

**VOLUME
25**

2026-2027

CHEMAWA INDIAN SCHOOL

Academic and Residential Life
Handbook



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<https://cis.bie.edu>

**Chemawa Indian School
Parent Student Handbook
2026-2027**

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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 just a list of rules. True to its name, it is a resource to keep close at hand, offering guidance for our shared life together. Rather than dwelling solely on restrictions, this handbook focuses on the standards that uplift our community.

It is the responsibility of every student, parent, and guardian to familiarize themselves with these pages. Because no document can predict every situation, students should always approach an administrator for clarification if they are ever in doubt, rather than guessing what is permissible.

Please Note: The School Superintendent holds final authority when interpreting any situation, rule, or consequence. At their discretion, the Superintendent may address issues not explicitly covered by these regulations, or step in when the spirit of a policy has been compromised.

Partners In Education

Parents and Guardians, please know that you are welcome at the school at any time, day or night, to visit or speak with staff regarding your student’s progress and well-being. We are deeply honored that you have entrusted Chemawa with your child’s education.

Chemawa Indian School is fully accredited through Cognia, a non-profit, non-partisan accreditation organization that conducts rigorous, external reviews of PreK-12 systems to ensure that all learners realize their full potential. Chemawa received accreditation through the Phoenix Education Resource Center system accreditation process in 2025.

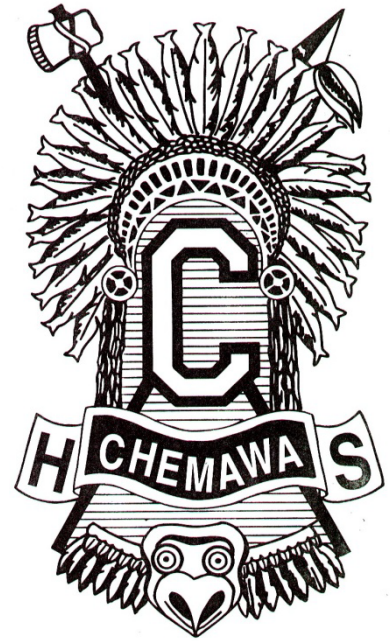
BUREAU OF INDIAN EDUCATION

VISION STATEMENT

Uniting to promote healthy communities through lifelong learning.

MISSION STATEMENT (25 CFR 32.3)

The mission of the BIE is to provide students at BIE-funded schools with a culturally, relevant, high-quality education that prepares students with the knowledge, skills, and behaviors needed to flourish in the opportunities of tomorrow, become healthy and successful individuals, and lead their communities and sovereign nations to a thriving future that preserves their unique cultural identities.



PROGRAM GOALS

The following are goals of the BIE:

- All students meet or exceed academic proficiency levels in reading and/or English Language Arts (ELA), science, and mathematics.
- All schools provide a safe and secure environment by decreasing incidents of violence and substance abuse by the minimum of 2% annually.
- Student attendance meets or exceeds the United States rural attendance rate.
- All schools enhance the professionalism of staff to improve education programs for student success through:
 - Requirements for staff to have appropriate certification;
 - Comprehensive systemic and ongoing professional development;
 - Recruitment and retention of highly qualified educators; and
 - Development of leadership using best practices.
- Achieve a high school graduation rate of 95% or higher.
- Each school provides curriculum and instruction in tribal languages and/or cultures, as approved by the local school boards.

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 in Forest Grove, Oregon, as the Indian Industrial Training and Normal School, Chemawa holds the distinction of being the oldest continuously operating off-reservation boarding school in the United States. Its history began with eighteen Puyallup boys and girls who arrived via steam engine at Pacific University, where they literally had to construct their own classrooms and dormitories. In those early years, the student body comprised not only children, but sometimes entire families.

In 1885, the U.S. government relocated the school to its current site along the Southern Pacific railroad line, just north of Salem. To secure the land, students and staff worked in local hop fields to purchase the school's initial acreage, helping build the campus from the ground up. Originally named the Salem Indian Training School, it eventually became known simply as the Chemawa Indian School.

The name "Chemawa" roots itself in the language of the Willamette Valley's Indigenous peoples, with scholars suggesting meanings ranging from "a gravelly river crossing" to "happy home." But for thousands of alumni, Chemawa's true meaning transcends its name. It lives on in a legacy of resilience, community, and hope—bridging tribal distances, honoring the past, and shaping a shared future for all who walk its halls.

TRADITIONS

Today, Chemawa Indian School stands as a vibrant, inter-tribal community where extensive tribal diversity is celebrated as a profound strength. While historical boarding schools sought to systematically erase Native cultures, languages, and tribal connections, Chemawa has entirely redefined its mission. The school now actively embraces and revitalizes each student's unique heritage. To graduate, students are required to complete a minimum of two cultural courses—covering Native literature, history, arts, and studies—alongside a culminating project exploring their personal heritage.

Through cultural clubs, performing arts, and traditional practices like drumming, singing, sweating, and smudging, students share their unique histories while finding common ground. Chemawa honors both the distinct self-determination of individual tribes and the shared unity and interconnectedness of all Indigenous peoples.

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:** Honor every community member through your words, actions, and attitude.
- **Honor Tribal Values:** Live with integrity by practicing honesty with yourself and others.
- **Protect and Affirm:** Value every individual, the land, and all living beings by refusing to cause harm, disrespect, abuse, or destruction.
- **Foster Indigenous Pride:** Support and uplift tribal pride while actively building connections with all Indigenous peoples.
- **Commit to Growth:** Work daily to your full potential, dedicating your attention to both experiential and academic learning.

2026-2027 School Calendar

All Staff Orientation	August 31-September 4, 2026
Student Travel:	
New Students.....	September 6, 2026
Returning Students	September 9, 2026
Student Orientation:	
New Students.....	September 7-11, 2026
Returning Students	September 10-11, 2026
Classes Begin	September 14, 2026
Student Council Elections	September 25, 2026
Indigenous People Day (school in session)	October 12, 2026
Picture Day.....	October 23, 2026
Midterm Progress Reports.....	October 16, 2026
Veteran’s Day Pow Wow	TBD
Veteran’s Day (school in session)	November 11, 2026
1 st Trimester Finals.....	November 24-25, 2026
Thanksgiving Holiday (no school)	November 26-27, 2026
ACT Testing (ALL Seniors).....	December 10, 2026
Christmas Travel Home.....	December 17, 2026
Christmas Travel Back to School.....	January 3, 2027
Classes Begin	January 4, 2027
Martin Luther King’s Day (school in session).....	January 18, 2027
Midterm Progress Reports.....	January 29, 2027
Chemawa Birthday Pow Wow	TBD
President’s Day (school in session).....	February 15, 2027
2 nd Trimester Finals.....	February 25-26, 2027
Midterm Progress Reports.....	April 9, 2027
Prom.....	April 17, 2027
Spring Pow Wow.....	TBD
Close Up (Washington DC).....	April 25-30, 2027
3 rd Trimester Finals	May 11-12, 2027
Underclassmen Travel	May 13, 2027
Graduation	May 14, 2027

ACADEMIC DESIGN

Assessment and curriculum will be aligned to meet Bureau of Indian Education College and Career Ready Standards for English Language Arts (ELA) and mathematics, Next Generation Science Standards and English Language Proficiency Development. 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

Because academic achievement is our primary focus, students are expected to maintain steady progress in all of their classes. To help everyone stay on track, the school conducts weekly grade checks. Students who are failing a class will temporarily face restriction in the dormitories and must attend weekly tutoring sessions after school or in the evenings until their grades improve. If a student misses these required tutoring sessions, they will be assigned Saturday School, where teachers will be available to help them catch up.

Additionally, students who do not maintain a "C" average on their trimester report cards may be placed on academic probation and assigned a mandatory daily study hall class. Ultimately, students who do not utilize these academic supports or continue to fall short of school standards may be released from Chemawa for a lack of academic progress.

ACADEMIC SUPPORT PROGRAM

To ensure every student succeeds, anyone who receives even a single "F" on a trimester report card will be placed in an academic support program. This personalized assistance may include after-school study hours, evening tutoring, mentorship opportunities, or Saturday School. Additionally, students who fall below a 2.0 GPA in any trimester will be placed on academic probation and given until the following trimester to show improvement. To catch problems early, any student failing two or more classes at any point during a trimester will be automatically assigned to a mandatory after-school study hour with tutoring. Students must continue attending this study hour until they receive an official, signed release from the Assistant Principal.

ADMINISTRATIVE LEAVE (STUDENT)

Students who violate school policy or behavior expectations in a way that immediately or seriously endangers the safety of themselves or others in the Chemawa community may be placed on Administrative Leave. This action is taken in accordance with the procedures outlined in 25 CFR Part 42.7, with the final determination based on the specific nature and circumstances of the offense. Administrative Leave is a temporary measure pending the outcome of a formal due process hearing. To ensure a swift and fair resolution, this leave will not exceed 10 school days, and the hearing and final determination must take place before 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

Chemawa uses several assessments to measure the progress and achievement of all students. All schools use two basic types of assessments: formative and summative. Formative assessments help teachers identify where students need to improve. Summative assessments help teachers measure what a student knows or can do.

	Formative Assessment	Summative Assessment
When	Throughout the course	At the end of an instructional period
Why	Provides teachers feedback from students to guide their instruction	Provides evidence of a student's knowledge, skill, or proficiency
Example	Taking polls, exit tickets, student self-assessments, informal interview with student	Midterm exam, final paper, research project, presentation

Chemawa also administers the BIE's unified assessments to all eleventh grade students to measure proficiency in English Language Arts (ELA) and mathematics (11th grade Algebra 2 students only).

In addition to BIE Unified Assessments, Chemawa will also administer the following optional assessments: SAT, Preliminary SAT (PSAT), ACT, and Armed Services Vocational Aptitude Battery (ASVAB). All students will also be given a behavioral health screening during orientation by the clinic.

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.

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 that indicates the reason for the absence, such as illness, medical/dental appointment, death of immediate family member, religious ceremony, court appointment or compliance with court order.

An Unexcused Absence (with permission) is given when the absence is known to the parent/guardian but includes such things as family vacation, babysitting/helping at home.

Truancy is an absence without documentation or knowledge of parent/guardian. This includes leaving class without permission or skipping. Individual teachers will determine how much credit for the missed work that is made up.

Students are responsible for all class work and homework assignments regardless of the reason for missing class. Teachers will allow students to make up work due to both unexcused absences with permission and excused absences for full credit.

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

School Activities are those where students miss because of participation in school activities (field trips, extracurricular activities, testing, athletics, etc.) These missed absences do not count toward total absences. They are excused and students may make up any work missed. When possible, students should check with teachers prior to the absence to determine what work will be required.

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.

The [Code of Federal Regulations at 25 CFR § 36.31](#) mandates: "A student who has not participated in a minimum of 80 instructional days per semester without a written excused absence shall not be promoted. A school board or a school committee may review a promotion decision and, if warranted due to compelling and/or extenuating circumstances, rescind in writing such action on a case-by-case basis."

- Absences may impact student performance and final grades.
- The school automatically unenrolls students from the school register when they have missed 10 consecutive days.
- Prior to removing students with disabilities from enrollment pursuant to the 10-day policy of consecutive absence, it is essential that prior written notice is provided to parents/guardians. [34 C.F.R. § 300.503](#). The prior written notice should detail the outreach efforts that were made as

well as indicating that the student can be re-enrolled at any time. Re-enrollment procedures should be made available with the prior written notice.

Chemawa considers re-enrollment after removal for attendance reasons on a on a case-by-case basis.

If a parent/guardian or student believes that a student's attendance has been incorrectly documented, they can contact the school Principal within 10 days of the end of the quarter in which the attendance was incorrectly documented to discuss the issue. Attendance records can be found in real time on the Chemawa Student Information System – Infinite Campus.

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.

DORMITORY HOUSES:

HOUSE NAME	HOUSE TRAITS	HOUSE COLORS
House of the Sky	Visionaries, thinkers and dreamers	Off white and blue
House of the Earth	Grounded, dependable, builders	Green and tan
House of the Sun	Outgoing, vibrant, passionate, and confident	Yellow, orange and tan
House of the Moon	Calm, thoughtful and intuitive	Grey, white and black
House of the Wind	Energetic, adaptable, and creative	Purple, blue and tan

CHILD FIND AND SPECIAL EDUCATION

In accordance with the federal Individuals with Disabilities Education Act (IDEA), CFR 300.111 and the Oregon Department of Education, Chemawa Indian School participates in **Child Find**. This mandate requires the school to identify, locate, and evaluate all students with disabilities who may qualify for Special Education services.

Referrals for evaluation can be initiated by families, school personnel, medical professionals, or Special Education staff. Upon referral, parents or guardians must provide signed consent before any initial evaluations take place. The evaluation process involves comprehensive observations, diagnostic assessments, and data collection from families and specialists to determine eligibility and appropriate placement.

Students who meet eligibility criteria will be placed on an **Individualized Education Program (IEP)**. Developed collaboratively by a team of professionals, parents/guardians, and the student, the IEP is a written document updated annually. It details the student's individual needs, academic goals, specially designed instruction, and any required accommodations or modifications. For further information regarding Special Education services, please contact school administration.

CLASSROOM MANAGEMENT

Maintaining a safe, positive, and productive learning atmosphere is a priority for every educator at Chemawa. Teachers oversee their respective classrooms and are responsible for establishing and enforcing fair, consistent expectations for student behavior and engagement.

- **Syllabus and Expectations:** At the beginning of each trimester, teachers will provide students with a written copy of classroom rules, expectations, and consequences within the course syllabus.
- **Visible Guidelines:** These standards will also be posted clearly in each classroom for daily reference.
- **Collective Responsibility:** All staff members share the responsibility of teaching, modeling, and reinforcing positive behavioral expectations throughout the school community.

CLASS SCHEDULE CHANGES

Class schedules are considered final after the first week of the trimester. Changes after this deadline are permitted only under exceptional circumstances. All requested adjustments must be coordinated through the academic counselors and require final approval from the Assistant Principal.

Factors in Scheduling: Student schedules are carefully constructed based on graduation credit requirements, academic remediation, enrichment opportunities, and social dynamics.

To maintain a focused and productive learning environment, it is Chemawa’s policy to avoid placing students who are in relationships into the same classes. This practice minimizes distractions during instructional time and protects students from the social challenges that can arise following a breakup.

CLUBS AND ACTIVITIES

Participation in extracurricular activities is highly encouraged at Chemawa Indian School, as these groups foster leadership, teamwork, and cultural enrichment. Students have the opportunity to establish new clubs aligned with their interests, subject to administrative approval.

The administration approves staff sponsors for all campus organizations, while student leadership positions are filled through democratic elections within each group. Prior to conducting any meetings or financial transactions, all classes, clubs, and organizations must submit a formal Plan of Operations to the school administration and the Student Council. This process verifies the legality of all fundraising and financial accounts. Meetings are strictly prohibited until the Plan of Operations has received final administrative clearance.

COLLEGE VISITS

Chemawa Indian School facilitates experiential learning by organizing local and in-state college campus visits led by faculty and academic counselors. The institution aims to provide this opportunity to each student annually.

Students participating in overnight, college-sponsored visitations must secure parental permission and an executed release of liability. These forms—along with the college contact sponsor information, an authorized school leave form, and the complete trip itinerary—must be filed with the Travel Coordinator no later than two (2) weeks prior to departure. For these non-Chemawa sponsored excursions, the parent/guardian or the hosting institution assumes full financial responsibility for all travel costs, including Portland airport shuttle fees.

To enhance post-secondary success, Chemawa hosts routine FAFSA workshops and ACT preparatory programs. Enrollment and completion of the ACT preparatory course is a mandatory academic requirement for all juniors. Please note that college application fees and institutional enrollment deposits remain the financial responsibility of the student and their family, unless a college fee waiver is applicable.

CONFIDENTIALITY

The Bureau of Indian Education (BIE) protects the confidentiality of all personally identifiable student information in accordance with tribal, state, and federal laws. These regulations safeguard the rights and privacy of both regular education and special education students.

The foundation of these protections comes from the federal Family Educational Rights and Privacy Act of 1974 (FERPA), as well as the regulations outlined in Chapter 12 (Students’ Rights and Responsibilities).

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

To support the holistic well-being of our student body, assessments and screenings are provided at designated times mandated by Chemawa Indian School and the Bureau of Indian Education (BIE). Upon initial arrival on campus, all residential (dorm) students receive a Behavioral Health screening. Referrals to Chemawa Behavioral Health are made seamlessly on an as-needed basis.

Comprehensive individual and group counseling is available to all students. These services are delivered through school counselors, school social workers, and in direct cooperation with the Indian Health Service (IHS) Behavioral Health program.

- **Student Self-Referral:** Students are highly encouraged to seek assistance for any personal, classroom, or dormitory challenges, peer conflicts, or substance use concerns.
- **Confidentiality:** Counseling conversations remain strictly confidential, except in specific situations where reporting is mandated by law.

- **Oregon Minor Consent Law:** Under Oregon state law, minors aged 14 and older have the legal right to seek mental health or counseling services directly at the clinic without parental permission or school notification. *(Please see Appendix D for additional details).*

Pursuant to **Federal Executive Order 14187**, the Indian Health Service and Chemawa Indian School are strictly prohibited from providing or facilitating any form of gender-affirming care for minors.

This federal restriction applies to medical interventions (such as puberty blockers or hormone therapy), transition support, and counseling that explores or validates gender identity. Consequently, these specific services are unavailable on campus or through school-affiliated providers, and must be pursued independently within the student’s home community alongside family support.

CULTURAL EDUCATION

The Bureau of Indian Education (BIE) and Chemawa recognize that cultural education and traditional practices are vital to the success of Native students. By participating in tribal clubs, traditional dances, games, indigenous foods, and historical studies, students develop a strong sense of self-esteem, pride, and cultural identity.

To support our diverse inter-tribal community, Chemawa hosts several sacred and social cultural events on campus throughout the year:

- **Campus Powwows:** These social celebrations are a cornerstone of our community life and are open to the public.
- **Round Dance:** Held in the winter, Round Dance is a social celebration of unity, friendship, and healing. Round Dance requires no special regalia and is open to everyone.
- **Sweats and Smudging:** Traditional sweats and daily smudging are student-only activities. Sweats are held at Chemawa's on-campus sweat lodge under the careful guidance and supervision of school staff.

Important Note on Participation: To participate in sweats and smudging, students must have a signed cultural activities permission slip on file, which is in the student enrollment packet.

CURRICULUM

At Chemawa, the implementation of the Bureau of Indian Education (BIE) College and Career Ready Standards (CCRS) sets a strong foundation for student growth and academic success. These standards establish clear, grade-by-grade learning expectations for students throughout their K-12 education.

To understand how our classrooms operate, it is helpful to distinguish between these two components:

- **The Standards:** These are the specific learning goals and objectives established for each grade level. They outline *what* students need to know and be able to do.
- **The Curriculum:** These are the actual tools, textbooks, lesson plans, and cultural resources teachers use daily to help students master those learning objectives.

The continuity of these high learning goals provides an extraordinary opportunity for academic development. Designed to be relevant to the modern world, these standards challenge students to master critical thinking and unique problem-solving skills. By focusing on both academic knowledge and strong social foundations, Chemawa effectively equips students with the exact skills they need to thrive in college, trade schools, and the workforce. For more information, please see the links below:

- 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)	8:15 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) 897-8952 or 503-897--8973 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 formal documentation of a student’s alleged violation of the Chemawa Code of Conduct. A referral is typically not the first step in addressing behavior; rather, it indicates that previous interventions and guidance have not successfully corrected the issue.

Every referral contains specific, factual documentation including the date, time, location, and actions observed.

- Review and Signature: The staff member who writes the referral will follow up directly with the student to review the incident. The student will be asked to sign the form.
- What the Signature Means: Important: Signing a referral does not mean the student is admitting guilt. It simply acknowledges that the student has been notified and understands that a referral has been written. If a student refuses to sign, this refusal will be noted on the form.
- Parental Notification: Staff will call the parent or guardian to inform them that a referral has been issued. Copies of all referrals are provided to the student and parent/guardian and are documented securely in the school's behavior database.
- Consequences: Referrals are forwarded to designated personnel for review. If an incident involves multiple infractions, consequences will be assigned based on the single most severe violation.

Students have the right to appeal a referral if they believe they did not commit the infraction or feel they were treated unfairly:

1. **Initial Appeal**: A written appeal must be submitted to the designated department administrator within **72 hours** of the student being notified of the referral.
2. **Secondary Appeal**: If the student remains unsatisfied after the initial appeal process is complete, they may file a subsequent written appeal directly to the School Superintendent.

Critical Violations: The possession of weapons, or the distribution (and intent to distribute) prohibited items, may result in immediate administrative leave pending a formal due process hearing to determine the final outcome.

For a detailed breakdown of specific infractions and their corresponding consequences, please refer to **Appendix C**.

DISCIPLINE POLICY

This Parent/Student Handbook serves as the official Code of Conduct for all students enrolled at Chemawa Indian School. As a condition of enrollment, every student—regardless of age—along with their parents or guardians, agrees to abide by the school’s rules, expectations, and regulations. To guarantee the protection of student rights, Chemawa is committed to absolute consistency and fairness in the disciplinary process. Every student is entitled to the reasonable, equitable enforcement of all school policies.

Non-compliance with school rules will result in appropriate disciplinary action. Depending on the severity and frequency of the behavior, interventions may include, but are not limited to:

- Communication & Planning: Phone calls home, behavioral contracts, or mandatory counseling.
- Restorative Actions: Alternative dispute resolution, community service, or referral to student support programs.
- Campus Restrictions: Restriction of privileges, lunch or after-school detention, and formal behavioral referrals.
- Administrative Actions: Administrative leave, suspension, or expulsion.

*Note: The complete disciplinary consequence matrix and full Code of Conduct can be found in **Appendix C**.*

Shared Responsibilities

- Our Commitment: School administration, faculty, and staff are responsible for providing educational opportunities that foster critical skills, build strong relationships, and cultivate the positive attitudes necessary to live effectively in society.
- Student Commitment: Students are responsible for contributing to a safe campus atmosphere where everyone can live and learn with dignity and mutual respect.

Legal Authority and Student Safeguards

The codes established in this handbook are developed in accordance with the Code of Federal Regulations (25 CFR Part 42). Key recommendations were solicited and integrated from parents, faculty, staff, school administration, and the Solicitor’s Office.

In compliance with 25 CFR Part 42.2, when any disciplinary action is taken, both the safety of the school community and the individual rights of the student are strictly protected. Under these safeguards, students shall:

- Receive fair, unbiased consideration.
- Be protected from any disciplinary action that is deliberately arbitrary or capricious.
- Be given a meaningful opportunity to respond to any charges *before* disciplinary action is finalized.
- Receive consequences that are appropriate and proportionate to 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. The school prohibits anything beyond hand holding on school grounds or at student events.

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 strategically structured to maximize student well-being and foster a respectful residential culture. Placements are determined by lifestyle data collected via a mandatory student questionnaire.

To maintain stable hallway communities, room transfers will be restricted and permitted only after all mediation efforts are exhausted. Interpersonal conflicts will be addressed via a mandatory collaborative framework involving students, residential staff, and the Dorm Council, prioritizing conflict resolution over relocation. The Student Services Director will have final determination in all dormitory and room placements.

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

At Chemawa Indian School, our mission is to provide every student with a high-quality education. This requires a shared commitment: teachers are here to teach, and students are here to learn. A safe, focused environment is essential for academic success. Because mood-altering substances interfere with a student's ability to learn and participate, Chemawa strictly adheres to the U.S. Department of Education's guidelines for drug and alcohol prevention. To support a healthy learning environment, the school has adopted the following policies:

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 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 are scheduled as needed. The Administration will refer students who repeatedly violate school rules or those who have been placed on administrative leave.

To ensure a fair process, a student's hearing file will compile all relevant documentation, including:

- Incident reports and fact-findings.
- Academic and attendance data (grade reports, attendance logs, activity trackers).
- Support records (counseling summaries, intervention/service notes, and Alternative Dispute Resolution (ADR) documentation).
- Parent notifications and contact logs.

Parent and Student Notifications:

- Parents: Staff will contact parents/guardians via phone, email, or fax to communicate the hearing date, time, alleged violations, and student rights. If parents cannot be reached, agency staff may be asked to assist.
- Students: Staff will present the Notification of Disciplinary Hearing directly to the student, review their rights, and ask them to sign it. If the student is absent, the notice will be sent via certified mail.
- Preparation Time: Students are given a minimum of 24 hours to prepare for the hearing, except in emergencies involving immediate suspension or administrative leave.

Hearings are conducted by impartial, non-school staff hearing officers. They will review the case, establish the Finding of Fact, and make a recommendation to the administration for a final decision. Students and parents will receive the official outcome via a formal letter, which will also outline their right to appeal.

Appeal Process: Written appeals must be submitted to the School Superintendent within 30 days of the hearing decision letter's date. The Superintendent will make the final determination to grant or deny the appeal, responding to the student and parents in writing within an expected 10 days of receiving the request. Should this decision be unsatisfactory, the student or parent/guardian may escalate the appeal to the Education Program Administrator overseeing Chemawa Indian School, according to CFR regulations.

EDUCATIONAL RECORDS

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.

More information can be requested by calling or emailing the Principal (contact information in Appendix at end of Handbook).

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.

Director, Office of Civil Rights
 U.S. Department of the Interior
 1849 C. Street, NW, MS# 4353
 Washington, D.C. 20240

Telephone Numbers:
 General Public: (202) 208-3235
 Facsimile: (202) 208-6112
 FedRelay: (800) 877-8339 TTY / ASCII

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 required to leave their personal electronic devices locked up in personal boxes in the dormitory offices before coming to school. This restriction applies to school hours only and once school is out, students will be free to retrieve their electronics from their dormitory staff.

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.

Non-Compliance Consequences:

- Students that choose not to comply with managing digital devices of any kind will be required to turn over their device to school principal or assistant principal. This device will be locked in the safe and will be returned to the student once school is out for the day.
- On the 2nd instance of non-compliance, the device will be removed from the student and will be locked in the safe for three consecutive days, with notification made to parents as well as issued a minor disciplinary referral.

- On the 3rd instance of non-compliance, the device will be removed and placed in the safe for a period of a week (7 consecutive days). Students will call home with administration and an electronics behavior contract will be established.
- On the 4th instance of non-compliance, the device will be removed and the device will be returned home.
- If the parent returns the device to the student and there are further incidents of non-compliance, students will be issued a major referral for insubordination and administration will contact parents. At this point a hearing may be scheduled to determine if Chemawa is an appropriate placement for their child.

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 – no credit awarded 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: Early graduation may be approved by the Principal (as defined as prior or within their 4th year of high school) provided that they have completed their Senior Capstone Project, as well as have met the minimum achievement expectations below, per 30 IAM Chapter 20 Section 1.11.E:

- Request has written legal guardian approval;
- The student is officially classified as 12th grader (with at least 18 credits on their transcript);
- The student has demonstrated scholastic aptitude and academic/vocational readiness and admittance to pursue an advanced educational or vocational program;
- For December or January graduation, approval must be obtained no later than October 31st.
- For an 11th grade student (3rd year of high school), approval must be obtained no later than April 1st.

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.

Acceptance of Prior Online School or College Coursework

Students may add online courses or college courses to their transcripts. The school may give credit for the courses if the

- course has been approved by the principal and counselor in advance of the student's enrollment;
- credit is earned through an institution accredited by AdvancED (Cognia) or another regional accrediting association; and
- course carries one-half (1/2) high school credit per course or at least three (3) college semester credit hours per course. Students may only receive transfer credits from online or correspondence schools or colleges for up to a total of four (4) high school credits (3 college credit hours = ½ high school 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	4 units
Science (including 1 lab 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 	2.5 units
Physical Education	1 unit
Health	1 unit
CTE (Fine Art, Practical Art, Technology, Languages)	4 units
Native Culture <ul style="list-style-type: none"> • .5 unit of Native Studies • .5 unit of Tribal Government 	1 unit
Electives	3.5 units
TOTAL REQUIRED	26 units
<u>Additional Requirements:</u> (these are in <u>addition</u> to the above graduation credit requirements)	Senior Capstone Project ACT Preparatory Course

Senior Cumulative Culture Project

The Senior Capstone Project is a comprehensive graduation requirement that connects academic rigor with cultural preservation. It will ask students to demonstrate critical thinking, tying together academic principles and community engagement. This project has the student assume the role of a researcher that studies culture by learning directly from people – to explore, document and honor an aspect of their Native American cultural identity, tribal history or contemporary community.

Students will complete a four-component project, including an analytical research paper, a portfolio that documents the fieldwork, data and source material. They will then translate this research into a tangible artifact to be shared during their presentation of their project to selected teachers and staff. Most of this work will be completed during their Senior year, with specific milestones to keep the process moving along. Capstone projects will be presented during the month of April.

HALL PASSES

Students must remain in their assigned classrooms or activities to maintain a respectful and productive learning environment. If students must leave the room, the following rules apply:

- **SmartPass Required:** All students out of class must have an active electronic pass via the SmartPass Program.
- **Emergencies Only:** Passes are strictly for emergencies or pre-arranged situations and are limited to 5 minutes.
- **Pass Limits:** Once your designated pass opportunities are used up, no additional passes will be issued that week.
- **Consequences:** Abuse of the pass system, loitering, meeting up with other students or disrupting classes will result in the loss of pass privileges and potential disciplinary action. Students found in the hall without an active pass may be required to serve restriction that evening.

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. This includes, but is not limited to body gestures, innuendos, creating a hostile environment through use of sexually explicit materials or graphics. 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. Nonverbal abuse includes, but it not limited to, gathering others to ostracize someone, spreading rumors or causing someone to be object of ridicule. Verbal abuse includes, but is not limited to, derogatory speech directed at an individual or spoken in public (including vulgarity, name calling, threatening harm, cursing, and sexual innuendo). Calling someone offensive names, racial slurs or using the “f” word is considered harassment.
- **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

At Chemawa Indian School, we believe that academic success and physical health go hand in hand. In a residential community, health is a shared responsibility, as an individual's well-being directly impacts the entire campus.

To maintain a safe environment, all students undergo medical, dental, vision, hearing, and laboratory screenings upon arrival, and they are required to receive the annual flu vaccine unless a parent or guardian submits a written refusal. Students must actively prioritize their well-being; if a student suffers from significant health problems and repeatedly chooses to neglect their treatment, they may face a medical release from the school.

Because Chemawa and the adjacent Western Oregon Service Unit – Chemawa Indian Health Center are located in Oregon, all medical care strictly complies with Oregon state laws regarding parental consent, disclosure, and the treatment of minors. Detailed information on these pediatric patient regulations can be found in Appendix D of this handbook.

For day-to-day medical needs, students experiencing illness or injury must report to the campus sickbay in the morning before classes to be evaluated and request an appointment pass. The sickbay remains

eligible to participate. Students who earn an Honor Card are granted various freedoms within the daily schedule and receive priority to attend "special premier activities," such as bowling trips, off-campus movies, roller skating, and professional sporting events. To qualify for and maintain these privileges, students must earn and keep good standing in both the Academic and Residential departments.

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 deep personal integrity among our students. Because today's students are tomorrow's leaders, it is vital to encourage them to recognize, understand, and practice ethical behavior in all aspects of life. To support this mission, this policy is designed to help students identify and avoid unethical behavior while guiding them toward honest, acceptable conduct. Beyond these general guidelines, each teacher will address academic honesty and the importance of authentic work within their specific courses. To ensure fairness and accountability, faculty will have access to and will actively utilize AI and plagiarism checkers for all assigned coursework.

- 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. Use of Artificial Intelligence to complete an assignment or test is prohibited.
- 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

Chemawa Indian School proudly celebrates academic excellence through two distinct tiers of recognition each trimester. A student will be placed on the Honor Roll when they achieve a term grade point average (GPA) of 3.0 or higher with no individual grades below a D, earning an official certificate and recognition from the Principal.

For higher academic achievement, students who maintain a term GPA of 3.5 or higher with no grades below a C will be named to the prestigious Principal’s List. These top-achieving students will receive their certificates and be publicly celebrated during a special school-wide honors assembly each trimester.

INTERNET USE

Internet and network access at Chemawa Indian School is provided to students and staff primarily to support education and academic research. Before accessing school computers, students and their parents or guardians must thoroughly read and sign the Internet Acceptable Use Agreement included in the student enrollment packet. This signed agreement is kept on file for one school year and signifies that the student, staff member, and parent agree to abide by all outlined rules. It is important to note that the use of school equipment, computers, network resources, and the internet is a privilege rather than a right, and any inappropriate behavior will result in the immediate 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.
- Users are not to use Artificial Intelligence in any way that violates the acceptable use policy.
- **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

To maintain a safe and secure environment, Chemawa Indian School maintains a cooperative agreement with the Bureau of Indian Affairs (BIA) Office of Justice Services to provide dedicated School Resource Officers (SROs) who actively patrol the campus. These officers are responsible for protecting students, staff, and visitors, as well as securing all school buildings and property. SROs support the campus community by providing educational activities and resources while ensuring that the school's strict anti-drug, anti-gang, and anti-alcohol policies are enforced. As part of these security measures, the school may utilize trained canines to search and seize property, though under no circumstances will canines ever be used to search a person.

Students who commit crimes on campus or violate infractions categorized under the "No Tolerance," "Severe," or "Major" levels will be referred to law enforcement for adjudication. Because the Chemawa campus is federal property, please be aware that crimes committed by students who are 18 or older may be subject to federal prosecution.

Interview by Law Enforcement

When law enforcement officials request to interview a student on school grounds, they must notify the administration first. Before any questioning begins, students will have their legal rights explained to them in a language they clearly understand, and they always reserve the right to remain silent. To protect the student's well-being, a school administrator or an authorized designee must be present in the room during the entire interview. Furthermore, students have the right to refuse to speak with law enforcement officials who do not possess a valid subpoena or arrest warrant. Please note that these specific procedural protections and rights are guaranteed only to students who are being interviewed on school premises.

LIBRARY

Students are highly encouraged to utilize the school library for both academic research and leisure reading. To support classroom learning, teachers regularly coordinate with the administration to schedule dedicated library time for entire classes. General library hours are scheduled from 3:45 pm to 4:45 pm, unless alternative arrangements are made in advance. To ensure students have continuous access to reading materials, each dormitory wing is stocked with a wide variety of fiction books for leisure reading. Additionally, Chromebook labs and access to the school's learning management system are available in every dormitory to support student learning during evenings 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

To ensure student safety, medications may not be kept in the dormitories or on a student's person without explicit, pre-approved permission. All prescription and over-the-counter (OTC) medications, including those brought from home, must be stored in a locked cabinet within the dormitory offices. Appendix G outlines the specific exceptions for medications that students may carry, as well as the approved OTC medications that Chemawa is authorized to distribute.

Parents and guardians who have concerns about any approved OTC medications may notify the administration to opt their student out of receiving them. Medications are distributed daily on a strict schedule prior to school, at lunchtime, and in the evening, and students are required to present their ID to receive them. Trained residential personnel manage all morning and evening distributions, while trained staff in the attendance office handle mid-day 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

On occasion, the Indian Health Service may schedule off-campus community appointments for specialized care that they cannot provide on-site, such as orthopedic or oral surgery. Chemawa Indian School provides staff transportation for these medical appointments, but this service is strictly reserved for non-elective procedures.

The school reserves the right to limit off-campus transportation based on staff availability and the specific types of medical procedures that staff can safely support. Please note that transportation and coordination for all elective procedures, day student appointments, or services related to a student's mental health well-being and potential psychological care are the sole responsibility of the student and their parent or guardian. Additionally, Chemawa Indian School cannot provide transportation for gender-affirming care.

For non-medical transportation needs outside of standard routines—such as college interviews, military recruiting, or auditions—students must communicate with their academic counselor or the assistant principal at least two weeks in advance.

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 designed to provide families with real-time online updates regarding their child's school attendance, behavior, and grades. To support regular tracking, teachers update their gradebooks weekly and post the latest information to the portal by Monday afternoons at a minimum. Detailed instructions on how to log in and navigate the portal can be found on the school website and will also be mailed directly to parents with the first academic progress report of the year. Parents and guardians who wish to request access credentials can do so by contacting the Academic Office.

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

To ensure the safety and security of our campus, all areas outside of the inner perimeter fence are strictly prohibited to students at all times, unless they are accompanied by a staff member—even if the gates are left open. Specifically, the gravel road behind the dormitories and the front of the school and parking lots (after dusk) are off-limits to all students. Detailed breakdowns of these restricted zones will be formally communicated during the student orientation process, and any student found in these areas will face disciplinary action.

Additionally, entering other students' dorm rooms is strictly forbidden. Any student who gains unauthorized entry into any locked facility or room on campus will be charged with breaking and entering and penalized according to the school's discipline matrix.

Finally, students visiting the adjacent health clinic must have a valid pass from either the academic department, residential department, or the Indian Health Service 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 pattern of behavior that is strictly prohibited at Chemawa Indian School, where the safety of every individual is of primary importance. If staff members suspect or observe any form of abuse between two students, they are required to document the incident and submit it immediately to the administration. Following a report, the students involved will receive professional counseling regarding healthy relationship boundaries, and additional safety measures may be put in place. If the abuse is severe, or if the behavior fails to change after counseling interventions, one or both students may be placed on Administrative Leave to guarantee their personal safety.

REPORT CARDS

Chemawa Indian School operates on a trimester system, and official report cards are issued at the conclusion of each term, with physical or digital copies sent directly to parents and guardians. To help families track academic performance throughout the term, progress reports are issued to students and made available to parents online via the Parent Portal at the mid-term mark, which occurs approximately every five weeks. In addition to these scheduled benchmarks, parents and guardians are highly encouraged to log in to the Parent Portal at any time to monitor their child's current, in-progress grades.

The staff and administration of Chemawa Indian School actively welcome and value parental involvement in their student's education at all times, rather than just during formal grade reporting periods. Building a strong partnership between home and school is essential to student success. To facilitate open communication, parents and guardians are invited to call the main school office at any time to request a formal conference with teachers, administrators, or support staff.

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

[The Fourth Amendment to the U.S. Constitution](#) protects students from unreasonable searches and seizures by school officials and teachers. However, school officials may search students or their personal property, including personal electronics and vehicles on school property, as well as equipment assigned to students, such as lockers, desks, and technology devices, pursuant to the following procedures.

- If there is reasonable suspicion that students may be in possession of drugs, weapons, alcohol, and other materials (contraband) in violation of school policy or state/federal/tribal law, school authorities may search any student, student locker, or student automobile in accordance with the policy outlined herein, and may seize illegal, unauthorized, or contraband material discovered in the search. A student's failure to cooperate with searches as provided in this policy will be considered grounds for disciplinary action. School authorities may utilize canines and metal detectors to assist in searches.
- To meet the standard of reasonable suspicion, the school official must have specific and articulable facts or inferences, obtained from either personal observation or a reliable informant, that leads them to conclude – based on their experience and in the totality of the circumstances – that the search will lead to a discovery of contraband or evidence of contraband.
- Examples of reasonable suspicion may include, but are not limited to, smelling marijuana or alcohol odors, observing students with drug paraphernalia or alcohol containers, observing behavior consistent with intoxication, or hearing from a credible source that a student possesses contraband on his or her person or elsewhere on school property.

Searches of Individuals

The school may search a student's person and/or personal effects (for example, purse, book bag, etc.) whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized material.

The scope of any inspection conducted under this policy shall be reasonably related to the objectives of the inspection and shall not be unreasonable in light of the age and sex of the student and the nature of the infraction. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex, and with an adult witness present, when feasible, and will be no more intrusive than necessary to uncover the suspected illegal or unauthorized material.

Searches of School Property

The school exercises exclusive control over school property, and students should have no expectation of privacy regarding items placed in school property because such property is subject to search at any time by school officials. The students are responsible for whatever is contained in desks and lockers the school issues them. School authorities may conduct a general inspection of lockers for any reason at any time without notice, without student consent, and without a search warrant.

Seizure of Illegal Materials

Illegal or unauthorized material which has been found in a properly conducted search will be turned over to the proper law enforcement authorities for ultimate disposition.

Use of Dogs

The school administration is authorized to use canines for sniffing out contraband on school-owned property and in automobiles that are parked on the school property. An indication by the dog that contraband is present on school property or in an automobile is reasonable cause for a further search of the student by the school officials.

Use of Metal Detectors

School policy and federal law prohibit weapons of any nature on school property or at school functions. The school defines a weapon to be anything designed or used for inflicting bodily harm or physical damage. The presence of weapons is inherently dangerous to all persons in the school setting. School officials are authorized to use metal detectors when there is reasonable cause to believe that an identified student is in possession of a weapon.

SCHOLARSHIPS

Chemawa Indian School students may be awarded various scholarships funded by outside organizations, such as the Daughters of the American Revolution and specific memorial funds. To ensure these awards are utilized, students must redeem these scholarships within three years of their high school graduation, though individual outside scholarships may carry additional specific expiration requirements. To further support students' post-secondary transitions, the school provides dedicated financial aid application services, accessible through routine academic guidance counseling and specialized school-sponsored 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.

504 Rights and Procedural Safeguards

As an eligible student with a disability, you have the right to:

- participate in and benefit from the school's educational programs without discrimination based on disability;
- receive needed accommodations under Section 504 of the rehabilitation act of 1973;
- participate in the school's nonacademic and extracurricular activities;
- receive services that are comparable to those provided to students without disabilities;
- receive accommodations and/or auxiliary aids and services to allow for participation in school activities;
- receive auxiliary aids and services without cost to allow for participation in school activities. This does not include educational aids unrelated to your child's disability for which fees are imposed on parents/guardians of all children; and
- receive special education services, if needed.

SECURITY

The safety and security of Chemawa Indian School's students and staff is of primary importance. To maintain a secure environment, a controlled security gate is installed at the main front entrance of the campus, and policy mandates that every driver must come to a complete stop and present a valid driver's license before being admitted. Failure to stop at the checkpoint will trigger an immediate campus-wide lockdown, and any vehicle entering the grounds is subject to search.

Additionally, all students arriving from off campus are subject to personal and property searches upon entry.

To further ensure safety, a comprehensive network of security cameras is installed inside both academic and residential buildings, as well as throughout outdoor common areas. These cameras are monitored by security personnel and feature full recording and playback capabilities. Students found violating school policies via video playback will be held fully accountable for their actions, and any student caught tampering with or covering a camera will face immediate disciplinary action.

SICKBAY (Chemawa Wellness Lodge)

Sickbay is strictly reserved for students who are experiencing symptoms of physical illness that prevent them from attending classes, rather than those suffering from a lack of sleep. Students who wake up feeling ill must obtain an official pass from their dormitory staff in the morning before reporting to sickbay. While admitted, students are prohibited from using personal electronics and must remain fully clothed, ensuring they are prepared to return to class or attend an off-campus clinic appointment, as the dormitories remain locked and inaccessible during the school day. To support recovery and maintain consistent policy enforcement, any student who spends any portion of the school day in sickbay will be restricted to their dormitory for the evening. Staff members reserve the right to send a student back to school if they are deemed fit for class, and parents or guardians will be formally contacted if a student reports to sickbay multiple times.

STUDENT CONCERN FORM

To ensure open communication, formal communication forms are readily available at both the residential front desk and the academic attendance office for students wishing to share questions, ideas, or concerns with the administration. Once filled out, completed forms can either be handed directly to a school administrator or dropped into the designated collection box located within the residential department. To protect student privacy and encourage honest feedback, all submitted forms and the information contained within them remain strictly 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

All students are required to possess a Chemawa Indian School identification card and must maintain it in their possession at all times. This ID serves multiple vital campus functions, acting as the student's individual meal access card for the cafeteria, their library card, and their official identification for daily check-ins. Furthermore, students are required to present their ID card to conduct campus bank business,

receive medications, travel, attend off-campus activities, and participate in ACT testing. If a student loses their identification card, a replacement can be obtained for a fee of \$2.00, or the student may choose to work off the cost by completing one (1) hour of community service.

STUDENT SAFETY

The safety and welfare of our students is the primary concern of Chemawa Indian School, and all final decisions regarding what constitutes a safe act remain solely with the administration and staff. If the administration determines that an individual student's actions pose a significant risk to their own safety or the welfare of others, that student may be released from the school.

Regarding recreational activities, skateboarding is permitted on campus provided that students wear a properly fitted helmet that is buckled securely under the chin. Skateboarding permission is granted through signature on permission slip found in the application packet. To maintain a safe and orderly learning environment, skateboards are strictly prohibited inside academic buildings during the school day.

STUDENT STORE

To maximize a wider variety of off-campus opportunities for students, scheduled town trips for shopping will be limited. In place of frequent town trips, the student store will be open a minimum of four days per week, providing students with ample opportunities to purchase personal hygiene products, snacks, stamps for personal mail, and other incidental items. Additionally, the student store and snack bar offer valuable on-campus employment opportunities for students.

STUDENT SUPPORT PROGRAMS

Chemawa Indian School is dedicated to providing a safe, positive environment that serves the best interests of all students. When inappropriate behavior disrupts this positive learning and social atmosphere, the school may require the involved students to participate in targeted intervention programs. Built around a multi-tiered system of behavioral supports and interventions, these programs are specifically designed to reduce behavioral and motivational barriers to learning. Ultimately, these support structures aim to promote safety and prosocial behavior while actively reinforcing academic instruction and social-emotional growth.

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, counseling, and community service. Students will be on restriction throughout the program and over the weekend. During this time, students may only attend work, athletic practices (not contests), 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.

After School Tutoring

Students may stay after school to get homework support with his or her classes after having made prior arrangements with a specific teacher or staff member. Open tutoring times are available for all students who are failing classes at any given times.

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) 882-3830.

Travel will be made from the **closest commercial airport to your home address as listed on the travel information sheet in the application packet.** If you miss your flight or do not notify us in advance that you are not going to make your flight time, we cannot recoup baggage fees paid and then parents will be responsible for the cost of checking luggage, as the school can only pay for luggage 1 time.

Reimbursements will not be made for luggage fees due to missed flights.

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. Students will be expected to remain with the Chaperones as we are responsible once we pick them up.

When travelling home, if an authorized individual takes custody of the student (or checks them out), the school is no longer responsible for flight issues, delays, or any additional lodging due to cancellations or missed flights. Once the student is no longer in our custody, we will not be responsible for any additional costs associated with that travel.

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, 2026 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. Please pay special attention to the times that the shuttle service operates prior to booking airline tickets.

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

Chemawa Indian School offers a limited number of on-campus student employment opportunities, including positions as kitchen helpers, peer tutors, animal caretakers, custodial assistants, and workers in the student store, coffee bar, or snack bar. To qualify for and maintain employment, students must sustain an overall "C" average across all classes and sign a contract outlining strict behavioral requirements. Students have the option to receive either academic credit or monetary compensation for their work, but they cannot receive both.

Because being selected for a paid position is a distinct privilege, student workers are expected to demonstrate a high level of responsibility and integrity; any violations of the Student Worker Code of Conduct may result in immediate termination.

TECHNOLOGY USE

Technology at Chemawa Indian School is provided solely for educational purposes, and the school utilizes active content monitoring and network filtering to ensure digital tools support student learning, cultural integrity, and data sovereignty. Regarding artificial intelligence, individual teachers will outline explicit guidelines within their course syllabi detailing what is allowed, limited, or prohibited in their respective classrooms. Students are strictly prohibited from using AI to generate assignments or utilizing it during examinations without explicit instructor permission. However, students are permitted to use AI tools for brainstorming ideas and performing language translations, provided that this use is fully disclosed to the teacher.

TEST POLICY

Comprehensive final exams are required for every course at Chemawa Indian School and may account for up to 20% of a student's final trimester grade. In accordance with institutional policy, early final exams are not permitted, and the official testing schedule is published in this handbook and on the school website. If a student misses an exam, quiz, or test due to an excused absence, they will be permitted to make it up upon their return to school, following the guidelines outlined in the teacher's written syllabus. Any assessments missed due to an absence will be recorded as a zero until the makeup work is

completed. In the event of an extreme emergency, a parent or guardian must submit a written request for an exception to the Assistant Principal for evaluation. Please be advised that missing final exams, regardless of the underlying circumstances, will directly impact a student's 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

The residential and recreation staff are responsible for implementing a rotating town trip schedule for students, which includes weekly fast-food or restaurant excursions that allow students to sign up and purchase meals within the local community. To ensure safety and accountability, students will be closely supervised and accompanied by staff members at all times. Prior to boarding the bus, students must present both their official school identification card and the necessary funds for their purchases. Upon returning to campus, all shopping bags and receipts are subject to search and verification by school personnel.

VALEDICTORIAN/SALUTATORIAN

To receive the prestigious honor of being named Valedictorian or Salutatorian, students must maintain exemplary academic grades and behavior standards. Eligibility requires a student to have been enrolled at Chemawa Indian School during the year preceding graduation and to remain enrolled for the full duration of their senior year, totaling more than one full year of continuous enrollment. Students who graduate early in fewer than four years of high school are not eligible for these distinctions. Furthermore, candidates must have a clean disciplinary record during their senior year, with absolutely no zero-tolerance or no-tolerance behavioral referrals. Among the qualified students, those ranked number one and number two based on their cumulative grade point averages (GPAs) will be named Valedictorian and Salutatorian, respectively. These honors are strictly unofficial until the student receives formal written notification from the Principal.

VISITOR POLICY

To ensure the safety and welfare of our students, Chemawa Indian School operates as a closed campus. Depending on local pandemic or health conditions, campus visitors and student checkouts may be strictly restricted to parents and legal guardians. Former students and general visitors are prohibited from accessing the campus without securing advance administrative approval, except during designated public events. Furthermore, any student who is currently suspended or on administrative leave is barred from campus grounds unless they have obtained prior written authorization from the School Superintendent. All approved visitors, including family members, are required to immediately check in and obtain a visitor's pass upon arrival. These passes can be secured at the Administration Office Monday through Friday from 8:00 am to 4:00 pm, or at the Dormitory Reception Desk during all other hours. While on campus, all visitors must remain in designated visitor areas or be escorted by school staff at all times.

Visitors on campus or during BIE activities are expected to conduct themselves in a respectful and courteous manner. Visitors are also responsible for compliance with school policies and applicable laws and regulations. Violations of the visitor code of conduct may result in limitations on types of communications, access to school premises or participation in BIE activities, suspension of privileges or legal action where appropriate, in accordance with applicable laws and regulations 18 U.S.C.§ 111.

WITHDRAWALS

No official withdrawal action will be initiated until a withdrawal form, signed by the specific parent or guardian who originally enrolled the student at Chemawa, is received and placed on file. Prior to a student's departure, all school property—including textbooks, athletic equipment, and instructional supplies—must be returned. Additionally, ***the parent or guardian is fully responsible for all coordination and travel expenses required for the student to return home, including any necessary airport or transit shuttle fees.*** Once all completed paperwork and confirmed travel itineraries (including paid shuttle services) are received by the school, Chemawa will provide the student with transportation to the transit hub. Parents should note that students who withdraw prior to the official end of an academic term may forfeit all credits 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. Should you not find the desired contact person or department listed, please call 503-919-2706, for a menu of option for locating the department you are looking for.

DEPARTMENT/PROGRAM	CONTACT PERSON*
School Principal/Superintendent	Amanda Ward, Principal 503-897-8886
Academic Office/Attendance	Marnie Griffin – 503-854-7516 Cecelia Eagle – 503-897-8973
Athletic Programs	Ryan Cox, Asst Principal (Fed Programs) 503-897-8909
Business Office	Rachenda Reynosa, Business Manager 503-897-8903
Counseling	Robert Alvarez (Academic) 503-882-3821 Niky Poole (Residential) 503-882-3879
Cultural and Traditional Leader	Marshall Burnette 503-882-3850
Facilities Management	Shane Parlette, Facilities Specialist 503-897-8955
Facility Use Agreement	Amanda Ward, Principal 503-897-8886
Food Service	Shayn Mackaravitz, Food Service Director 503-882-3874
IHS Western Oregon Service Unit	Switchboard (503) 304-7600
Law Enforcement	BIA-OJS School Resource Officers 503-573-0320
Residential Programs	Two Foxes Singing (Nunpa), Student Services Director 503-897-8891
Special Education Programs	Ryan Cox, Asst Principal (Fed Programs) 503-897-8909
Student Academic Schedules	Robert Alvarez, Academic Counselor 503-882-3821
Student Bank	Fred Kingik, Business Tech 503-882-3857
Student Support Programs	Ryan Cox, Asst Principal (Fed Programs) 503-897-8909
Student Transcripts & Admissions	Jeannette Singer, Registrar 503-897-8954
Student Travel	Sarah Thies, Business Technician 503-882-3830

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
1000	Alcohol	Use of alcohol, or alcohol based substances	<ul style="list-style-type: none"> • Referral to Law Enforcement • Administrative Leave • Telephonic Due Process Hearing
1040	Possession of Alcohol		
1010	Sale of Alcohol	Involves money changing hands	
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	
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
1240	Truancy	AWOL off campus or over 3 hours or any time after curfew	<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>
1300	Battery	Assault	
1400	Burglary, Breaking/Entering	Breaking into locked area and/or stealing something after breaking in	
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	
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 Student Support Program <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	Having personal electronics of any kind between hours of 8:30 – 3:45 pm. 2 nd incident of non-compliance	<ul style="list-style-type: none"> • Electronics confiscated • Electronics locked up • Phone call home • Minor referral



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 2026-2027 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

This policy guides the responsible, respectful and ethical use of technology – including artificial intelligence (AI) – in Bureau of Indian Education (BIE) schools. It ensures that technology supports student learning, cultural integrity and data sovereignty.

Key Principles

1. **Respect for Tribal Values:** Use technology in ways that honor Indigenous languages, traditions, and community standards.
2. **Integrity and Accountability:** Be transparent when using AI and protect all student and Tribal data.
3. **Safety and Sovereignty:** Follow all federal and Tribal laws for privacy and data protection.
4. **Opportunity and Access:** Ensure technology access for all students, including those in remote or bandwidth limited areas.
5. **Innovation and Responsibility:** Encourage creativity, balanced with ethics and respect for Indigenous knowledge.

Acceptable Use

Staff and students must use BIE-approved technology resources for educational purposes, protect login credentials, and follow IT and cultural review standards. AI use in assignments must be disclosed, and no personal or Tribal data may be entered into public AI systems.

AI in Education

Teachers must include an AI statement in their syllabus clarifying what is allowed, limited, or prohibited. Students may use AI for brainstorming, translations, or feedback with disclosure. AI cannot be used to generate entire assignments or during tests without permission. All AI tools must be vetted through BIE approval process for privacy, bias, and cultural respect.

Privacy and Data Protection

Staff and students must follow FERPA, the Indian Education Act, and tribal data sovereignty standards. Never upload student or Tribal data to public or non-approved tools. Report privacy breaches within 24 hours to BIE IT and administration.

Digital Citizenship

All users must model respect and professionalism online. Training in AI ethics, privacy and cultural media awareness is required annually.

Enforcement

Violations may lead to disciplinary action through the Student Code of Conduct or Employee Labor Relations. Restorative approaches focused on reflection and learning are preferred consequences.

Monitoring and Content Filtering

BIE and school administration reserves the right to monitor and filter content deemed inappropriate for educational purposes.

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