to this policy is if there is an official change of home address on file with the registrar.

Modes of travel used by Chemawa vary depending on cost, time and convenience. The three major modes of travel include:

- Train – Amtrak makes a connection to Salem, Oregon. The Amtrak station is approximately 20 minutes from the school campus.
- Bus – Greyhound Bus lines have a fully staffed bus depot in Salem. The bus depot is open until 8:00 pm nightly. The bus depot is approximately 20 minutes from campus.
- Airlines – Salem, Oregon maintains minimum local airline service. The Portland International Airport (PDX) is located approximately 50 miles north from campus. Shuttle services are available from the Airport to Salem.

Travel Tips

All travelers need one piece of photo identification with an expiration date, such as a state identification card. Beginning in October, 2020 all travelers 18 years of age or older will be required to possess a Real ID to fly. This would include a Federally recognized, tribal-issued photo ID or a state issued driver's license or identification card complying with Real ID protocols. Travelers are advised to carry on snack food and should have enough cash for meals on the trip.

Luggage Tips

Most travel vendors will allow one (1) carry-on bag and one (1) small personal item at no charge.

Chemawa will pay for one standard (not oversize or overweight) checked bag. Additional bags or fees are the responsibility of the student. Depending on the mode of travel, the checked baggage will have weight and size limitations. In cases where the luggage fee is unable to be pre-paid, reimbursements will be made only with a receipt and will be made to the student. Airports will not accept cash, will require a debit or credit card to pay.

All travel vendors prohibit the transportation of weapons, controlled drugs and typically have limitations on the transportation of perishable items. Chemawa is not responsible for personal property. Any personal items left behind at the end of the year will be disposed of appropriately.

Law Enforcement and Travelers

Travelers are reminded that all federal and state laws apply to student travelers while in travel status. In the event a student traveler violates a state or federal law while in travel status, the traveler is subject to the requirements of the law; Chemawa has limited responsibility for the traveler.

If a traveler is removed from the bus, train or airline for a violation of the law, the traveler and guardian is responsible for the student and responsible for securing continued travel. Students violating state or federal laws while in travel status to or from Chemawa will be subject to the school disciplinary process, which may include revocation of admission and immediate return home.

Voluntary Travel Information

Chemawa recognizes that there may be occasions when students will travel outside of the school paid travel times. In this case, we require as much advance notice as possible, no less than two weeks. Students will need to provide the Academic Principal the paid itineraries (both common carrier AND shuttle if to airport), parent permission letter and school leave authorization form (located in the academic office) before transportation to the shuttle stop or train/bus station will be scheduled.

Holiday Travel Tips

Chemawa will provide one complete round trip travel for winter break. Students taking time away for Thanksgiving, Easter and Spring Break will need to follow student check out procedures. Students traveling on personal check out status will be required to pay for their own travel, including the cost of traveling between Salem and Portland, Oregon.

Shuttle Service

Chemawa does not provide shuttle service for students with personal checkouts. If the student and/or family are arranging the travel, the cost and responsibility of the arrangements for the shuttle service is also the student/family responsibility. Groome Transportation is the shuttle service that services the Salem to Portland Airport route.

Bereavement Travel

In the event of a need for student travel for a bereavement situation, Chemawa Indian School is not funded and cannot pay for this travel. Families are urged to contact their tribal social service office for assistance.

In bereavement situations, families are asked to contact the Student Service office to coordinate student notification and seek grief counseling support for their student.

Other Travel

Chemawa does not provide trips home for cultural events or breaks. In order to have transportation provided to the airport shuttle or train station, students must fill out a "School Leave Authorization" along with their itinerary (both shuttle and airport), parent permission letter and teacher signatures to the

Academic Principal. Once signed, the transportation department will schedule the ride to the shuttle. Shuttle fees are the responsibility of the student/family.

There are times when colleges will sponsor students to visit their campus, without Chemawa staff. This will be approved, provided that the parent releases Chemawa from liability arising from the visit. School Leave Authorization, parent permission slip, agenda and sponsor contact information must be provided prior to releasing the student for the visit.

Year End Travel

Travel at the end of the year is set to an official date on the school calendar and coordinates with the end of classes. Students requesting to leave earlier than the established finals dates will need to submit a written request to the Academic Principal who will be required to approve the early travel, in writing prior to April 1, before travel arrangements are made. Students will only be checked out with parents/guardians. Leaving before finals may impact final grades and will only be approved in extreme circumstances. Families will be responsible to pay for return travel if it is requested before the established travel dates.

We encourage families to support their graduating seniors at the ceremony at the end of the year. The school will provide a listing of local motels and transportation services that the family may choose to hire for the event. Chemawa cannot pay for travel or lodging, provide local transportation or pick up/drop off at the airports. These expenses are the sole responsibility of the graduates' families. Chemawa will make every effort to match student itineraries with family flights, within established budget constraints. We must receive family flights into by April 1 to coordinate travel reservations.

Students are reminded that leaving school before the end of any term may result in losing some or all credit for that trimester.

STUDENT WORK OPPORTUNITIES

There are limited opportunities for students to obtain on-campus employment (i.e. kitchen helper, peer tutors, custodial, and store and snack bar workers). Students must maintain an overall C average for all classes and sign a contract that outlines behavior requirements. Students may elect to receive academic credit in lieu of monetary compensation, but cannot receive both.

STUDY HOUR

All students are required to observe a mandatory study hour during the weekdays. Each dorm wing will attend study hour in the academic building with tutors on a rotating schedule. Additional allowable activities, for those students that have completed all homework, will be posted and communicated by dormitory staff. Students may not sleep or do dormitory details during this scheduled time. Checkouts are discouraged and limited during this time.

TELEPHONE USE

Students may use the U.S. Government (office) phones with permission from the appropriate staff. Students will not be called out of class or meetings to a telephone unless it is deemed by staff as a definite emergency. Students found to use the telephones to make bogus 911 calls or prank calls will receive a disciplinary referral and will be allowed to only make supervised phone calls.

TEST POLICY

Comprehensive trimester exams will be expected for every course and may count no more than 20%

of the final quarter grade. A student with an excused absence will be allowed to take any test, quiz or exam upon return to school in accordance with the teacher's written syllabus. Tests, quizzes or exams missed because of an absence will result in a zero for that grade, until made up upon return. It is Chemawa Indian School policy not to offer early finals. The finals schedule is published in this handbook, as well as on the school website. Extreme emergencies will be evaluated by Academic Principal and must be requested in writing. Missing finals, regardless of circumstance, will impact final trimester grades.

TOBACCO

Chemawa Indian School is a smoke-free campus. Smoking or using smokeless tobacco is not allowed. Students violating this policy will be subject to disciplinary action and shall be referred to law enforcement and a smoking cessation program in cooperation with Indian Health Services.

TOWN TRIPS

Residential and recreation staff is responsible for implementing a rotating town trip schedule for students. Students will be supervised and accompanied at all times. Students must show money and their IDs. Bags and receipts from town are subject to search and verification. Students unaccounted for will be referred to the school law enforcement.

TUTORIAL PROGRAM

Students on an academic support plan will be assigned to mandatory tutorial during after school or evening study hour. Students needing extra help or academic support may also be assigned tutorial by their teachers, administration, academic counselor, parents or dorm staff. Student volunteers from the local university, as well as peer tutors, are on hand to provide individual tutoring assistance. Students that feel they need additional help may proactively request to attend the evening tutorial. Tutors are available for drop-in help during the second half of the evening study hour with a pass from the dorms. Students that are on mandatory tutorial support plans may receive referrals for insubordination if not attending as scheduled.

VALEDICTORIAN/SALUTATORIAN

In order to receive the honor of being named Valedictorian or Salutatorian, students must maintain both academic grades and behavior standards. Students must have attended Chemawa a minimum of two full years prior to being named class Valedictorian or Salutatorian and remain in school the full year prior to graduation. Early graduates are not eligible for Valedictorian or Salutatorian honors. Students must not have had any zero or no tolerance behavior referrals in their senior year. Those eligible students ranked number one and two as noted by their cumulative GPAs will be named Valedictorian and Salutatorian, respectively. These honors are not official until notified in writing by the Academic Principal.

VISITOR POLICY

Chemawa encourages parent involvement in the educational process of their students. To promote student achievement, students should not be removed during the academic school day or study hour except in cases of emergency.

In order to provide for the safety of our students, Chemawa is a closed campus. Former students and visitors will not be allowed access to campus without advance approval, except during public events. Students that have been suspended from school or are on administrative leave will not be allowed on

campus without prior written approval from the School Superintendent. All visitors, including family members, must check in and obtain a visitor's pass. Passes may be obtained in the Administration Office (Monday through Friday, 8am – 4pm) or the Dormitory Reception Desk (all other times). All visitors must be escorted by school staff while on campus, or be in a designated visitor area at all times.

WITHDRAWALS

All withdrawals are to be referred to the Academic Principal. All books, athletic equipment and supplies must be returned prior to withdrawing, or records may be withheld from requesting agencies. Withdrawal forms, signed by the parent/guardian that enrolled the student in Chemawa will be required to be on file prior to any withdrawal action. **In addition, parent/guardian will be responsible for travel expenses home for all student withdrawals, including any shuttle fees.** Once all paperwork is received (withdrawal form, purchased itineraries including shuttle service) transportation to the shuttle will be provided. Students withdrawing before the end of the term may not receive credit for that term.

APPENDIX A – CONTACTS DIRECTORY

The following directory is provided to direct parents and students to the appropriate department or staff member to answer specific questions. Unless indicated, please dial (503) 399-5721 first and then the extension number. Should you not find the desired contact person or department listed, please call 1-877-CHEMAWA or (503) 399-5721, for a menu of option for locating the department you are looking for.

DEPARTMENT/PROGRAM	CONTACT PERSON*
Academic Programs	Amanda Ward, Academic Principal ext. 1345
Athletic Programs	Ryan Cox, Asst Principal (Fed Programs) ext. 1244
Counseling	Colleen Ruiz (Academic) ext. 1249 Robert Alvarez (Special Ed) ext. 1264 Niky Poole (Residential) ext. 1297
Cultural and Traditional Leader	Marshall Burnette ext. 1249
Facilities Management	Shane Parlette, Facilities Specialist ext. 1234
Facility Use Agreement	Shane Parlette, Facilities Specialist ext. 1234
Food Service	Thomas Bean, Food Service Director ext. 1252
IHS Service Unit	Switchboard (503) 304-7600
Law Enforcement	Marion County Sherriff's Deputies ext. 1289 (academic); 1269 (residential)
Library	Carole John ext. 1246 (office), 1308 (circulation desk)
Residential Programs	Ryan Cox, Acting Home Living Specialist ext. 1244
School Superintendent	Amanda Ward, Acting School Superintendent ext. 1345
Special Education Programs	Ryan Cox, Asst Principal (Fed Programs) ext. 1244
Social Workers	Shannon Wilhelm ext. 1259 Nadine Tallbull-Blackman ext. 1411
Student Academic Schedules	Colleen Ruiz, (General Ed) ext. 1249 Robert Alvarez (Special Ed) ext. 1264
Student Bank	Natasha Alonso-Chavez, Business Tech ext. 1230
Student Support Programs	Ryan Cox, Assistant Principal ext. 1244
Student Transcripts & Admissions	Jeannette Singer, Registrar ext. 1227
Student Travel	Gary Lay, Business Technician ext. 1286

APPENDIX B – DISCIPLINE MATRIX INDEX

Zero Tolerance

- Alcohol – Sale or intent to sell
- Alcohol -- Distribution
- Arson (setting a fire)
- Illegal Drugs – Sale or intent to sell (including substance represented as drug)
- Illegal Drugs – Distribution
- Sale of Medication (Prescription/OTC)
- Sexual Battery (sexual assault)
- Weapons Possession

Severe

- Alcohol – use or possession
- Truancy/AWOL – off campus or over 3 hrs.
- Battery (physical attack/harm)
- Burglary, Breaking/Entering
- Illegal Drugs – use or possession
- Possession of Drug Paraphernalia
- Huffing
- Bullying
- Sexual Harassment
- OTC/Prescription Meds – Inappropriate use or distribution
- Robbery
- Fire Alarm
- Sexual Offenses (lewd behavior, pornography, sexual behavior, indecent exposure)
- Threat, Intimidation
- Hazing

Major

- Truancy – before curfew, missing check-ins between 30 min and 3 hours
- Disorderly Conduct/Endangering Behavior – out of control behavior
- Harassment
- Theft Tobacco – Sale, distribution, use and possession
- Vandalism – damage or cost incurred
- Violation of School Rules – gross insubordination, contraband related to drug use
- Fighting

Minor

- Attendance Policy Violations – check-ins, tardy, leaving class without permission
- Skipping classes
- Use or possession of medication in violation of school rules
- Insubordination – refusal to comply with reasonable requests by staff
- Obscene Language, Profanity
- Minor Physical Altercation - horseplay
- Trespassing – unauthorized areas
- Vandalism – no cost or damage incurred
- Violation of school rules
- Use of electronic devices in violation of school policy
- Public Display of Affection

All formal disciplinary referrals must be documented in writing, submitted to administration for follow-up. Staff writing the referral will make parent contact, noting time and date on the referral with their signature.

APPENDIX C – DISCIPLINE MATRIX

Zero Tolerance

as defined as those infractions that are not tolerated on campus at any time and require immediate removal and due process hearing

BIE CODE	VIOLATION	Clarification	Potential Consequences
1010	Sale of Alcohol	Involves money changing hands	<ul style="list-style-type: none">• Referral to Law Enforcement• Administrative Leave• Telephonic Due Process Hearing
1020	Distribution of Alcohol	Sharing or gifting, no money changes hands	
1100	Arson		
1610	Sale of Illegal Drugs	Involves money changing hands	
1620	Sale of Substance Represented as an Illegal Drug	Involves money changing hands	
1630	Distribution of Illegal Drug	Sharing or gifting, no money changes hands	
1640	Distribution of Substance Represented as an Illegal Drug	Sharing or gifting, no money changes hands	
2110	Sale of Medication	OTC or Prescription, involves money changing hands	
2800	Sexual Battery	Rape, sexual assault	
3700	Weapons Possession		

Severe

*** all consequences require a written referral*

BIE CODE	VIOLATION	Clarification	Potential Consequences
1000	Alcohol	Use of alcohol, or alcohol based substances	<ul style="list-style-type: none"> • Student Success Program • Referral to Law Enforcement • Restriction • Phone call home <p>Depending upon severity and circumstance, students may be immediately placed on administrative leave and have a due process hearing scheduled</p>
1040	Possession of Alcohol		
1240	Truancy	AWOL off campus or over 3 hours or any time after curfew	
1300	Battery	Assault	
1400	Burglary, Breaking/Entering	Breaking into locked area and/or stealing something after breaking in	
1650/1660	Use/Possession of Illegal Drug		
1670	Possession of Drug Paraphernalia		
1697	Other Drug Offenses	Huffing, and/or possessing huffing paraphernalia	
1810	Bullying	Repeated harassment, pattern of behavior	
1900	Harassment, Sexual	Unwanted sexual advances	
1820	Hazing		
2100	Inappropriate Use of Medication	Use of OTC or prescription meds in violation of package or prescribed directions, or medication not in original packaging, hidden in belongings or in quantities in excess of individual dosages	
2120	Distribution of Medication	OTC or Prescription, sharing or gifting, no money changes hands	
2600	Robbery	Stealing by force or intimidation	
2720	Fire Alarm		
2900	Sexual Offenses, Other	Lewd behavior, pornography, sexual behavior, indecent exposure	
3200	Threat, intimidation	This includes student to student or student to staff	

Major

**** all consequences require a written referral**

BIE CODE	VIOLATION	Clarification	Potential Consequences
1240	Truancy	Not off campus, between 30 min and 3 hours	<u>1st offense:</u> <ul style="list-style-type: none"> 1 day (24 hours) restriction <u>2nd offense:</u> <ul style="list-style-type: none"> 3 days (72 hours) restriction
1500	Disorderly Conduct	Out of control behavior, endangering behavior	<ul style="list-style-type: none"> Referral to Law Enforcement Community Service Phone call home Restriction Referral to Peer Court <p>Depending on severity and circumstance, students may be placed on Administrative Leave on 1st offense or thereafter</p>
1700	Fighting	Mutual combat	
1800	Harassment, Nonsexual	Not repeated harassment	
3100	Theft		
3310	Sale of Tobacco	Involves money changing hands	
3320	Distribution of Tobacco	Sharing or gifting, no money changes hands	
3330	Use of Tobacco		
3340	Possession of Tobacco		
3500	Vandalism	Damage or cost to school or individual	
3600	Violation of School Rules	Gross insubordination, contraband related to drug use such as aerosols, lighters, gang related activity, refusal to serve assigned consequences	

Minor

BIE CODE	VIOLATION	Clarification	Consequences
1200	Attendance Policy Violation	Residential – missing or late check-in	Restriction
1230	Tardiness	Late for academic class	IST – remainder of day
1220	Skipping Class	Not attending scheduled class	IST – remainder of day
1297	Other Attendance Policy Violation	Leaving class w/o permission	IST – remainder of day
BIE CODE	VIOLATION	Clarification	Potential Consequences
2130	Use of Medication in Violation of School Rules	Use of prohibited OTC or prescription meds according to pkg or prescribed directions	<p>Depending upon severity and circumstance, minor referrals will receive one of the following consequences:</p> <ul style="list-style-type: none"> • Community Service • Detention • Dormitory Restriction
2140	Possession of Medication in Violation of School Rules	Possession of prohibited OTC or prescription meds on property or person	
2200	Insubordination	Refusal to comply with reasonable requests by staff	
2410	Display of Affection in Violation of School Policy	ADR process required prior to referral written	
2460	Obscene Language, Profanity		
2500	Physical Altercation, Minor	Horseplay or any other minor altercation not arising to injury	
3400	Trespassing	Unauthorized area (no breaking or entering involved)	
3597	Other Vandalism	No damage or cost incurred	
3600	Violation of School Rules	Violation of rules in student handbook	<ul style="list-style-type: none"> • Electronics confiscated • Electronics locked up during day • Phone call home • Electronics sent home
3610	Use of Electronic Device	In violation of school policy, refusing to honor teacher's classroom policy regarding use of electronic devices in classroom	

APPENDIX D – IHS PEDIATRIC SERVICES



DEPARTMENT OF HEALTH & HUMAN SERVICES

PUBLIC HEALTH SERVICE

Indian Health Service
Western Oregon Service Unit
Chemawa Indian Health Center
3750 Chemawa Road NE
Salem, OR 97305

May 1, 2020

Dear Family and Students,


It's that time of year again — time to prepare for the 2020-2021 school year at Chemawa! On behalf of Chemawa Indian Health Center, we would like to give you some information about the services available at our clinic, which is located next door to the school.

Chemawa Indian Health Center and the Chemawa Indian School want to ensure your child receives the best possible healthcare services. We currently offer medical, dental, behavioral health, and optometry (vision care). We also have a full-service lab and pharmacy. If a student needs specialty services like endocrinology (diabetic specialist) or orthopedics (bone specialist), we coordinate their care with the doctors in our local area. Behavioral health offers individual and group counseling, substance abuse treatment, and medication management. We strive to offer culturally relevant services, like specialized music, art and activity-based therapy groups. The clinic staff works together with teachers, school administrators, and community and tribal partners to develop new programs and provide education to promote health, wellness, learning and resiliency. Many of our prevention and Positive Youth Development programs are open to all students and are offered in partnership with the school.


As a Federal Indian Health Service clinic operating in Oregon, we follow the consent and privacy laws of the State of Oregon. It is important to know that Oregon's health care laws may be different than those in your Nation or State. We have included a separate page with information about health care consent and confidentiality for youth in Oregon.

Continuing a student's education away from home is a big decision for many families. We are honored that you trust us with the care of your child, and want you to know we are dedicated to helping your child have a productive, safe, and healthy year.

Sincerely,



Micah Woodard, LICSW, BCD
Behavioral Health Director
Telephone (503) 304-7600



Philippe Champagne, MD, MPH
Medical Director
Telephone: (503) 304-7600

APPENDIX E – TECHNOLOGY ACCEPTABLE USE POLICY

Internet access, network access and staff email are made available for to all students and staff at Chemawa Indian School. Internet Wi-Fi for non-school owned equipment will be restricted during academic time, study hour and curfew.

Content filtering and logging has been established to monitor any and all Internet and intranet transmissions for the security of students, staff and network resources. No right to privacy shall be construed, nor do academic freedom issues apply.

The following guidelines are provided so that users are aware of the responsibilities of appropriate technology use. All Chemawa Indian School users (and parents) are required to sign an Acceptable Use Policy, with agreements kept on file in the school offices. The signatures on this document are legally binding and indicate agreement with the terms and conditions and understand their significance.

The primary purpose of the Internet connection is for educational pursuits. In formulating this policy, Chemawa recognizes that students have a constitutional right to freedom of speech. However, that right is not unlimited, and we encourage students to be thoughtful about their words and actions.

1. The system administrator and school principal have determined what constitutes inappropriate use of the school computer systems and equipment. Inappropriate use includes, but is not limited to, the following activities:
 - a. Sending or displaying offensive/pornographic/threatening/subversive images and messages;
 - b. Accessing, viewing, or transmitting material related to drugs, alcohol, gangs, sexual activity, or hate groups;
 - c. Tampering with or damaging school computer equipment and/or system;
 - d. Violating copyright laws;
 - e. Allowing others access to username and password;
 - f. Using another user's username and password. Trespassing in another user's account, folders, and/or files;
 - g. Intentionally wasting limited resources, such as forwarding chain letters; streaming internet radio or video; downloading music, video, or software;
 - h. Using a proxy server to bypass system network filters and controls;
 - i. Using the school's BIE Internet system for commercial activities;
 - j. Participating in chat rooms or other live communications;
 - k. Cyberbullying which may include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.
2. Violations will result in loss of access, confiscation of equipment, and/or further disciplinary or legal action, and:
 - a. Any cost/expense incurred by the user becomes the liability of the user.
 - b. The user will be billed by the school for loss/damage to the computer system and/or equipment as a result of inappropriate use as listed above.
3. All computer network usage is subject to BIE / Federal filtering and monitoring.

Violations of Chemawa's Technology Policy can be reported to the system administrator or administration for investigation. Violations will be then handled in accordance with the school's general student disciplinary code.

APPENDIX F – DEFINITIONS

Administrative Leave – removal from school for a specified period of time pending disciplinary hearing

Alcohol or Drugs –any item, legal or illegal, that can be used to become intoxicated

Appeal –to request review of a decision

Assault – to intentionally, knowingly, or recklessly cause physical injury to another.

AWOL – absent without leave

Cheating – the improper use of another individual’s work or effort (see handbook for Honor Code)

Contraband – any item that is not allowed on school property or in student rooms or use

Disorderly Behavior – behavior that disrupts the safe and orderly operation of the school

Fighting – an attempt to resolve differences with physical force

Forgery or Lying – writing or giving false or misleading information to school personnel

Gang – a group of people, who interact among themselves to the exclusion of others; who have adopted recruitment criteria for eligibility. They have adopted symbols of membership, claiming a school, neighborhood, community and/or colors as their exclusive territory. Gangs may engage in behaviors or activities which are criminal, antisocial, or discriminatory.

Harass – to persistently act in a manner (verbal or physical) which serves to distress, annoy, or torment another person

Hazing – to harass and/or subject to humiliation and/or physical harassment (including freshman orientation and dragging)

Improper Use of School Equipment – defacing, vandalizing, or other misuse of any equipment, including computers is unacceptable. This includes utilization that may cause embarrassment to others.

In Loco Parentis – legal obligation applied to the school or its agents to act in the place of a parent in a manner, which would provide an appropriate environment conducive to education.

Inappropriate Sexual Conduct – behavior or conduct that is of a sexual nature that is inappropriate for educational or residential environment

Intimidation – to place another person in fear of imminent physical injury by word or conduct

Noncompliance – failure to follow or adhere to established rules, regulations or to follow directions or a process.

Paraphernalia – anything that can be used for the use, manufacture or sale of drugs or alcohol. Are, but not limited to: alcohol bottles, shot glasses, pop bottles/cans with alcohol, baggies, pipes – either homemade or commercially purchased (i.e. apples, pop cans, pen caps).

Probation – an alternative providing the student with opportunity to change their behavior while continuing school

Restitution – reimbursement for actual loss or damage

Retaliation – intimidation, threats or harassment (either by word or action) aimed at students or staff who report illegal or improper activities of another student

Sexual Harassment – unwelcome conduct that is directed toward a person because of that person’s gender, or unwelcome conduct of a sexual nature that creates and intimidating, hostile, or offensive environment.

Tardiness – arriving late to school or class, any time after the bell rings

Unexcused Absence – any absence that has not been excused by appropriate school officials. This includes leaving class without permission.

Vandalism – the willful or malicious destruction of public or private property

Weapons – firearms, illegal explosives or other implement, including look-alike weapons or other items specifically designed or used to inflict injury



United States Department of the Interior

BUREAU OF INDIAN EDUCATION

CHEMAWA INDIAN SCHOOL

3700 Chemawa Road, NE

Salem, Oregon 97305-1199

Phone: 503-399-5721 Fax: 503-399-5870



June 1, 2020

To: All Patrons, Staff and Faculty, and Employees:

The Environmental Protection Agency's Asbestos Containing Materials in Schools, Final Rule and Notice, 40 CFR Part 763 requires that all public and government school buildings be inspected and re-inspected for the presence of asbestos every three years after a management plan is in effect. This same statute also requires initial and annual notification of the availability of a management plan that outlines the steps to be taken to eliminate the hazard. We are very willing to comply with this statute because of our great concern for the well-being of our students, our staff and our faculty.

This correspondence represents the annual notification that is required by the Asbestos-Containing Material in Schools Rule, published at 40 CFR Part 763, subpart E. The Chemawa Indian School is providing this notice to inform the parents, teachers, and employee's organization about location where they may review the asbestos management plan prepared for the Chemawa Indian School.

As a result of our recent building survey concerning asbestos, we must advise that Chemawa Indian School contains a small portion of asbestos.

A periodic surveillance (every six months) inspection will be conducted in accordance with EPA 40 CFR 763.92(b) to be sure that the material is not being disturbed.

Also, a re-inspection (every third year) will be conducted in accordance with EPA 40 CFR 763.85(b).

We have received a management plan which is available for public review in the administrator's office during normal business hours.

Sincerely,

A handwritten signature in cursive script that reads "Amanda Ward". The signature is written in dark ink on a light-colored background.

Amanda Ward

Academic Principal/Acting School Superintendent
Chemawa Indian School