

**VOLUME
24**

2025-2026

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 they determine the spirit of the policy has been violated.

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.

Chemawa Indian Boarding School is fully accredited through Cognia, a non-profit, non-partisan accreditation organization that conducts rigorous, on-site external reviews of PreK-12 schools and school systems to ensure that all learners realize their full potential.

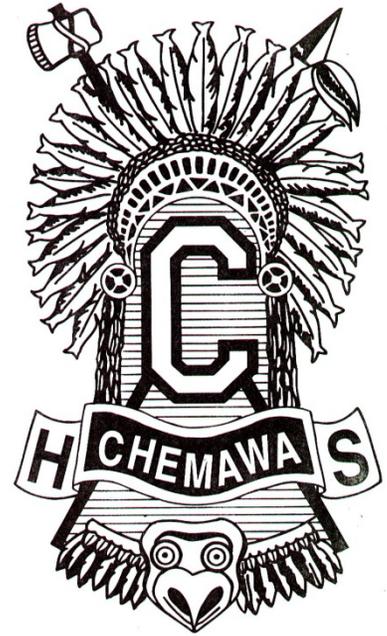
BUREAU OF INDIAN EDUCATION

VISION STATEMENT

The BIE is the preeminent provider of culturally relevant educational services and supports provided by highly effective educators to students at BIE-funded schools to foster lifelong learning.

MISSION STATEMENT (25 CFR 32.3)

The mission of the BIE is to provide quality education opportunities from early childhood through life in accordance with a tribe’s needs for cultural and economic well-being, in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities. Further, the BIE is to manifest consideration of the whole person by taking into account the spiritual, mental, physical, and cultural aspects of the individual within his or her family and tribal or village context.



CORE VALUES

BIE Employees carry out the mission to achieve the vision through guiding organizational principles underpinning how the work will be successfully accomplished.

- Excellence: The BIE achieves success through continuous self-assessment and improvement.
- Focus: The BIE is student-centered, with a commitment to addressing the holistic needs of students.
- Integrity: The BIE maintains high standards of character and professionalism as the foundation upon which the agency is built.
- Respect: The BIE fosters communities of support through mutual regard and collaboration.
- Service: The BIE supports students through proactive and responsive teamwork with schools, Tribes, and communities.

CHEMAWA INDIAN SCHOOL

VISION STATEMENT

A united community embracing tradition and empowering students to develop the knowledge and skills to be successful in an ever-changing world.

MISSION STATEMENT

To create opportunities for Native American youth to achieve success through quality education, cultural diversity, and life skills development.

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 offers members of this inter-tribal community many unique opportunities. Students can 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; participate in drumming/singing and dancing through Performing Arts clubs; participate in sweats and smudging; and to become active in cultural clubs that celebrate and promote individual students cultures. 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;*

2025-2026 School Calendar

All Staff Orientation	August 25-29, 2025
Student Travel:	
New Students.....	August 31, 2025
Returning Students	September 3, 2025
Student Orientation:	
New Students.....	September 1-5, 2025
Returning Students	September 4-5, 2025
Classes Begin	September 8, 2025
Student Council Elections	September 26, 2025
Indigenous People Day (school in session)	October 13, 2025
Picture Day.....	October 13, 2025
Midterm Progress Reports.....	October 17, 2025
Veteran’s Day Pow Wow	TBD
Veteran’s Day (school in session)	November 11, 2025
1 st Trimester Finals.....	November 20-21, 2025
Thanksgiving Holiday (no school)	November 27-28, 2025
ACT Testing (ALL Seniors).....	December 11, 2025
Christmas Travel Home.....	December 18, 2025
Christmas Travel Back to School.....	January 4, 2026
Classes Begin	January 5, 2026
Martin Luther King’s Day (school in session).....	January 19, 2026
Midterm Progress Reports.....	January 23, 2026
Chemawa Birthday Pow Wow	TBD
President’s Day (school in session).....	February 16, 2026
2 nd Trimester Finals.....	February 26-27, 2026
Midterm Progress Reports.....	April 3, 2026
Prom.....	April 11, 2026
Spring Pow Wow.....	TBD
Close Up (Washington DC).....	April 12-18, 2026
3 rd Trimester Finals	May 12-13, 2026
Underclassmen Travel	May 14, 2026
Graduation	May 15, 2026

ACADEMIC DESIGN

Assessment and curriculum will be aligned to meet Bureau of Indian Education College and Career Ready Standards. Interim assessments will be given to all Juniors in reading and math three times per year, with a required summative assessment in each, with the addition of science, each Spring. In addition to statewide assessments, students will also show mastery of content through various assessment methodology in their content level 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 and weekly tutoring sessions after school and/or in the evenings until those grades are brought to a satisfactory level. For those students who fail to attend their required tutoring sessions, Saturday School will be assigned and staffed with teachers to assist in helping students with their schoolwork.

Students not maintaining a C average on trimester report cards may be placed on academic probation and required to have study hall class in their daily schedule. Students not taking advantage of supports, or continuing to not meet standards, may be released from school for lack of academic achievement.

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, mentorships, and Saturday School. Students who fail to maintain a 2.0 GPA in any trimester will be placed on academic probation and given until the following trimester to make academic progress. During any trimester, any student failing 2 or more classes at any given time will be assigned mandatory after school study hour with tutoring. Students may only be released from this study hour with a signed release from the Assistant Principal.

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 in the Chemawa community) 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.

ADMISSIONS

All prospective students are subject to an administrative records review prior to admission, as applicable. Students who wish to enroll must meet the following conditions and requirements:

- Each student must submit a current, fully complete admissions application .
- Each student must provide an up-to-date immunization record. All students shall be immunized in accordance with the regulations and requirements of the state of Oregon.

- Students who apply for admission must provide evidence of membership in a federally recognized tribe. In lieu of membership documents, the school may also take documentation of blood quantum, including a Certificate of Indian Blood (CIB) or documents that show that they are a direct descendent of an enrolled member with a minimum of ¼ degree Indian blood.
- Each student must provide a birth certificate or other documentation establishing guardianship or parentage.
- To enter high school, incoming freshman must provide proof of successful completion of local eighth grade requirements.
- Each student must provide prior transcripts from all high schools that they have attended.
- Prior to enrollment, students who have been under suspension or disciplinary proceedings at another school are required to participate in documented counseling sessions. Sessions serve as opportunities to review the school’s expectations and rules to address any concerns students may have.
 - This counseling also applies to students who previously violated the school’s substance abuse policy and are seeking re-enrollment
- The school will deny admission to adult students (18 years and older) that have no possible chance of graduating before their 20th birthday.
- Upon admission, the student must inform the principal or registrar if they have any known medical issues, including food allergies. School officials disclose this information to the appropriate staff and make referrals to the school’s Section 504 coordinator.
 - The school may deny student enrollment if they pose direct threats to the health, safety, or welfare of staff, faculty, students or themselves. Students denied enrollment may appeal in accordance with the appeal process.
- Chemawa is a school of choice and admission is not guaranteed. Factors including past grades, behavior and school performance are considered when reviewing applications. Students denied admission may appeal to the School Superintendent in writing.

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 other intervention services. This ADR process will be utilized 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

Participation in weekly Monday assemblies 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, including restriction of cell phone use. 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 BIE Interim Assessments in reading and math, BIE Annual Summative Assessments, 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 can succeed only if they regularly attend school. They need continuity of instruction and frequent engagement with the material to grow and make academic progress. The school expects students to be present in their classes, on time, every school day.

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 class 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. Absences may impact student performance and final grades in a course.

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. If a parent/guardian or student believes that a student’s attendance has been incorrectly documented, they can contact the school administrator within 10 days of the end of the trimester in which the attendance was incorrectly documented to discuss the issue.

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. 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. Law enforcement, including reporting a student as a runaway, may be utilized in locating students that have not checked in for over 2 hours.

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. The school is unable to facilitate wire money transfers such as Money Gram or Western Union. Student must set up an account to utilize Student Bank services.

There is an ATM machine available in the lobby of the dormitories, as well as in the Student Center. Students with bank debit cards can access cash for a fee of \$1.50 (in addition to whatever fee is charged by the student's home bank).

It is strongly recommended that parents set up a bank account in their local community with access to debit card for ATM use. The student bank cannot accept personal checks and we do not have ability to accept wire transfers. If you must send money to your child, please send a money order or cashier's check, as they are able to deposit that into the student 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

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 at the beginning of the year during the orientation process.

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.

In addition to the meals in the cafeteria, the school always provides a selection of healthy snacks in the dorms. These snacks are available to students before and after school, in the evenings and anytime that they need something quick.

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 Assistant 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.

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

CHEMAWA'S HOUSE SYSTEM

This program provides a dynamic way to foster connect, celebrate achievements and create fun, friendly competition across the school. Every student will be placed into a "house" based on their core values and preferences. Throughout the year, students will have opportunities to earn points for their House through academic achievement, attendance, leadership, participation in school events and with acts of responsibility and kindness. Throughout the year, points earned will bring special events or rewards to the students in those Houses.

The purpose of this system is to promote character, academic success, school spirit, a family atmosphere and a culture of excellence at Chemawa. The House system will be used as a way to uplift and inspire students. At no time will Houses be allowed to put down others or make disparaging remarks about other houses in cruel, unkind, or demeaning ways.

Each house will have its own distinct identity and purpose. There will be a strong community identity built, with representative values and characteristics that will guide students in academic, residential life and cultural connects. Intramural programs, along with a peer mentoring and support system, will be developed to strengthen these positive connections, build teamwork and leadership of students within the House.

HOUSES:

- House of the Sky
 - Traits – Visionaries, thinkers and dreamers
 - Colors – off white and blue
- House of the Earth
 - Traits – Grounded, dependable, builders
 - Colors – green and tan
- House of the Sun
 - Traits – Outgoing, vibrant, passionate and confident
 - Color – yellow, orange and red
- House of the Moon
 - Traits – Calm, thoughtful and intuitive
 - Colors – grey, white and black
- House of the Wind
 - Traits – Energetic, adaptable, and creative
 - Colors – purple, blue and tan

CHILD FIND AND SPECIAL EDUCATION

According to the federal Individuals with Disabilities Education Act (IDEA), K-12 schools must identify, locate and evaluate all students with disabilities who meet the criteria for Special Education services. This process is known as Child Find. Students may qualify under eligibility guidelines established by Federal law and in conjunction with the Oregon Department of Education. School personnel, families, medical, or Special Education (SPED) staff can refer a student for services. When a student is referred, the parent/guardian will be asked to give and sign permission for initial evaluations. Specialists will complete observations, conduct diagnostic assessments, and gather information from family and other sources to determine eligibility and placement. After the evaluation is complete, and student is found to be eligible for special education services, the student will be placed on an Individual Education Plan (IEP). The IEP is a written document that is updated annually and describes the students' individual needs, goals, specially designed instruction, related services, and any modifications or accommodations that the student will need. The IEP is written by a team of professionals, including the student and parent/guardian. Please contact school administration for more information.

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 oversee 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 Assistant Principal.

Many factors go into developing a students' schedule including credits needed for graduation, remediation, enrichment and social interaction. It is the policy of Chemawa Indian School to avoid placing students in relationships into the same classes to avoid both the possibility of fraternization during class, but also to avoid the social ramifications of possible breakups.

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, dependent upon local pandemic conditions.

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 Travel Coordinator at least two (2) weeks prior to the visit. For these, non-Chemawa sponsored visits, the parent/guardian or college is responsible for any and all travel fees, including shuttle service to the Portland airport.

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.

CONFIDENTIALITY

The Bureau of Indian Education protects the confidentiality of personally identifiable information regarding students in accordance with tribal, state, and federal laws dealing with regular and special education students' rights and privacy. The foundation of the rights and laws comes from federal legislation titled, Family Educational Rights and Privacy Act of 1974. All students are covered by the regulations contained in Chapter 12 known as Students' Rights and Responsibilities. It is the intent of this policy to inform both parents/guardians and eligible students (e.g., students eighteen or older) of their rights in the collection, maintenance, release, and destruction of records.

CONTINUING ENROLLMENT CRITERIA

- Must maintain 2.0 grade point average or higher throughout the school year. Students failing to maintain minimum weekly grade requirements (no F's) will be placed on restriction and assigned additional tutoring and study hours.
- At the progress report (5 weeks) and end of the trimester, grades will be evaluated and those students receiving 2.0 or lower will be placed on academic probation.
 - Students will be given until the end of the following trimester to bring their grades to 2.0 grade point average or higher.
 - Students that are unwilling to take advantage of additional tutoring and conditions of academic probation, or those that cannot maintain 2.0 GPA at the end of the following trimester will be asked to withdraw or will be dropped from enrollment.
- Follow Student Code of Conduct as it relates to major rule violations and above.
- Be an active partner in their education with staff, faculty and administration

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:

- Lighters
- Eye drops
- Weapons
- Razor Blades
- Fireworks
- Vape pens, cartridges or supplies
- Tobacco, alcohol, drugs
- 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
- Self-piercing kits or equipment

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

- Shaving items, tweezers/nail clippers
- Mouthwash
- Cologne

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 through both school counseling, school social workers and in cooperation with Indian Health Service Behavioral Health program. 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.

By Executive Order 14187, Indian Health Service and Chemawa Indian School cannot provide or facilitate any type of gender affirming care for students. This includes medication, counseling that explores gender identity, or transition support. These services are not available and will need to be pursued in the students' home community with the support of family.

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.

On campus we hold powwows, regular sweats and smudging. Powwows are open to the general public. With parental approval and supervision of staff, smudging and sweats are student-only and encouraged. The permission slip to participate in cultural activities is located in the enrollment packet paperwork. Sweats are held in Chemawa's sweat lodge, located on campus.

CURRICULUM

For BIE students, the implementation of college and career ready standards in multiple content areas sets a foundation for even greater student success and growth. These standards establish grade-by-grade learning expectations for students in grades K-12. Standards are not the curriculum; they are learning objectives for students and curriculum is the tools/resources that is used to teach those objectives. The BIE College and Career Ready Standards (CCRS) establish clear, consistent and high learning goals and are more focused on preparing students for success in college and career. The continuity of the standards present an extraordinary opportunity for academic development and they are designed to be relevant to the real world. These standards allow students to master more critical-thinking and unique problem-solving skills and to reflect the knowledge, skills and social foundations that our students need for success in both college and work.

- BIE College and Career Ready Standards in Math, K-12
 - https://learning.ccsso.org/wp-content/uploads/2022/11/Math_Standards1.pdf
- BIE College and Career Ready Standards in English Language Arts (ELA), K-12
 - https://learning.ccsso.org/wp-content/uploads/2022/11/ELA_Standards1.pdf
- Next Generation Science Standards, K-12
 - <https://www.nextgenscience.org/search-standards>
- English Language Proficiency Development Standards, K-12
 - <https://wida.wisc.edu/teach/standards/eld/2020>

DAILY SCHEDULE – Monday through Friday

Regular Wake Up	7:00 am
Breakfast Served	7:45 am – 8:45 am
Residential Bldg Closed (must be out of front doors)	8:00 am
Academic Day	9:00 am – 3:40 p.m.
Hourly Student Check In	4:00 pm - curfew
Dinner	5:45 pm –6:45 pm
Dinner Details	6:45 pm – 7:15 pm
Study Hour	7:15 pm – 8:00 pm
Evening Tutorial	7:15 pm – 9:00 pm
Curfew/Dorm Meetings	9:00 pm (10:00 pm Friday)
Lights Out	10:00 pm (11:30 pm Friday)

STUDENTS MUST REMAIN IN THE DORMS UNTIL 7:30 AM

DAILY SCHEDULE – SATURDAY/SUNDAY

Student Hourly Check In	Wakeup to Lights Out
Campus Cleanup	9:30 am – 10:00 am
Saturday School	9:00 am – 12:00 pm
Dorm Room Deep Clean	10:00 am – 11:00 am
Brunch	10:00 am – 11:30 am
Recreational Activities	9:00 am – Lights Out
Evening Meal	4:30 pm – 5:30 pm
Curfew	10:00 pm 9:00 pm - Sunday
Lights Out	11:00 pm 10:00 pm - Sunday

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 x1241 between 8:45 and 9:00 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 department administrator within 72 hours from the time the student was notified of the referral. If, after the appeals process has been completed, 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 support programs, 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.

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 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

Public displays of affection that exceed respectful boundaries are not appropriate in the school environment. This includes any physical behavior that may be perceived as romantic, sexual, or intimate in nature. While appropriate friendships and supportive connections are encouraged, physical contact should remain within standards that reflect a school-appropriate and professional environment.

Students are expected to refrain from:

- Prolonged or physically intimate contact
- Behavior that may cause discomfort to others or compromise personal boundaries
- Any physical conduct that draws concern for being inappropriate or sexually suggestive

Students who are observed engaging in behaviors outside of these expectations will be counseled by staff and may face disciplinary consequences as determined by administration. Additionally, students who are 18 years or older must not engage in any relationship of a romantic or intimate nature with students under 18 years old, as doing so may carry legal implications under applicable laws.

Our goal is to create a respectful, safe, and inclusive learning environment. Students are encouraged to seek guidance from trusted staff if they are unsure whether certain behaviors are appropriate.

DORMITORY ASSIGNMENTS

Dormitory assignments are made based on a thoughtful process that prioritizes student well-being, individual needs, and the creation of a positive, respectful residential community.

Each student will be asked to complete questionnaire that includes information about their interests, learning and living preferences, sleeping habits, friendships, and other factors that support a healthy living environment. These responses will be used to inform room assignments and help ensure the best possible matches for roommates.

Roommate assignments are made by the dormitory management. Our goal is to build strong, respectful Hallway Communities where students learn to live cooperatively, resolve conflict constructively, and support one another. For this reason, room changes will be minimal and considered only when other options for resolution have been fully explored. Any roommate concerns or conflicts will be addressed through a collaborative process involving dormitory staff, the Dorm Council, and the students involved. The emphasis will be on communication, mutual respect, and problem-solving, with the goal of strengthening community, not avoiding discomfort. By learning to live together and navigate differences, students develop important life skills and contribute to a dorm culture that reflects our values of respect, responsibility, and personal growth.

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, jewelry or accessories (backpacks, purses, bags, belts, shoes, wristbands, shoelaces, coats, gloves, headgear), with gang symbols, nicknames, weapons, drug/alcohol/tobacco references, references to death, profanity, or obscene language. This includes all "COOKIES" brand apparel.
- 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 are not acceptable as outwear.
- 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, including spandex shorts or leggings.
- 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 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 all recommendations provided during the assessment process.
4. Campus security measures will be consistently implemented, particularly regarding supply and sale of controlled substances by regular patrol of critical campus areas. Security procedures shall include regular dormitory searches, canine and mechanical property 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 Support Program, which can include mandatory group or individual counseling and community service.

Chemawa Alcohol Policy

- A. When a student is suspected of using alcohol, an initial assessment will be done on site. Law enforcement may be contacted to administer a breathalyzer 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 or blood test), 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 Support 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 Support 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.

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 if 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 Support Program or other available interventions programs
- 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 multi-disciplinary team will determine 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 or have been removed on administrative leave 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, as well as individual phone call.

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 be impartial, non-school staff and 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, according to CFR.

ELECTRONIC DEVICES

Due to disruption of the educational process, Chemawa Indian School reserves the right to implement a screen time policy and procedure. Screen time is defined as the amount of time a student views any and all digital devices. Screen time can be considered managed and unmanaged. For example, a teacher assigning classwork utilizing Chromebooks would be considered managed. Students using their personal electronic and digital devices without permission is considered unmanaged. A digital or electronic device is defined as, and is not limited to, cell phone, e-device, handheld gaming devices, earbuds, headphones, Bluetooth speakers, smart watches, laptops and Chromebooks.

Personal electronic devices will not be allowed to be used during the school day. Students will be issued a secure plastic case in which to place their digital/electronic devices to assist them in managing their use. Students may keep their devices, in the plastic secured case, in their possession during the day. Any device (i.e. headphones) that may not fit in the school provided case will be turned into the Student Support program personnel to be kept in a secured cabinet until the designated time for pick up. Students may choose to leave their devices locked in their dormitory to avoid temptation of use.

All violations of this policy will be addressed through the non-compliance procedure below, which may include removal.

Any student that needs to communicate with family during the school day may use a school provided phone and privacy to make that call, if they wish. Parents needing to contact their child during school hours may call the office and have a message delivered to their student.

Procedure:

- Students arrive to 1st period and place their digital/electronic devices in the school provided, secure plastic case.
- Students remove the device at the end of 3rd period on Mondays and 2nd period on Tuesday – Friday (just prior to lunch.)
- Students arrive to class after lunch and replace the device in the plastic case.
- Students remove device at the end of 5th period each day before returning to the dormitory.

Non-Compliance Consequences:

- Students that choose not to comply with managing digital devices of any kind will be redirected on the first attempt to place the device in the provided case or to take them to Student Support, if the device is too large.
- On the 2nd instance of non-compliance, the device will be removed from the student and placed in a secure cabinet in Student support for the remainder of the day. Student will be issued a “Opportunity for Success” form (OSF)
- On the 3rd instance of non-compliance, the device will be removed and placed in a secure cabinet in Student Support for the term of 1 week. Student will be issued a “Opportunity for Success” form (OSF)
- On the 4th instance of non-compliance, the device will be removed and placed in a secure cabinet in Student Support for the term of 3 weeks. Student will be issued a minor disciplinary referral.
- On the 5th instance of non-compliance, the parent will be called with the student and the device will be returned home. Student will be issued a minor disciplinary referral.

At the end of each trimester, any student that has earned a 3.5 GPA or higher, have no grade lower than a B and no violations of the Electronic Device Policy may be allowed to carry their electronic devices with continued self-management expectations, including not having phones out in the academic building during the academic day. Students will receive a specific-colored Honor Card for this privilege. Students are expected to carry this card along with their device to show that they are approved to self-carry.

Research shows that electronic use at night, especially after lights out, has a detrimental effect on the learning process due to students not getting the appropriate amount of sleep. Any electronics found to be in use after lights out in the dormitory will be confiscated, placed in secure locked location and consequences will be assigned according to the discipline matrix. Ongoing dormitory violations may result in the electronics being sent home.

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 available to parents through the student information system. 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. These courses do not contribute to the student’s overall GPA.

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 the teacher 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 Assistant 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 (consecutive OR cumulative) 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 the 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.

Grade Level Promotion

Students are not socially promoted, but will be promoted according to the earned credit according to official school transcripts. Students will have the opportunity to advance their grade mid-year if they earn the appropriate number of credits. Students are placed in grade levels according to the following table:

Freshman	0-5 credits
Sophomore	6-11 credits
Junior	12-17 credit
Senior	18+ credits

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. Full credit table is shown on page 24. Students entering Chemawa in their junior or senior years will have their transferring credits evaluated and requirements will be communicated to them as to the credits that remain for graduation.

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 CTE 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:

- ACT test (composite of 18, plus 16 or above in all areas)
- BIE annual test (with scores of proficient for reading and math)

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.

Dual Enrollment Opportunities

Chemawa 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. These courses are through Western Oregon University and college credit transcripts are available directly through their registrar's office. 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. Currently there are classes in math, science and English that are eligible for dual enrollment credit.

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.

Minimum graduation requirements are established by the Bureau of Indian Education in the Indian Affairs Manual, Part 30, Chapter 20. To better support our students, preparing them for whatever post-secondary path they choose to walk, Chemawa has implemented additional credit requirements for graduation.

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 Financial Literacy • .5 unit US Government • .5 unit Economics • .5 unit Social Studies Elective 	3 units
Physical Education	1 unit
Health	1 unit
CTE (Fine Art, Practical Art, Technology, Languages)	3 units
Native Culture (minimum of .5 Native Studies)	1 unit
Electives	4 units
TOTAL REQUIRED	26 units
Additional Requirements: (these are in <u>addition</u> to the above graduation credit requirements)	Senior Culture Project ACT Preparatory Course

Senior Cumulative Culture Project

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.

All seniors will be placed in a Capstone class during the first trimester in which they will be introduced to this project and be given time and support to complete it. Students not completing the project during the first trimester will be required to complete the remainder of the project on their own time. Students not completing the project, including presentation, by April 15th of each year may be in jeopardy of not graduating on time.

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. Teachers and students will utilize the SmartPass program to generate hall passes. 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. Students in the hallway will be required to have electronic passes as permission to be out of class. Students that take advantage of the hall pass system may have their pass privileges revoked. Loitering or disrupting classes while on a hall pass 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, including cyberbullying, is the repeated use by one or more students of a written, verbal, or electronic communication, or a physical act or gesture (or any combination thereof) directed at a target.

Bullying results in outcomes that:

- cause physical or emotional harm to the target or damage to their property;
- place the target in reasonable fear of harm or damage to their property;
- create a hostile environment at school for the target;

- infringe on the rights of the target at the school; or
- materially and substantially disrupt the education process or the orderly operation of the school.

The school prohibits bullying on school property, at school-sponsored or school-related events whether on or off school property, on school buses or other vehicles owned, leased or used by the school, or through the use of technology or an electronic device owned, leased, or used by the school.

Students or parent/guardians of bullied students should immediately report their concerns to a school administrator for investigation and follow-up. The school principal or designee shall promptly investigate a report of bullying or retaliation, considering all circumstances at hand, including the nature of the allegations, ages of students involved, and whether any behaviors are related to a student's protected status (disability, race, color, gender, religion, and/or sexual orientation). The school administrator will notify the parent/guardians of all parties (target and aggressor) involved of any incident in a timely fashion, preferably the same day as the report, if possible. In determining the steps to be taken, the school will consider the rights and safety of alleged target, alleged aggressor, and any bystanders. If the principal or designee determines that a bullying or harassment incident placed the target in reasonable fear or harm, or adversely affected their educational environment, they will institute a formal investigation, which may include separating the alleged target and alleged aggressor by sending them home until the investigation can be completed.

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 regard 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 clinic provider 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 medical personnel, 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

- Assistant Principal ext 1244
- Academic Counselor ext 1257 or ext 1264

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

- Student Services Director ext 1282 Residential Main Desk ext 1283
- Residential Counselor ext 1297 Social Worker ext 1411

If it is necessary for the student to leave school for any reason, please contact the Assistant 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. Homework will be posted to the school’s learning management system and access will be communicated to each student through the class syllabus.

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

Additional 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 for an Honor Card lunch line at the cafeteria.
4. Other alternative privileges may be added, in consultation with Student Council.

Management:

1. Honor Cards will be given and 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. Premier 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 Principal. Students placed on the Principal's List will be honored each trimester during an assembly.

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 Chromebook labs each dormitory for evening 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.**

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 BIA's Office of Justice Services to provide school resource officer services and patrol the campus. Law enforcement may utilize canines in situations of search and seizure of property. In no cases will canines be used to search a person. 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 may be referred to law enforcement, depending on situation and severity. Students committing crimes on campus will also be referred to law enforcement for adjudication. 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.

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. Chromebook labs and access to the learning management systems are available in each dormitory for evening and weekends.

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.

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 plan 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. Medications are stored and distributed from a locked cabinet located in the dormitory offices. Any prescriptions or over the counter medication brought from home will be kept in this cabinet as well. Please see Appendix G for which medications may be kept with the student and the approved list of OTC medications that Chemawa can distribute to students. If there is concerns with any of the approved OTC medications, parents may notify administration and these will not be offered to their student.

Morning medications will be distributed each morning prior to school, at lunch time and in the evening on a specified schedule and location. 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 Principal's secretary 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 assistant principal if there are transportation needs outside the routine (i.e. college interviews, military recruiting, auditions) a minimum of 2 weeks in advance. Chemawa Indian School reserves the right to limit transportation services to off campus appointments depending on availability of staff and types of procedures that can be safely supported by the school.

Transportation and arrangements for elective procedures or those involving the mental health wellbeing of the student or potential mental health consequences 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 Monday afternoons at minimum.

The parent portal can be accessed online at <https://pst.bie.edu/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 rest 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.

RECORDS (EDUCATIONAL)

As a parent/guardian or student, you have the right to:

- examine all relevant records relating to decisions regarding the identification, evaluation, educational program, and placement of the student;
- obtain copies of educational records, at a reasonable cost, if the fee does not effectively deny access to the records (there is no charge for records if the cost prevents the student or parent/guardian from reviewing the records.);
- request amendment of the student's educational records, if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the student. (if the school refuses this request, it must notify the student or parent/guardian within a reasonable time and advise the student or parent/guardian of the right to a hearing); and
- request explanations and interpretations of the student's education records.

If you believe that BIE has discriminated against you or your child based on disability, you may file a complaint of discrimination with the U.S. Department of the Interior's Office for Civil Rights, Diversity, and Inclusion ("OCR") to file a complaint in federal court. Generally, you may file an OCR complaint within 180 calendar days of the act that you believe was discriminatory.

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. 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 available to parents via the Parent Portal at mid-term (approximately every 5 weeks). Parents are encouraged to check in-progress grades at any time on the Parent Portal as well.

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 considering 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 always remain under the ownership and control of the school and are

thus subject to inspection at any time, for any reason. 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, school property, vehicles and other areas common to students and the public. Canines will not directly check a student's person. An indication by the canine that contraband is present is reasonable cause for a further search of the student by school officials.
- 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 upon return to campus.

Any prohibited item may result in referral to law enforcement, discipline 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 academic guidance and school workshops.

SECTION 504

The school will comply with the requirements of the [Rehabilitation Act of 1973, 29 U.S.C. §§ 794 \(Section 504\)](#) and the U.S. Department of Interior implementing regulations (43 C.F.R. 17.501-17.570 (Subpart E)). Section 504 of the Rehabilitation Act of 1973, commonly called “Section 504,” is a federal law that protects students from discrimination based on disability. Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. To be eligible, a student must have a physical or mental impairment that substantially limits one or more major life activity.

Pursuant to Section 504, the school is responsible to identify, evaluate, and determine eligibility, as well as, providing accommodations and services to eligible students with disabilities. BIE has adopted requirements for Section 504 in the Indian Affairs Manual (IAM). To access this policy online: <https://www.bia.gov/policy-forms/manual> or contact the school Section 504 Coordinator.

504 and Discipline

Students with disabilities are not exempt from school discipline codes. However, the student’s disability is considered when determining the appropriate disciplinary response for a 504 student. Special considerations apply to the long-term suspension of students with disabilities under Section 504. If a behavior is not related to a student’s disability, then the disciplinary consequences are the same as for any other student without a disability. The vehicle for assessing the link between a behavior and a disability is a manifestation determination meeting, in accordance with the BIE’s Section 504 Chapter of the IAM, Chapter 15, Section H- Section 504 and Discipline.

Short-term removals (suspensions or expulsions for either 10 consecutive days or 10 days in aggregate) do not require more than normal due process. However cumulative short-term removals totaling more than 10 school days may be considered a “change in placement” and trigger certain procedural safeguards under Section 504, including an evaluation to determine if the conduct was caused by or related to the student’s disability. This evaluation should take place no longer than 10 school days after the decision to take disciplinary action is made. Prior to the meeting, the school shall:

- Give notice of the disciplinary decision and of the Section 504 procedural safeguards to the parent or guardian, no later than the date on which the decision to take disciplinary action is made;
- Notify the parent or guardian in writing, immediately, if possible, but no later than 10 days after a decision to conduct the evaluation;
- Notification should include identification of time, date, and participants who will be in attendance;
- Parents or guardian should participate in the meeting; however, if they refuse to attend, they should be given a copy of the final report.

The following steps must be followed during the evaluation meeting:

- The name of each participant who is present must be recorded.
- The student’s Section 504 team must make the determination of whether the misconduct is related to the student’s disability.
- Attendees must consider all relevant information in the student’s file, including: the student’s Section 504 Plan, any teacher observations, and any relevant information that is provided by the parents.

- A review of the incident at issue, including: the who, what, when, where, why, and how of the specific incident under review.
- The team must determine, after reviewing relevant information in the student’s file and the incident review:
 - Whether the conduct in question was caused by, or had a direct and substantial relationship to, the student’s disability; or,
 - If the conduct in question was the direct result of the school’s failure to implement the student’s Section 504 Plan.

If the Section 504 team determines that the conduct was a manifestation of the student’s disability or that the conduct in question was the direct result of the school’s failure to implement the student’s Section 504 Plan, then the school must take immediate steps to remedy those deficiencies.

If the Section 504 team determines that the behavior was a manifestation of the disability, then the school cannot carry out any discipline that would exclude the student on the basis of their disability. Instead, the IAM requires that the Section 504 team must conduct a functional behavior assessment (FBA) and create a behavior intervention plan (BIP) for the student. If the student already has a BIP, the team must review the plan, and modify it as necessary to address the behavior that is at issue.

If the Section 504 team determines that the behavior is not a manifestation of the student’s disability, then the relevant disciplinary procedures may be applied to the student with the disability in the same manner and for the same duration that they would be applied to a student without a disability. For offenses related to drugs and alcohol, schools may take the same disciplinary actions against students with and without disabilities, and such offenses are excepted from the Section 504 disciplinary procedures that are set forth in the IAM.

A school is not required to permit a student with a disability to participate in or benefit from services, programs, or activities when that student poses a direct threat to the health or safety of others. A direct threat means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures, or by the provision of auxiliary aids or services. In determining whether a student poses a direct threat to the health or safety of others, the student’s Section 504 team must make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best objective evidence, to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury.

Section 504 Eligible students also have the right to an appropriate educational placement and any needed services, the right to notice, and the right to review relevant education records during the disciplinary process.

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. 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.

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 2.5 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

Student safety and welfare is of primary concern. Decisions and determinations regarding safe acts will remain solely with administration and staff. 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. The school is unable to receive deliveries of perishable items during the school day, as there is no area to keep them cold/frozen. The student store does provide stamps for purchase for student's personal mail.

STUDENT SUPPORT 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 intervention programs depending on severity and circumstances. Student support 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

Students violating the student code of conduct (zero tolerance, severe or major violations) may remain on restriction up to 72 hours while the referral is processed, depending on severity and circumstance.

The student may be assigned to Student Support Program. This program utilizes an alternative educational setting in which to help students manage their free time behavior and negative interaction with peers. They will report to Student Support in the academic department and will remain with the program during the 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. During this time, students may only attend work, church/spiritual services or school. 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 misbehavior will accumulate more alternative education, as well as possible removal from school.

Additionally, students tardy to class or being removed from class due to disruptive or insubordinate behaviors will be assigned to the student support classroom for the remainder of the day. Students are responsible to engage in their classes remotely and complete academic work during their time in SSP.

Saturday School

This program is designed for students who have missed assigned academic support times. Students referred to Saturday School have the responsibility to attend when assigned and failure to attend assigned Saturday School will result in further disciplinary action.

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.

While students are in travel status with school chaperones, we are unable to accommodate checkouts or extracurricular activities.

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.

Once travel is booked there will no changes made to student itineraries. **It is the responsibility of the parent if they would like their student to travel on a different day/time/place.** This includes purchasing both the ticket and the shuttle service from Salem to the airport AND any unaccompanied minor fees and baggage fees associated with this changed travel. Christmas travel starts booking by November 7 and end of year travel by April 1. Please make a note of these dates. If parents would like to see if alternative travel dates or specific times are available, requests must be made prior to these dates.

Travel Tips

All travelers need one piece of photo identification with an expiration date, such as a state identification card. Beginning in May, 2025 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 each trip. 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.

All additional luggage brought beyond the 1 paid bag that the school pays for, must be taken home and paid for by the parent/student. Extra luggage will not be mailed home.

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 Travel Coordinator 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.

Parents or guardians who provide transportation home for their student must provide the Travel Coordinator 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.**

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 Travel Coordinator. 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 Assistant 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. If there is no response by deadline, Chemawa cannot guarantee exact flights.

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, animal care, custodial, student store, coffee bar 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.

Student workers are expected to maintain a high level of responsibility and integrity. It is a privilege to be selected for a paid position at the school and violations of the Student Worker Code of Conduct can result in termination of employment.

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 Assistant 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, including vaping, 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. In addition, weekly fast food/restaurant trips will be scheduled for students to be able to sign up and pick up meals in the local community. Students will be supervised and accompanied at all times. Students must show money and their IDs prior to boarding the bus. Bags and receipts from town are subject to search and verification.

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 one full year prior to being named class Valedictorian or Salutatorian and remain in school the full year prior to graduation (for a total of two years of Chemawa enrollment). 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 Principal.

VISITOR POLICY

In order to provide for the safety of our students, Chemawa is a closed campus. Visitors and checkouts may be restricted to parents/guardians, depending on local pandemic conditions. 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 Registrar. 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*
School Principal/Superintendent	Amanda Ward, Principal ext. 1345
Academic Office/Attendance	Marnie Griffin – ext 1222 Cecelia Eagle – ext 1331
Athletic Programs	Ryan Cox, Asst Principal (Fed Programs) ext. 1244
Business Office	Rachenda Reynosa, Business Manager ext. 1229
Counseling	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	Amanda Ward, Principal ext. 1345
Food Service	Shayn Mackaravitz, Food Service Director ext. 1252
IHS Service Unit	Switchboard (503) 304-7600
Law Enforcement	BIA-OJS School Resource Officers ext. 1289 (academic); 1269 (residential)
Residential Programs	Two Foxes Singing (Nunpa), Student Services Director ext. 1283
Special Education Programs	Ryan Cox, Asst Principal (Fed Programs) ext. 1244
Student Academic Schedules	Robert Alvarez (Special Ed) ext. 1264
Student Bank	Fred Kingik, Business Tech ext. 1320
Student Support Programs	Corey Davis ext. 1298
Student Transcripts & Admissions	Jeannette Singer, Registrar ext. 1227
Student Travel	Sarah Thies, Business Technician ext. 1286

APPENDIX B – DISCIPLINE MATRIX INDEX

Zero Tolerance

- Alcohol – Sale or intent to sell
- Alcohol – Distribution, manufacture
- 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	
1020	Manufacturing Alcohol	Any manufacture or distilling of alcohol	
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 Support 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 via telephone</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	Including marijuana and vaping	
1670	Possession of Drug Paraphernalia	Including marijuana or vaping 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	See handbook definition	
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 <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	Including vape, smokeless tobacco or cigarettes	
3340	Possession of Tobacco	Including vape, smokeless tobacco or cigarettes	
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	SSP, lunch or after school detention
1220	Skipping Class	Not attending scheduled class	SSP, dorm restriction
1297	Other Attendance Policy Violation	Leaving class w/o permission	SSP, dorm restriction
2130	Use of Medication in Violation of School Rules	Use of prohibited OTC or prescription meds according to pkg or prescribed directions	Depending upon severity and circumstance, minor referrals will receive one of the following consequences: <ul style="list-style-type: none"> • Community Service • Student Support Program • 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	
3610	Use of Electronic Device	Electronics found in use or in sight during the school day and after curfew. Violation of Electronric Device policy	<ul style="list-style-type: none"> • Electronics confiscated • Electronics locked up • Phone call home • Electronics sent home



DEPARTMENT OF HEALTH & HUMAN SERVICES PUBLIC HEALTH SERVICE

Indian Health Service
Western Oregon Service Unit
Chemawa Indian Health Center
3750 Chemawa Road NE
Salem, Oregon 97305-1198

Dear Parents, Guardians, and Students,

It's already time to get ready for the 2025-2026 school year at Chemawa!

We would like to introduce you to our clinic and tell you about the services we offer. Chemawa Indian Health Center is an IHS clinic located next door to the school. The school and clinic work closely together to promote health and wellness, learning, and resiliency. Together we can help your child achieve their best!

We offer a variety of services to support Chemawa students. At the beginning of each year, the clinic offers all students medical, dental, vision, hearing, and behavioral health screening. This screening helps ensure students get the care they need.

Clinic Services available for students:

- Primary Care – immunizations, well-child visits, medical management of acute and chronic conditions
- Behavioral Health – prevention and counseling services, art therapy, specialized treatment
- Dental – exams, treatment, outside referrals for surgical extraction with anesthesia
- Optometry – exams and glasses
- Pharmacy and Laboratory services onsite

The application packet has some forms for you to fill out, and a checklist of documents for you to include. This information helps prepare the clinic to take good care of your child's health while they are at school.

Chemawa Indian Health Center follows Federal confidentiality laws, and also the state of Oregon's health care access and consent laws. Oregon's laws were created to give all youth access to timely, confidential, and effective care. While students are at Chemawa, they can independently consent to behavioral health services at 14 years old, and consent to receive most health care services starting at 15 years old. Rest assured, our goal is to include parents and guardians in their student's plan of care as much as possible. We always encourage students to discuss their healthcare with you, and we ask that you encourage your student to keep you informed. Together, we can provide quality, supportive care to your child.

To learn more about Oregon's laws, please go to following or review the enclosed document, with special attention to pages 5 and 6 regarding minor consent in Oregon.

[Minor Rights: Access and Consent to Health Care](https://www.oregon.gov/oha/ph/healthypeoplefamilies/youth/pages/resources.aspx)

(<https://www.oregon.gov/oha/ph/healthypeoplefamilies/youth/pages/resources.aspx>).

We look forward to being part of the team that will support your child this coming school year. If you have any questions, please feel free to reach out to us at (503) 304-7600.

Thank you for your commitment to your child's education, health, and wellness.

Sincerely,

Cary Thomas, BSN, RN
Public Health Nurse

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

APPENDIX G – MEDICATION AND OTC POLICY

APPROVED STUDENT SELF-CARRY MEDICATIONS

The list below is prescribed medications that the student may self-carry in their dorms or on his/her person as approved by the Chemawa Indian Health Clinic Medical Director and the Chemawa Indian School Superintendent. Unless otherwise specified, students may have these in his/her possession AS LONG AS it is kept in a pharmacy labeled container that is easily readable with their name as the one to whom it is prescribed. Any medications stored inappropriately or possessed by someone other than the patient, can and will be immediately confiscated with administrative contact to parent/guardians.

- Birth control
- Calcium + Vitamin D Supplement
- Diabetes testing supplies (one box at a time)
 - test strips
 - lancets
 - sharps container
 - glucometer
- Emergency medications
 - epinephrine pen
 - nitroglycerin
 - glucagon kit
 - naloxone nasal spray
- Inhalers (rescue and controller medications)
- Mouthwash (non-alcohol based only)
- Nebulizer solutions and nebulizer machines
- Sleep aids
 - L-theanine
 - melatonin
- Topical medications (creams, ointments, lotions)
- Toothpaste
- Vitamin D (cholecalciferol only)

APPROVED OVER THE COUNTER MEDICATIONS AVAILABLE TO BE ADMINISTERED TO STUDENTS

The following table is a list of over the counter medications that the student may be administered by trained personnel at school in response to minor illness or injury. These medications have been approved by the Chemawa Indian Health Clinic Medical Director and the Chemawa Indian School Superintendent as being appropriate to use for the stated purposes, according to the instructions for use.

Parents with concerns or students with allergies will need to notify administration.

Medication	Generic For	Instructions for use
Acetaminophen 500mg tablet	Tylenol	Take 1 tablet by mouth every 4 to 6 hours as needed for pain, headache, menstrual pain, or fever (max 6 tablets/24 hours; do not use for more than 10 days unless seen by provider)
Bisacodyl 5mg tablet	Dulcolax	Take 1 to 3 tablets once daily for occasional constipation (max 3 tablets/day; do not use for more than 7 days unless seen by a provider)
Bismuth subsalicylate 262mg chewable tablet	Pepto-Bismol	Chew 2 tablets by mouth every 30 to 60 minutes as needed for upset stomach, indigestion, nausea, heartburn, or diarrhea (max 18 tablets/24 hours; diarrhea: use until diarrhea stops but not for more than 2 days)
Calcium Carbonate/Magnesium Hydroxide/Simethicone 1000/270/80mg chewable tablet	Mylanta One	Chew 1 tablet by mouth as symptoms occur for heartburn, sour stomach, bloating, or gas (max 6 tablets/24 hours; do not use max dose for more than 2 weeks)
Dextromethorphan/guaifenesin 20mg/400mg tablet	Robitussin DM and many others	Take 1 tablet by mouth every 4 hours for cough or congestion (max 6 tablets/24 hours)
Diphenhydramine 25mg tablet	Benadryl	Take 1 tablet by mouth every 4 to 6 hours as needed for hives or rash. May cause drowsiness
Ibuprofen 200mg tablet	Advil, Motrin	Take 1 tablet by mouth every 4 to 6 hours as needed for pain, headache, menstrual pain, or fever (max 6 tablets/24 hours; do not use for more than 10 days unless seen by provider)
Cetirizine 10 mg tablet	Zyrtec	Take 1 tablet by mouth as needed for allergies, runny nose, cold symptoms, rash, or hives (max 1 tablet/day)
Menthol Lozenge (cough drop)	Halls cough drop and many others	Dissolve 1 lozenge slowly in mouth every 2 hours as needed for cough or sore throat. May give student 5 lozenges at one time for future use.
Mineral oil/petrolatum cream	Eucerin	Apply a small amount to skin daily as needed for dry, cracked skin. Limit: one per month