



STUDENT/PARENT HANDBOOK

MISSION STATEMENT:

We, the Riverside Indian School community, will create and maintain a safe, positive learning environment to ensure the holistic development of each student and staff member through cultural, spiritual, physical, technological, and academic experiences.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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TO THE STUDENT

It is with great pleasure that we, the staff of Riverside Indian School (RIS), welcome you! We are excited to assist you in reaching your educational goals. This handbook has been prepared to explain the school's procedures and expectations. We expect you to meet the high standards of RIS as you become an active learner. Read these pages carefully because they explain what you need to know to make your education a success.

VISION

We, the Riverside Indian School community, envision all students as effective communicators, complex thinkers, self-directed learners, quality producers, and conscientious achievers by effectively communicating Riverside's mission to the communities; perpetuating a future-oriented, holistic, essential life-skills curriculum; providing a safe and supportive environment for living and learning; and providing success and promoting lifelong learning through creative technological endeavors.

2007-2008 SCHOOL CALENDAR

All Staff Orientation	August 9 – 10, 2007
Dormitories Open	August 11, 2007
Students Travel.....	August 11-13, 2007
Classes Begin.....	August 14, 2007
Labor Day	September 3, 2007
Parent/Teacher/Dorm Conf.....	September 21, 2007
Columbus Day	October 8, 2007
Parent/Teacher/Dorm Conf.....	November 9, 2007
Veterans' Day	November 12, 2007
Thanksgiving Holiday	November 21-23, 2007
End of 1 st Semester	December 14, 2007
Student Holiday Travel.....	December 15-17, 2007

Christmas Holiday.....	December 19, 2007
	-January 2, 2008
In-Service/Professional Day	January 3-4, 2008
Dormitories Open After Holiday	January 5, 2008
Students Travel	January 5-7, 2008
Second Semester Classes Begin.....	January 8, 2008
Martin Luther King Day	January 21, 2008
Parent/Teacher/Dorm Conf	February 29, 2008
Presidents' Day	February 18, 2008
Last Day of School.....	May 16, 2008
Graduation.....	May 16, 2008
Last Day of School Year Contract	May 19, 2008

ACCELERATED CURRICULUM EDUCATION (ACE)

The ACE program is an individualized, accelerated program provided for all interested students working to complete graduation requirements. Students may complete community service and/or apply for part-time employment.

Duration in the program is based on the student's individual progress. Priority enrollment in the ACE program will be in the following order:

- 1. Fifth-Year Students**
- 2. 18 year old students with credit deficiencies.**
- 3. Special circumstances (single parent, health issues, etc.)**

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

RIS maintains confidentiality for the infected individual, and testing is made available to any student who suspects that he/she may be HIV/AIDS infected. Annual HIV/AIDS Education and Prevention workshops are held for the student body and staff members.

ASSEMBLY PROGRAMS

Assemblies are held in the gymnasium. Although some assemblies are for entertainment, the primary purpose is educational. Inappropriate behavior such as **whistling, yelling or public display of affection (PDA) will not be tolerated.** Students are to remain seated until dismissed by the adult in charge. **Students and on-duty staff are required to attend all assembly programs.**

ASSESSMENT

Appropriate tests will be given at the appropriate times as mandated by RIS and the Oklahoma State Department of Education. College Level Evaluated Performance (CLEP) tests will be available upon student request and teacher authorization. All dorm students will be assessed for the Intensive Residential Guidance (IRG) Program.

ATHLETICS

The RIS Athletic Department is governed by the rules and regulations of the Oklahoma Secondary Schools Activity Association (OSSAA):

1. *Rule 2, Attendance: A student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible. Exceptions may be made by the principal due to illness, injury, or death in the immediate family, as valid reasons for late enrollment or late with the beginning of attendance.*
2. *Rule 3, Scholastic Eligibility: OSSAA scholastic standards are required of all students engaging in Co-curricular activity programs. Local school boards may make exception for only those*

students participating in non-competitive sports (Board Policy).

Section 1: Semester Grades

- a. *A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would also be five school subjects for the 7th and 8th grade students.) For block scheduling, a student must have earned a minimum of 5 credits counted toward graduation in which he/she was enrolled during the last 18-week grading period he/she attended 15 or more days (1 credit = ½ Carnegie Unit.)*
- b. *If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester they attend.*
- c. *A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.*
- d. *Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding semester should be obtained from the records in the school last attended.*

Note: The Board of Directors may make exceptions to nontraditional block structures.

Section 2: Student Eligibility During a Semester

- a. *Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and*

each succeeding week thereafter. The school may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin Monday following the day eligibility is checked. Methods should be devised to check weekly grades of Career Tech students and all concurrently enrolled students. For block scheduling, scholastic eligibility will be checked after two-weeks (during the third week) of the first and third blocks and each succeeding week thereafter. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.

- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. **The ineligibility periods will begin on Monday and end on Sunday.**
- c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

Section 3. Special Provisions

- a. A senior student may maintain eligibility if he/she is passing (weekly check), the classes required for graduation. The number of classes that a student is enrolled can be no less than four. A junior or senior student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subject equivalent to four high school units that are accepted by the Oklahoma State Department of Education.
- b. An ineligible student who changes schools during a semester will not be eligible for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2b at the end of a three-week period. (Any part of a week is considered a full week.)
- c. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3c) if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family, and natural disaster.) A maximum of two weeks is allowed for make-up work at the end of the semester.
- d. One summer school credit (1/2 unit of one subject) earned in an Oklahoma State Department of Education accredited program may be used to meet the

*requirements of Rule 3, Section 1a,
for the end of spring semester.*

Section 4. Special Education Students

Students who are enrolled in special education classes have an Individual Educational Plan (IEP) and have been certified by the principal as doing a quality of work may, with the approval of the Board of Directors, be accepted as eligible under this rule.

ATTENDANCE INFORMATION

Oklahoma State Law (Oklahoma School Code, Article 10, Section 10)

It shall be unlawful for a parent, guardian, custodian, or other persons having control of a child who over the age of seven (7) years and under the age of eighteen (18) years who has not finished four (4) years of high school work to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private, or other school, unless other means of education are provided for the full term of the schools of the district in session; any parent, guardian, custodian, child or other persons violating any of the provisions of the section shall be guilty of a misdemeanor, and upon conviction therefore shall be punished by a fine of not more than fifty dollars (\$50.00) or by imprisonment in the county jail for not more than ten (10) days, or by both such fine and imprisonment.

Attendance Definitions

An **Absence** is defined as a student's non-attendance in his/her assigned classroom during the assigned period. Parents must notify the School Administration by phone or in writing if a student is ill or an emergency exists preventing a student from attending class.

In accordance with the Oklahoma School Law (Section 232), when a child, residing in the state of Oklahoma, is truant four or more days or parts of a day within a four-week period or is absent without a valid excuse for ten or more days or parts of a day within a semester, the **Administration and/or Attendance Clerk** shall report such absences to the District Attorney of the appropriate county of the child's residence. The District Attorney has the responsibility for initiating legal proceedings pursuant to Title 10 of the Oklahoma Statutes.

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

An **Unexcused Absence** is given when documentation is not provided to the attendance office. Ten (10) unexcused absences will result in Failure due to Absences (FA) for that class.

It is the responsibility of the student to request make-up work for absences. Additionally, when any student is absent for five (5) days within a semester, a certified letter will be sent to the parent/guardian as a warning that their student may be at risk for failure due to chronic absenteeism.

After seven (7) days of unexcused absences within a semester, any Day Student may be required to move into the dorm or be asked to withdraw. After seven (7) days of unexcused absences within a semester for a dorm student, that student may be required to move into the Transition Program. After ten (10) days of unexcused absences for a Day Student who may have already been moved into the dorms, that student may be moved into the Transition Program.

Protocol for excessive skipping*:

Offense	Teacher Responsibility	Student Consequence
1 st	Generate IR	1 day of IST + 1 night of dorm restriction
2 nd	Generate IR	2 days of IST + 2 nights of dorm restriction
3 rd	Generate IR	3 days of IST + 3 nights of dorm restriction
4 th	Generate IR	Transition (7 days)
5 th	Generate IR	Transition (14 days)
6 th	Generate IR	Transition (21 days)

***Students will receive individual and/or group counseling during weekly meetings.**

Withdrawals

Withdrawals are determined when a student leaves our school before the semester ends. The current grade is recorded on his/her permanent records with a “W” indicating Withdrawal. All books, athletic equipment and supplies must be returned prior to withdrawing, or records may be withheld from requesting agencies. A survey is to be completed for school records for all withdrawals.

Parent/guardian will be responsible for travel expenses home for withdrawals.

Tardiness

Tardiness is defined as arriving after the start of the class period at the assigned location. Three (3) tardies in one

class equals one (1) absence for that class. Tardiness of fifteen (15) minutes or more constitutes an absence.

Protocol for excessive tardies*:

# of Tardies	Teacher Responsibility	Student Consequence
4	Generate IR	1 day of Noon Detention + 1 night of dorm restriction
5	Generate IR	2 days of Noon Detention + 2 nights of dorm restriction
6	Generate IR	3 days of Noon Detention + 3 nights of dorm restriction
7	Generate IR	1 day of IST + 1 night of dorm restriction
8	Generate IR	2 days of IST + 2 nights of dorm restriction
9	Generate IR	3 days of IST + 3 nights of dorm restriction
10 and above	Generate IR	1 tour (7 days) of Transition Dorm

***Students will receive individual and/or group counseling during weekly meetings.**

Checkouts

Checkouts during the school week are strongly discouraged because of the negative effects on class attendance and grades. Checkouts require the name of the adult with written permission to be on file

in the Student Services Department and the school administrative offices. Letters of permission/faxes concerning checkouts must be received in the SSD office by 5:00 P.M. Central Standard Time (CST) on the Wednesday prior to a weekend checkout.

During school hours, students must be checked out through their respective administrator's office. After hours and during the weekends, a responsible adult with written parental consent AND administration approval will check out students through the SSD Office or the designated Duty Officer. Students who plan to check out during school hours will be required to bring luggage to SSD before school. Proper check out procedures must be followed, or the student will be considered AWOL:

1. Student check-outs from school or dormitory will be limited to parents/guardians, or to a specific designated second degree adult relative (Grandparent, Uncle, Aunt) whose name will be on file. **Letters of permission and/or faxes will be verified before final approval.**
2. Second or third party overnight check-outs will be authorized only with the agreement of parents of both parties and RIS Administration. In case of students being checked out to responsible adults, that too must be arranged in advance, and an agreement must be signed by the parent/guardian, responsible adult, and School Principal, or designee. Check-out forms will be provided by the school.
3. Students may be checked out through the school offices, the SSD Office, or with the designated Duty Officer.
4. Students who miss ten (10) consecutive days of school will be

dropped from the rolls and will be required to reapply for readmission with administration.

5. Students will not be sent home prior to scheduled holiday(s).
6. Students who are on campus restriction can only be checked out by legal parent/legal guardian.
7. Adult age students (18 years +) may request names to be added to their checkout list subject to final approval.
8. All check-outs are subject to final approval by the School, Dormitory, or Administration.

Checkout privileges may be forfeited or limited to parents/legal guardians for subsequent weekends for students who fail to return by Sunday 10:00 P.M. Checkouts will be limited to **parents and legal guardians only** during standardized testing periods and while assigned to Residential Transition Program. **All checkouts are subject to the final approval of Administration. Emergency requests are handled on an individual basis.**

BANKING FACILITIES/SCHOOL BANK

Students are strongly encouraged to deposit money in amounts of \$10.00 or more into the School Bank. All deposits and withdrawals must be conducted during the regular banking hours. **RIS discourages parents/guardians to send cash. Parents, instead, should send money orders or cashier checks. Personal checks are not cashed at the School Bank.**

Furthermore, the school is NOT liable for loss of personal money that students fail to deposit or give to someone else for safekeeping.

Student work-study checks are sent to the bank; the banker will inform students when their checks are available for cashing.

A Plan of Operation from each school organization must be given to the school banker to ensure legality in raising and spending funds. For any student organization to withdraw money from the student bank, the organization must submit an Activity Request and a Voucher for Payment to the Student Banker ten (10) business days prior to the desired withdrawal date. Vouchers must have all required signatures before processing. ALL receipts are due the following business day or when staff returns to campus from travel.

BEHAVIOR GUIDELINES

All students are required to obey all rules for both academic and residential areas on and off campus.

Academic Rules (General)

1. Complete assignments every day.
2. Keep your hands, feet, books and objects to yourself.
3. Swearing, rude gestures, cruel teasing or put-downs, vulgarity, and intimidation will not be tolerated.
4. Participate in all academic activities in an appropriate manner. Disruptive behavior will not be tolerated.
5. Public Displays of Affection (PDA) will not be tolerated (see page 21).
6. Soft drinks and food items are allowed in the classroom at the teacher's discretion.
7. **Electronic devices such as DVD players, handheld electronic video games, student-owned camcorders, digital cameras, and handheld 2-**

way radios will NOT be allowed in the classrooms during class or during school activities. Use of MP3/IPOD/CD cassette players is left to the discretion of the teacher.

8. Cell phones cannot be used or turned on during class times and will be confiscated. Phone calls from cell phones may be made during lunch breaks. Arrangements will be made to return confiscated items to the students.
9. All confiscated items will be turned over immediately to the Dean of Students.

Residential Rules (General)

1. Check in on an hourly basis in the respective dorms with the staff on duty.
2. Be responsible for completing assigned details at designated times.
3. Keep living quarters clean and free of safety hazards.
4. Obtain written permission to enter another dorm.
5. Comply with the school dress code for on-school and off-school activities. Students not complying with the dress code may be asked to return to the dorm to change their clothes.
6. Comply with the following designated times: wake-up, curfew, lights out, and mandatory after school scheduled programs such as study hour, Life Skills, and group sessions.
7. **Leave the dorm at the designated time to attend school and classes as required.**
8. Refrain from using profanity, vulgar language, cruel teasing, bullying behavior, or other forms of intimidation.

9. Refrain from fighting, using threats, and trashing rooms or bathrooms including graffiti on walls and lockers.
10. **Comply with any dorm/room restriction and complete any community service hours assigned before being allowed to attend any activity.**
11. Public displays of affection (PDA) will not be tolerated (see page 21).
12. Follow all directives and any additional rules given by the dorm staff.
13. **ALL confiscated items will be given to the SSD Director/Duty Officer. Arrangements will be made to return confiscated items to the students.**
14. Students exhibiting exemplary behavior, making passing grades, and participating positively in the mandatory after school programs will be rewarded with snacks, and/or extra-curricular trips.

The Academic and Residential Rules apply to all students, regardless of age. Students found in non-compliance of academic and dormitory rules may be subject to a written *Incident Report (IR)* and consequences will be determined in accordance with school policy.

BUS/VAN POLICY

Permission for any student to ride a GSA vehicle, including buses and/or vans, is conditional on his/her compliance of the safety and behavior code for bus riders. Any student who violates any of these regulations can be denied permission to

ride GSA vehicles. **The following rules apply to all RIS students while riding in GSA vehicles:**

- Be courteous to fellow passengers, the driver, and sponsors.
- Keep backpacks, packages, coats and all other objects out of the aisles of the buses and/or vans.
- Do not throw any objects or materials out of the GSA vehicles.
- Refrain from loud talking and laughing or unnecessary confusion that may distract the driver, especially when the vehicle is approaching a railroad crossing.
- Keep arms, hands, and head inside the GSA vehicles at all times.
- Use of tobacco, drugs, and alcohol are strictly prohibited at all times.
- Use of profane language is strictly prohibited at all times.
- **Once you are seated and buckled up, remain seated and buckled up unless instructed to do otherwise by the driver.**
- **Snacks and soft drinks are allowed in the GSA vehicles at the DRIVER'S DISCRETION. However, glass containers are not permitted.**
- Horseplay around or in vehicles is prohibited.
- In case of a road emergency, remain in your seat until instructed otherwise by the driver.
- **Vandalism of the GSA vehicles will require restitution in the form of payment, replacement, or service.**
- Only staff and injured students will be allowed to ride to the emergency

facilities. Additional passengers pose an UNNECESSARY RISK.

CAFETERIA

Hours: Cafeteria hours will be posted in the school and dorm areas.

Breakfast/Lunch Program: RIS Food Service Program participates in the National School Breakfast/Lunch Program and as required by the Department of Education, State of Oklahoma and USDA, it provides meals at no cost to enrolled students who are encouraged to eat all meals in the school cafeteria. **Staff members are not allowed to take students off campus for meals during breakfast and lunch hours.**

Furthermore, staff members are not allowed to purchase breakfast or lunch (carry-out) for students UNLESS an approved Activity Request is on file with an Administrator. Food Sales to students will not be available until 3:00 pm on weekdays.

Cafeteria Rules: Promptness, good table manners, courtesy and a cheerful disposition are expected of all students in the dining room. No items are to be taken from the cafeteria. Students are also expected to leave their eating areas clean. "Cuts" in the cafeteria lines are not allowed. **Hats, hoods, visors, bandanas, hair nets, or other head coverings are NOT to be worn in the cafeteria.**

Monitoring of Students: Dorm staff are required to monitor students during the morning and evening meals on school days and during all three meals on non-school days. Academic staff are assigned lunch monitoring duty on school days.

CARE OF SCHOOL PROPERTY

Persons willfully destroying or defacing government property (including the GSA vehicles) or that of any school personnel by writing on or scratching walls, doors, lockers, furniture, computers, government vehicles, breaking windows, cutting screens or curtains are responsible for payment or replacement of the property. Students unable to make restitution are required to do school maintenance or community service of equal value to the destroyed property.

CLASS SCHEDULE CHANGES

Class schedules will not be changed except in very extreme cases. All changes must be made through the academic counselors.

CLUBS AND CLASS MEETINGS

Students are encouraged to participate in the many extracurricular activities available. Each organization stresses leadership, cooperation, organization and cultural growth.

Sponsors for each organization are assigned by administration. Officers for each organization, as well as Class Officers, are nominated and elected by the members of each respective group.

All meetings will be scheduled through the administrator, posted in the school and dorm areas, and conducted in an orderly manner. Organizations include Adventures in Music (AIM); Tribal Clubs; Fellowship of Christian Athletes (FCA); Indian Club; Technology Students' Association (TSA); Family, Career, and Community Leaders of American (FCCLA); Close-Up; American Indian Science and Engineering Society (AISES);

Drama Club; United National Indian Tribal Youth (UNITY); National Honor Society; National Junior Honor Society; Math and Science Club; Safe and Drug Free Schools' (SDFS) Organization; Running Club; Pep Club; National Aeronautics in Space Administration (NASA); and the 100 Mile Club. The Student Council serves as the umbrella leadership of all the organizations. **Each class, club, and organization must submit a "plan of operation" to the school banker and Student Council to ensure legality of raising and spending funds.**

COUNSELING

Individual and group counseling is available to all students. Students may be referred to the counseling staff by a parent, staff member, or themselves with a **REFERRAL FORM**. The referral form should then be submitted to a member of the counseling staff. All students are encouraged to confer and/or request assistance to resolve problems that may adversely affect them such as personal problems, difficulties in the classroom or the dormitory, problems with another student, someone to listen, or if a drug or alcohol problem exists. Some forms of native traditional counseling are offered. Counseling will remain confidential except in situations required to be reported by law.

CULTURAL EDUCATION

The Bureau of Indian Education stresses the importance and need for cultural activities and education for native students. Through tribal language classes, tribal clubs, native dances, games, food and historical studies, students will be supported in their efforts towards a rounded education. Cultural education will

serve to foster positive self-esteem and self-identity.

DAY STUDENT POLICY

Day students with excessive absences may be required to move in to the dormitories. Day students will not be allowed to drive privately-owned vehicles onto the campus. They are required to follow the same rules as the residential students. This includes the "Search and Confiscation," "Drugs...Consequences," and "Students Under Chemical Influence" policies.

All day students are encouraged to use the provided bus transportation. Loading and unloading sites will be designated.

Parents will be notified if students must leave school later than the scheduled time due to special programs and/or extended tutoring sessions. In such cases, RIS will provide transportation to the students. The instructor of the student's tutoring session determines the number of sessions the student will need to attend.

Day students may be placed in the **Transition Program** for severe or chronic misbehavior in lieu of out-of-school suspension. This ensures continued enrollment and attendance. Staff and administration will determine the number of days to be served.

DORMITORY ASSIGNMENTS/SCHEDULES

Dormitory assignments are made by the Student Services Department (SSD). The students' Rising Times, Lights Out, Study Hour, and Evening Check-In Times will be determined by SSD Staff. Lights out for elementary students will be 9:00 P.M. (Sunday through Thursday). After

any campus activity, students must immediately report to their dormitories. Students found outside the set boundaries will be disciplined.

DRESS CODE

RIS encourages all students to maintain proper dress and good hygiene. Clothing should be clean and in good taste at all times.

*In accordance with the signed policy submitted with each student's application, any wearing of apparel that signifies gang membership, items with gang connection such as handkerchiefs, "rags," necklaces, and/or "colors". Clothing depicting any drug, tobacco, liquor, or explicit or implied sexual connotation, oversized garments, "sagging" clothing, and overalls with unbuttoned straps are prohibited. Furthermore, any clothing decided by the school administration to be gang-related will be banned. Wearing of the following items to the classroom will not be permitted: midriff blouses/shirts, see-through or net blouses/shirts, any clothing with spaghetti straps, short shorts or tank tops. Any student wearing this type of clothing will be sent to the dormitory to change. **Hats, hoods, or baseball caps may be worn in the classrooms at the discretion of the teachers.***

Furthermore, any student who allows the placement of a tattoo or piercing of any kind during enrollment at RIS is subject to an incident report.

DRUG/ALCOHOL USE/ABUSE INTERVENTIONS

To ensure a safe environment for all RIS students, the school has adopted a no-tolerance policy regarding drugs, over

the counter medication, alcohol, and tobacco use and/or abuse. Interventions include counseling; restriction; placement in the Transition Program (in lieu of out-of-school suspension); referral and participation to First Offenders/Red Road Chemical Dependency Education; review and/or recommendation by the Guidance Committee; and the Due Process Hearing. The same rules apply to Day Students. Students who participate in school activities may be subject to drug testing; this includes students who are truant or AWOL. All illegal activities and contraband will be turned in to the Bureau of Indian Affairs (BIA) Law Enforcement. All court-ordered treatment plans will be honored.

DUE PROCESS HEARING (In-House)

The basic guidelines for due process hearings are as follows:

- Notification to parents/guardians and student.
- Lists of offenses will be made available to the student and parent/guardian.
- Student will be advised of his/her rights.
- Student will be accompanied by an advocate of the student's choice.
- Parents have a right to be present and/or participate via teleconference.
- Student will be given an opportunity to state his/her defense.
- Secret ballot voting will be made by the panel of staff members.
- The results of the voting will be given to the Superintendent.

- The Superintendent will advise the student and parents of his decision within 72 business hours.

APPEALS PROCESS

If a student's parent/guardian wishes to appeal the decision of the Superintendent, they must make their appeal in writing to the Oklahoma Area Education Office or the Education Line Officer. He/She will review the case, make a determination, and give a written response to the parent/guardian and the school administrator.

FIRE DRILL

The fire evacuation signal is a long blast on the fire alarm system in each building. The all-clear signal will be given by administration or duty officer. Students/staff will evacuate the building by routes posted in each building. All students assemble for roll call in a pre-designated area. The Safety Committee will make inspections of all buildings to prevent a collection of combustible materials in storage areas, lockers and closets.

GRADING SCALE

Academic grading scale is as follows:

- A = 90% to 100%
- B = 80% to 89%
- C = 70% to 79%
- D = 60% to 69%
- F = 0% to 59%

Overall grade point average (GPA) is based on the following points:

- A = 4 points
- B = 3 points

- C = 2 points
- D = 1 point
- F = 0 points

GPA's are used to determine class rank, honor society membership, and top ten percent of the class. Fifth year seniors and students in the alternative programs will not be included in class rankings.

The student receiving the highest GPA in the 7th and 8th year of school represents the 8th grade class as Valedictorian, and the student with the second highest GPA represents the 8th grade class as Salutatorian.

All students earning below 60% in any course will be required to attend Extended Day.

GRADUATION REQUIREMENTS

Students who plan to graduate from RIS must earn twenty-three (23) credits. In compliance with the Oklahoma State Board of Education, the student must successfully complete the following courses to receive a diploma:

- 4 credits in Language Arts (1 Grammar and Composition, and 3 which may include, but are not limited to, the following courses: American Literature, English Literature, World Literature, or Advanced English Courses.)
- 3 credits in Mathematics (1 Algebra I and 2 which may include, but are not limited to the following courses: Algebra II, Geometry, Trigonometry, Math Analysis or Precalculus, Calculus, Statistics and/or Probability; (Recommendations): Computer Science I and Computer Science II; Mathematics of Finance, Intermediate Algebra.

- 3 credits in Science (1 Biology I taught in a contextual methodology, and 2 in the areas of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I; Physics; Biology II; Chemistry II; Physical Science; Earth Science.
- (Recommendations): Contextual mathematics and science courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education and the independent district board of education; or other mathematics or science courses with content and/or rigor equal to or above Algebra I and/or Biology I.
- 3 Social Studies: (1 United States History, ½ to 1 United States Government, ½ Oklahoma History, and ½ to 1 which may include, but are not limited to the following courses: World History, Geography, Economics, or Anthropology.)
- 2 the Arts: (2 which may include, but are not limited to, courses in Visual Arts, Speech, Drama.)
- 8 Electives (including ½ credit in Tribal Government or Indian Studies)
- State Department of Education also allows for high school credit to be earned for an accredited internet or distance learning coursework. This will be subject to administrative review.

GUIDANCE COMMITTEE

A Guidance Committee, consisting of the Principals, the counselors, the Student Services Director, a Transition Program representative, and the Dean of Students, meet weekly to review all incident reports, discuss ways to assist students with specific chronic absences or severe misbehaviors, make recommendations for further services or programs, and recommend due process hearings.

HALL/CAMPUS PASSES

All students are expected to be in the class or activity in which they are enrolled. A written, signed and dated pass is required of all students who travel from one area to another.

HARASSMENT

Policy Statement: Riverside 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 referred to as *harassment*.

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 that have any knowledge or such behavior from/to either staff or student are encouraged to tell a staff member immediately. Confidentiality will be maintained for the reporting student or staff member.

Definitions of Harassment:

- Sexual—Any unwelcome verbal or physical conduct of a sexual nature, request for sexual favors, or other sexually-oriented advance is considered sexual harassment. Sexual harassment can be as blatant as rape, as obvious as telling dirty jokes or using vulgar language, or as subtle as a look. It can occur with opposite or same-sex persons. It can be from adult-to-student, student-to-student, or student-to-adult.
- Bullying Behavior—When intentionally cruel verbal, social, or physical abuse happens from one student to another or to an adult is considered a bullying behavior. Bullying usually consists of repeated offenses but can also be just one incident. *Physical bullying* includes hitting, pinching, biting or kicking the victim. It can involve taking or damaging the victim's property. *Verbal bullying* includes using words, either verbal or written, to hurt or humiliate another. It can involve name-calling, insulting, making social comments or constant teasing. *Relational bullying* includes excluding or rejecting another from social activities or connections, and purposely leaving others out at the encouragement of another student. *Reactive victims* include those who intentionally encourage a bully to harass them as to provoke the bully into action, fight back, and claim self-defense.
- Intimidation—A bullying behavior or any action from another that causes the student to feel threatened or fearful. Physical or verbal abuse is a form of intimidation.

- Abuse—Any physical or verbal action from another that causes emotional or physical pain to another is considered abuse. Behaviors can be blatantly cruel or subtly unkind.
- Hazing—Any participation in the persecution of others by rough practical jokes, forced or demeaning acts or tasks, physical or verbal abuse for the entertainment of others will be considered hazing.

Interventions for those exhibiting bullying behaviors

These steps are prepared as a general guideline. Depending upon the severity of the bullying behavior, legal steps may be taken at any time. In some cases, the BIA Law Enforcement may be asked for assistance.

1. Confront the bullying behavior immediately, either seen or reported.
2. Refer the perpetrator to the counselor, the Dean of Students, or Administration.
3. Prepare a complete Incident Report.

First Offense

- A. Referral to a support group at the counseling center
- B. Restitution to the victim that aligns with the bullying behavior
 - a. Verbal or written apology
 - b. Replacement of stolen or damaged belongings
 - c. Creative consequences as this is the only method understood by bullies
- C. Notify the parent/guardian via telephone (if possible).

Second Offense

- A and B from above.
- C. Parental conference in person or teleconference with perpetrator in attendance.
 - D. Immediate placement in In-School Transition if during the day (one day).
 - E. Immediate Dorm/Room restriction if after school (one day).

Third Offense

- A, B, and C from above.
- D. Immediate placement into the Transition Program.
 - E. Referral to the Guidance Committee (study the type of bullying behaviors and the frequency of such).
 - F. Referral for psychosocial evaluation as group counseling may be ineffective.

Fourth Offense

- A, B, C, and D from 3rd offense.
- E. Request intensive therapy for the perpetrator.
 - F. If he/she is a Special Education student, a Manifestation Determination Meeting will be scheduled with a Due Process Hearing to follow. If Regular Education student, submit name for a Due Process Hearing. (Possible suspension, expulsion, or alternative placement).

Assistance for victims of bullying behaviors

- 1. Provide support for the victim by establishing trust with him/her.
- 2. Provide group counseling with other victims of harassment.

- 3. Provide counseling for the victim to determine:
 - A. possible causes of poor social skills,
 - B. possible causes of poor self-esteem
- 4. Empower the victim by teaching him/her new social skills.
- 5. Encourage positive self-esteem.
- 6. Empower other students to help the victims.
- 7. Provide clear and consistent behavior standards.
- 8. Encourage empathy of all for each other.

HEALTH AND MEDICAL ATTENTION OF STUDENTS

Students needing medical attention make their requests to dormitory personnel before the school day begins. Dormitory personnel will complete a CLINIC PASS to be taken to the school nurse at the RIS Health Center. Students who become ill during the school day must request a pass from their teacher to be presented to the school nurse at RIS Health Center.

During non-school hours, Home Living Staff will monitor ill students closely to determine if the students need to be transported to a medical facility. Any student who refuses to follow a prescribed medical program may be subject to the no-tolerance policy, suspension, or in extreme cases, expulsion for non-compliance. Routine general health needs, including minor illnesses, are evaluated and followed up through routine clinic care at the Anadarko Indian Health Clinic (AIHC). If there are any questions regarding the AIHC and or its services, please contact a staff member of the clinic at (405) 247-2458.

INCIDENT REPORTS

Chronic or severe misbehaviors are recorded on an Incident Report (IR) form. The IR is used for documentation of behaviors of the student, services and resources provided to the student, and interventions or any consequences assigned to the student. Any staff member may generate an IR, and a copy is sent home. A student violating a Category A offense will be required to report to the transition dorm immediately. If the student refuses to report to the transition dorm he/she will be suspended home, pending due process.

Adult age students (18 years +) committing a crime will be referred to the BIA Law Enforcement. Possession of weapons, distributing or intent to distribute prohibited items will result in suspension pending a due process hearing for final results.

As a student of RIS, a residential institution, you will remain morally obligated to our guidelines at all times. All misbehaviors are considered whether the student is on or off campus. For example, day students may be subject to drug testing IF there is a reasonable suspicion of use. If a student is checked out and is seen smoking, fighting, etc., that student may receive an IR and may be requested to complete a drug test.

Remember that continuous misbehavior can be considered a “No Tolerance” behavior. **Staff can request a random drug testing at any time for reasonable suspicion. Undesirable behaviors are as follows:**

Category A: “No Tolerance” On or Off Campus

100. Refusal to attend Transition Program.

101. **Weapons:** Possession or use of any instrument that is intended as a weapon for assault including but not limited to explosives, firearms, knives, straight razors, clubs or fireworks. Toy guns, water guns, or replicas of any weapons are prohibited.
102. **Fighting:** Physical assault or verbal abuse including but not limited to threatening, coercing, harassing, intimidating, or bullying others with the possibility of bodily harm.
103. **Possession of Prohibited Items:** Possession, use of, or promotion of (but not limited to) drugs, alcohol, cigarettes, cigars, smokeless tobacco, inhalants, or any paraphernalia depicting illegal activities. A Urine Analysis (UA) or breathalyzer test is not necessary when (1) a student self-discloses to an employee or (2) an employee or any non-RIS personnel responsible for overseeing any off-campus activity attended by RIS students sees the RIS student using a prohibited item.
104. **Gang Involvement:** Participation in, involvement with, or encouragement of or depiction of any gang activity, paraphernalia depicting illegal activities, gang fighting, gang graffiti, unauthorized assembly, or inciting a fight.
105. **Endangerment of self/others:** Including but not limited to suicide attempts, self-mutilation, or giving or receiving tattoos. Endangerment of self/others also includes involvement or

destruction of property of others, interference with electrical operation or equipment, misuse of fire extinguishers, or sounding false alarms.

106. **Contract Violation**
107. **Felony:** Committing a felony, petty or grand larceny, shoplifting, destruction or defacing of private or government property, including unauthorized entry or trespassing into any building or other violations of state or federal law.
108. **AWOL:** Unauthorized leave from the school campus **or** improper checkouts.
109. **Sexual Misconduct:** Unacceptable behavior including but not limited to any sexual act, any deviant act of behavior, sexual abuse, sexual harassment, or inappropriate public display of affection.
110. **Hazing:** Participation in the persecution of others by rough practical jokes, forced or demeaning acts/tasks or physical or verbal abuse for the entertainment of others.

Category B:

111. Disruptive behavior.
112. Refusal to attend class/programs/activities on campus as scheduled.
113. Refusal to obey school rules.
114. Failure to properly respond to reasonable/legitimate request of staff (Not completing detail/assignment).
115. Unauthorized use of government or public telephones.

116. Abusive, vulgar language.

Responses to IRs will depend upon the severity of the action and extenuating circumstances. They may include but are not limited to counseling, restriction, community service, payment for damages, In-School Transition (IST), After School Detention, Noon Detention, Residential Transition, student contract, due process hearing, suspension home, and expulsion. The referral process may include the school counselors, on-campus mental health services, and outside services as available.

INTERNET USER/COMPUTER USE

Students must read and sign the Technology Compact (found in the enrollment packet) before they may access computers. The compact is kept on file with the appropriate staff. Users are expected to abide by the general accepted rules of network etiquette.

INTERNET TERMS AND CONDITIONS

Internet and network access is provided to the students and staff at Riverside Indian School. Education is the primary function of Riverside Indian School. Computers are tools with which to perform research, retrieve information, compile data, and create documents.

By signing the Technology Compact, the students, staff, and students' parents or guardian agree to obey the rules as outlined. It includes responsibilities when using the network and internet and the consequences when the privileges are abused.

The use of equipment, computers, network resources, and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of these privileges.

Network Etiquette—Users are expected to abide by the general accepted rules of network etiquette. These include but are not limited to the following:

- *Be polite. Messages should not be abusive to others.*
- *Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.*
- *Do not reveal personal addresses, credit card numbers, or phone numbers.*
- *Illegal activities are strictly forbidden.*
- *Electronic mail is not guaranteed to be private. People who operate the system do have the access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.*
- *Do not use the network in such a way that others' use of the network would be disrupted.*

Users agree to abide 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.*
- *Shall not damage computers, computer systems or computer networks, which includes altering software components of a computer or system.*

- *Transmitting or intentional receipt of hate mail, harassment, and other antisocial behaviors are prohibited on the network.*
- *Shall not use the network to access or process pornographic material, inappropriate text files, or any illegal activity.*
- *Shall not conduct any kind of personal business transaction.*
- *Students agree not to play games on the computers unless authorized by monitoring staff member.*
- *Agree not to use the chat rooms.*
- *Agree not to send chain letters.*
- *Students shall not send, receive or check personal E-mail, except before or after school.*

Computer Lab Usage:

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

Consequences of unacceptable use are:

- *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.*

INTRUDER POLICY

An intruder is any unauthorized person on campus. To ensure the safety of all staff and students, students will be required to follow the directions of RIS staff in the event of an intruder on campus. Students should notify RIS staff of any suspicious activity.

LIBRARY

Students are encouraged to use the library for reports or leisure reading. Students must have a pass to enter and must report back to class prior to the end of the period. Teachers will arrange with the librarian for entire classes to have library time. Library hours are from 8:00 A.M. to 4:30 P.M.

MAIL

Student mail is available at the students' respective dormitories Monday through Friday after 3:30 P.M. Student checks will be forwarded to the school bank for deposit. **PARENTS ARE ENCOURAGED NOT TO SEND CASH OR PERISHABLE FOOD.** Students will initial/sign that they have received their mail. **All packages are opened in the presence of staff for inspection.** The school reserves the right to consult with the parent/guardian prior to allowing certain pieces of mail to be received by the student. **Students may not accept mail from penal institutions unless approved in writing by parent or legal guardian.**

MOMENT OF SILENCE

1st hour teachers and their students are required to observe a daily moment of silence.

MOTOR VEHICLES

Students are not allowed to keep or drive an automobile, a motorbike, etc., on campus during the school year. Day students are encouraged to utilize provided school transportation to and from RIS. Students may not drive their privately-owned vehicles to and from school-sponsored activities. Students who are checked out may NOT drive onto the campus without prior administrative approval.

NO-TOLERANCE POLICY (see also Incident Reports)

Any student violating a Category A during the school year will be disciplined in the following manner:

1. At time of incident, student will be placed into the Residential Transition Program. If the student refuses, he or she will be suspended home until the Due Process Hearing. A contractual agreement, suspension, or expulsion may result from the Due Process Hearing.
2. In cases of endangerment to staff or student(s), the offender may be removed from the campus.

PREGNANT STUDENTS' POLICY

RIS is unable to meet the special needs of pregnant students; therefore, any pregnant student will be immediately returned home to the care of the parent/guardian. Parents are

encouraged to contact their local school district for academic assistance.

PROGRAMS/SERVICES

ACE: An accelerated curriculum designed for students working to complete graduation requirements. Eligibility is considered on a case-by-case basis. ACE students sign a contract agreeing that the duration of the program is based on individual student progress.

A + Learning System: An individualized, computer-driven curricula for older students to obtain their age appropriate grade level. This program is offered to elementary and junior high students.

Community Service: All court-ordered community service hours are coordinated through the Counseling Department.

Exceptional Education: An Individualized Education Plan (IEP) for students with special academic needs are developed and monitored through coordinated efforts in the academic and residential programs.

Extended Day: This program is designed to give students an opportunity to improve their grades and/or attendance. Students will serve Extended Day with their respective teachers.

Gifted and Talented Education: This program designs IEPs and provides services to students with great potential in any one or more of the following five categories:

1. intellectual ability
2. creativity/divergent thinking
3. academic aptitude/achievement
4. leadership
5. visual and performing arts

Intensive Residential Guidance (IRG): A program designed to provide counseling through certified counselors.

Title I: A school-wide project providing academic assistance to all students.

Title II: A program designed to enhance professional development among teachers.

Title IV, Safe and Drug Free Schools: A program designed to provide the healthy and holistic development of each student and staff member.

Title VII: A program designed for the expansion of academic assistance in math and reading.

Transition Program: A structured program to encourage the growth of good decision making skills and positive behaviors. Placement is based upon the non-compliance of RIS behavior guidelines. Students complete academic work during IST.

Vocational-Technical Training: A program offered through the Caddo-Kiowa Technology Center that allows our students to enroll in several career training courses.

Internet/Distance Learning Coursework
The Oklahoma State Department of Education allows for high school credit to be earned for accredited internet or distance learning coursework. This is subject to administrative review.

ELL/LEP/ESL Assistance

Tribal/other languages can be utilized to explain school policies and procedures through tribal interpreters.

PROHIBITED AND RESTRICTED AREAS

The restricted areas are the areas outside the perimeter of the campus including nearby bodies of water, wooded

areas, the Southern Plains Regional Office, the Wichita Tribal Community Center and offices, the athletic fields after curfew unless supervised by staff. Other areas include unsupervised buildings, dormitories, offices and other school facilities.

Specific areas for all students during the lunch hour will be announced and posted in the academic areas. Assigned academic staff will supervise those areas.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Any PDA will not be tolerated. Any student participating in PDA will be (1) given a verbal warning, (2) referred for counseling, (3) required to sign a PDA contract, and (4) subject to disciplinary action for sexual misconduct (category A, #109).

Unacceptable PDA includes but is not limited to the following:

- Giving or receiving hickeys
- Passionate kissing
- Touching of private areas
- Touching under clothing
- Hugging, walking, or lying together with full body contact (torso to torso, front to front, back to front)
- Sexual activity

REPORT CARDS/CONFERENCES

Report cards are issued at the end of each term. Copies of the students' grades are sent to the parents/guardians. Teacher/Parent/Dorm Staff/ Conferences are scheduled three times per year. A list

of the conference dates are posted in the school calendar.

RIGHTS, RESPONSIBILITIES, AND GRIEVANCES OF THE STUDENT

(from CFR 42.3 Rights of the Individual Student)
Individual students at Bureau of Indian Affairs schools have, and shall be accorded the following rights:

- a) *The right to an education.*
- b) *The right to be free from unreasonable search and seizure of their person and property, to a reasonable degree of privacy, and to a safe and secure environment.*
- c) *The right to make his or her own decisions where applicable.*
- d) *The right to freedom of religion and culture.*
- e) *The right to freedom of speech and expression, including symbolic expression, such as display of buttons, posters, choice of dress, and length of hair so long as the symbolic expression does not unreasonably and in fact disrupt the educational process or endanger the health and safety of the student or others.*
- f) *The right to freedom of the press, except where material in student publications is libelous, slanderous, or obscene.*
- g) *The right to peaceably assemble and to petition the redress of grievances.*
- h) *The right to freedom from discrimination.*
- i) *The right to due process. Every student is entitled to due process in every instance of disciplinary action for alleged violation of school*

regulations for which the student may be subjected to penalties of suspension, expulsion, or transfer.

42.4 *Due Process.* Due process shall include:

- a) *Written notice of charges within a reasonable time prior to a hearing. Notice of the charges shall include reference to the regulation allegedly violated, the facts alleged to constitute the violation, and notice of access to all statements of persons relating to the charge and to those parts of the student's school record which will be considered in rendering a disciplinary decision.*
- b) *A fair and impartial hearing prior to the imposition of disciplinary action absent the actual existence of an emergency situation seriously and immediately endangering the health or safety of the student or others. In an emergency situation the official may impose disciplinary action not to exceed a temporary suspension, but shall immediately thereafter report in writing the facts (not conclusions) giving rise to the emergency and shall afford the student a hearing which fully comports with due process, as set forth herein, as soon as practicable thereafter.*
- c) *The right to have present at the hearing the student's parent(s) or guardian(s) (or their designee) and to be represented by lay or legal counsel of the student's choice. Private attorney's fees are to be borne by the student.*
- d) *The right to produce, and have produced, witnesses on the student's behalf and to confront and examine all witnesses.*

- e) *The right to a record of hearing of disciplinary actions, including written findings of fact and conclusions in all cases of disciplinary action.*
- f) *The right to administrative review and appeal.*
- g) *The student shall not be compelled to testify against himself.*
- h) *The right to have allegations of misconduct and information pertaining thereto expunged from the student's school record in the event the student is found not guilty of the charges (from 25 CFR Ch. 1 [4-1-00 edition, pages 185-186]).*

Students have the absolute right to be secure in their persons and property. Unreasonable searches of students or their personal property on school premises should not be permitted without the concurrence of the Office of the Solicitor, except under extraordinary circumstances, where there is immediate danger of life or public safety. RIS reserves the right, however, to search students, their property or their rooms, if there is reasonable suspicion of drugs or concealed weapons. The school official in charge should be present during any search made of the person or property of students on school premises, with or without warrant.

Procedure/Rights of the Disabled Student

It is the policy of RIS to assure all disabled children enrolled to have the right to a free and appropriate education as mandated by Public Law 94-142. Students with disabilities are held to the standards of discipline stated in this handbook. In compliance with the disciplinary provisions of the Individuals with Disabilities Education Improvement Act (IDEIA), students with disabilities subject to

disciplinary action will be afforded the protections required by the Act. Students protected by this policy include the following students:

1. Students eligible under IDEIA receiving special education services.
2. Students protected by Section 504.
3. Students not currently identified as eligible for special education pursuant to 300.527 (Child Find Procedure) of the Act.

If the conduct of a student with a disability reasonably appears to be in violation of the behavioral guidelines as outlined in the RIS student handbook, a transition program referral action consistent with the consequences for non-disabled students may be proposed by an administrator and appropriate personnel.

Short Term Suspension

1. Suspension data will be monitored by the Guidance Committee.
2. Suspensions of less than ten cumulative school days per year do not constitute a change of placement within the meaning of special education law (IDEIA). Therefore, due process beyond that provided for all students is not necessary for students with disabilities.
3. No tolerance policy violation(s) that could result in total cumulative days of suspension exceeding ten days in a school year will be reviewed by an administrator and appropriate personnel to make the determination if such additional suspension constitutes a change of placement.
4. If it is determined that cumulative suspensions over ten days does not constitute a change of placement, services (determined by the administrator and special education

teacher) must begin on the eleventh school day of suspension, and a plan will be developed for a Functional Behavior Assessment and Behavior Intervention Plan. If the additional suspension does constitute a change of placement, procedures for long-term suspension must be followed.

Long Term Suspension

1. Parental Agreement: If parents agree with the proposed no-tolerance policy action(s) and provision of services, there is no need to continue with further procedures except the standard change of placement procedure (written prior notice).
2. Parental Disagreement: Should the parents disagree with the proposed no-tolerance policy action(s) and the provision of services, the procedures for long term suspension and change in placement must be followed.
3. Parental Notification: Parents will be notified the same day of the decision to take the no-tolerance policy action(s) that may result in a change of placement. Parents will be given a copy of the procedural safeguards guaranteed by IDEIA and provided prior notification of the IEP meeting date/time/place.

IEP Meeting

The IEP Team (including the student) must meet within ten days of any action that result in a change of placement. The IEP Team must take the following actions:

1. Conduct a Manifestation Determination to determine the relationship between the behavior and the student's disability.

2. Develop a Functional Behavior Assessment and Behavior Intervention Plan.

Length of Removal

The duration of the suspension and services provided will depend on the type of infraction (*carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency; knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency; or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency [PL 108-446]*) and whether the behavior is a manifestation of the student's disability. Once the length of the suspension and extent of the services provided during the suspension is determined, the change of placement procedures may be followed (including written prior notice).

Parental Appeal

If the parent disagrees with any of the conditions of the long-term suspension, due process procedures can be requested.

Student Responsibilities

The declaration of all human rights guaranteed by the Federal Constitution implies corresponding responsibilities. Students must accept these responsibilities so as not to infringe upon the rights of others in the school and community. The students of RIS must accept the following responsibilities:

1. Obtain an Education. The student must regard the opportunity of obtaining an education as one of

his duties to the community. It is the student's responsibility to attend all of his or her classes regularly.

2. Follow the School Rules. The student must obey recognized rules and procedures developed by the school community, including those affecting environmental health, order, and use of school property.
3. Practice Self Control. The student must refrain from inflicting bodily harm on other students or other persons and respect the privacy of their property and correspondence.
4. **Know the Grievance Process. It is the responsibility of the student to know the proper methods and channels for complaints and make use of them.**

STUDENT RESPONSIBILITY FOR WRONGFUL ACTS

The Federal Government does not assume responsibility for any wrongful act committed by any student in an Indian Boarding School or other educational facility, either on or off the school property. Liability for damages resulting from a wrongful act by a student rests with the parents or legal custodian of the student. **The school is not responsible for the theft of personal items, such as jewelry, money, clothing, eyeglasses, or other personal items regardless of the value. (Students may arrange with staff for storage and safekeeping of irreplaceable and other valuable items.)**

Student Grievance Procedure

Any student who feels he has been discriminated against, believes his rights have been violated, or has any other legitimate complaint concerning the school may report his/her concern in the following manner:

1. A grievance must be recorded in writing to the dormitory staff, Student Services Director, Dean of Students, or Administrator.
2. An employee first informed in writing of a grievance shall contact his/her Supervisor who shall resolve the grievance or report it to the Administrator.
3. Although efforts to resolve grievances should be made at the previous levels before presenting them to him/her, the Principal will be available to students and staff on matters of grievances.
4. All responses to student grievances will be in writing.
5. Appeals Procedure—If a student's parent/guardian wishes to appeal the decision of the Principal, they must make their appeal in writing to the Principal. The Principal will review the case and respond to the parent/guardian with his/her decision concerning the appeal. If the parent/guardian is dissatisfied with the Principal's decision, he/she may then appeal in writing to the Oklahoma Area Education Office or the Education Line Officer. He/She will review the case, make a determination, and give a written response to the parent/guardian and the school administrator.

SCHOOL LAW OF OKLAHOMA, SECTION 562, UNITED STATES FLAG

Any person who contemptuously or maliciously tears down, burns, tramples upon, mutilates, defaces, defiles, treats with indignity, wantonly destroys or causes contempt, either by work or act, upon any flag, standard colors, or insignia of the United States by its use for unpatriotic or profane purpose is in violation of this rule. The person is given the opportunity to correct this documented matter with enforced compliance to follow.

SEARCH AND CONFISCATION POLICY

The administration, staff and school board of RIS, in their desire to provide health, safety, and general welfare of all students with whom they are entrusted may search the classrooms, dormitory rooms, lockers, personal baggage, and/or the student. Individual searches are conducted by a person of the same sex with a witness of the same sex. This includes "pocket searches."

RIS employs the use of a trained canine and handler to search the campus grounds, school buildings, dormitories, and personal property of students to detect the presence or use of drugs. Canine searches are performed at random without prior notification to insure the greatest degree of efficacy.

Illicit items are promptly confiscated when found. Any student who is found to be in possession of illegal items is turned over to the Bureau of Indian Affairs Law Enforcement authorities. Riverside Indian School is located on federal land which falls under the

jurisdiction of the Bureau of Indian Affairs law enforcement.

SMOKING

RIS is a smoke-free campus. Smoking or using smokeless tobacco is not allowed.

STORM AND TORNADO WARNINGS

Tornado and storm warnings are a series of three – one minute blasts and the all-clear signal is one – two minute blast on the outside siren. Exits from all buildings are done in an orderly fashion, and students are reminded not to run. Staff/Students are to evacuate the buildings by an established route as posted in each building and proceed to the cafeteria and dormitory basements. Teachers will take their attendance books to check attendance upon arrival. Two storm drills are conducted each school year. Our warning system is connected to the Anadarko warning system which is tested every Monday at noon by one long blast.

STUDENT IDENTIFICATION CARDS

Students are required to have an identification card from RIS. It is the responsibility of the students to maintain their IDs at all times. Furthermore, students will be required to show their IDs to enter school activities such as games, dances, field trips, or to conduct business at Western Union, to participate in the ACT/SAT national testing.

STUDENT RECORDS

All cumulative records maintained on a student are confidential and may be

reviewed by the student and the parent/guardian. RIS adheres to the Family Education Rights and Privacy Act of 1974 and Health Information Patient Privacy Act (HIPPA). RIS shall provide a Notification of FERPA Rights to each student or parent/guardian of a student. Parents and eligible students (18 and older) are informed by letter regarding student confidentiality of all identifiable information and education records. The student record policy is as follows:

- Parents and eligible students will be informed of their rights at the beginning of the school year.
- Parents and eligible students may inspect and review educational records and/or request a copy of records at no charge.
- Parents and eligible students must give written consent for release of identifiable information to the registrar.
- The cumulative records of the student, including Social Security numbers will be current and filed in the administration office.

Proper safeguards will be taken with these records. Permanent folders will be kept in a locked filing cabinet in a locked room. Criteria for school staff or personnel with legitimate educational interest will be posted near the records. Only those certified personnel shall have access to permanent student records, except as stipulated in 25 CFR 43.5

STUDENT SERVICES DEPARTMENT (SSD)

SSD provides routine dormitory operations and after-school curriculum of life skills, and cultural and

alternative activities. All after-school curricula will be mandatory for students. Residential staff will provide group and individual support in each dorm. Students determined to be in need of substance intervention, behavioral or emotional counseling and educational assistance will have those specific services made available. All students qualify for the Intensive Residential Guidance (IRG) program and will be provided assistance in assessment, diagnosis, treatment plan, development, counseling, and education appropriate for individual needs.

STUDENT TRAVEL

RIS is responsible for the following student transportation:

1. Travel to the campus for the initial enrollment (fall and spring terms).
2. Travel home for the Christmas break.
3. Travel to the campus from the Christmas break.
4. Travel home at the end of the spring term.

All emergencies will be considered on an individual basis. Emergencies include death or serious illness of an immediate family member (parent or legal guardian, sibling, or grandparent).

RIS is not responsible for transportation to or from home for either religious ceremonies or cultural events or withdrawals. If the parent/guardian chooses to take their child out of school for religious ceremonies or cultural events, the parent will be responsible for the expenses of the student's travel, and the student will be required to fulfill the following:

1. Provide the school with a written request from the parent/guardian stating the number of days and the reasons for being absent which should include a copy of the religious ceremony and/or cultural event.
2. Complete a grade, attendance, and attitude report.
3. Receive a written approval or denial for leave of absence from an administrator.
4. Provide a copy of the travel itinerary to the Director of Student Services.
5. Upon returning to campus, the student may be required to attend after school (extended day) sessions to make up missed days and to allow for completion of academic work.

Failure to follow these procedures will result in unexcused absences.

STUDENT UNION

The Shack, or the Student Union, has games available and sells refreshments. The Shack operator may ask students to leave for failure to respond to any reasonable request for proper behavior.

POLICY FOR STUDENTS SUSPECTED OF USE OR POSSESSION OF ALCOHOL, TOBACCO, OR OTHER DRUGS (ATOD)

Riverside Indian School is and will be prepared to respond to any life-threatening situation. An active member of the Bureau of Indian Affairs Law Enforcement staff has trained and will continue to refresh, as needed, a member of the Riverside Indian School Special Response Team. Training topics such as building evacuations, radio

communications, reporting procedures, first aid, CPR, and safe escorting of students posing a threat to themselves and others have and will be given. Additionally, all SRT members will be certified in the Mandt System, which is a person-centered, values-based process, developed to encourage positive interaction. Furthermore, the system is designed to promote respect and dignity for all people with an emphasis on the team concept in order to help and protect an individual experiencing a crisis situation.

**PROCEDURE FOR STUDENTS
SUSPECTED OF ALCOHOL,
TOBACCO, OR OTHER DRUG
(ATOD) USE OR IN POSSESSION
OF ALCOHOL**

1. *RIS staff that observes any student who appears to be intoxicated, is suspected of using alcohol, or is found to be in possession of alcohol, will contact the Supervisor/Duty Officer, Safety Officer, and the RIS Special Response Team (SRT). The observing staff member will maintain a constant vigil of said student until one or all of the above mentioned personnel arrive on the scene. Acquire all possible information available from student(s) and staff.*
2. *The SRT member will utilize the "Alco-Wand". If the presence of alcohol is indicated, a Breathalyzer will be utilized. If indicators of other drug use are present, staff will make a brief evaluation.*
3. ***If the Breathalyzer detects any level of alcohol, or evidence of any other drug use is present, the student will be transported to the nearest medical facility for assessment. The student***

will not return to Riverside Indian School without a signed release from the medical facility.

- a. *Sponsors of all school approved, off campus activities, excluding town trips, will be required to take medical consent forms for each student.*
- b. *Sponsors will indicate possession of the consent forms on the Activity Request. Security at the gate will validate this with the sponsor.*
4. *The Duty Officer will be responsible for notifying the parent/guardian immediately.*
5. *The Duty Officer will be responsible for notifying BIA Law Enforcement.*
 - a. *Do not disturb areas in which ATOD are found. The BIA Law Enforcement will investigate.*
 - b. *Turn all confiscated ATOD items over to BIA Law Enforcement to Duty Officer or Safety Officer.*
6. *Complete all necessary reports such as Incident Reports, Student Injury Reports, Parent Contact, and Log Book.*
7. *When the student returns to campus he/she will be involved with the Transition Program and mandatory follow-up counseling.*
8. *As soon as possible, upon return to RIS campus, the parent/guardian will be notified again by the Duty Officer to inform them of the status and location of their student.*

SIGNS AND SYMPTOMS OF DRUG USE

Physical Signs

- *Loss of appetite, increase in appetite, any changes in eating habits, unexplained weight loss or gain.*
- *Slowed or staggering walk; poor physical coordination.*
- *Inability to sleep, awake at unusual times, unusual laziness.*
- *Red, watery eyes, pupils larger or smaller than usual; blank stare.*
- *Cold, sweaty palms; shaking hands.*
- *Puffy face, blushing or paleness.*
- *Smell of substance on breath, body, or clothes.*
- *Extreme hyperactivity; excessive talkativeness.*
- *Runny nose; hacking cough.*
- *Needle marks on lower arm, leg or bottom of feet.*
- *Nausea, vomiting or excessive sweating.*
- *Tremors or shakes of hands, feet, or head.*
- *Irregular heartbeat.*

Behavioral Signs

- *Change in overall attitude/personality with no other identifiable cause.*
- *Changes in friends; new hangouts; sudden avoidance of old crowd; doesn't want to talk about new friends; friends are known drug users.*
- *Change in activities or hobbies.*

- *Drop in grades at school or performance at work; skips school or is late for school.*
- *Change in habits at home; loss of interest in family and family activities;*
- *Difficulty in paying attention; forgetfulness.*
- *General lack of motivation, energy, self-esteem, "I don't care" attitude.*
- *Suddenly oversensitive, temper tantrums or resentful behavior.*
- *Moodiness, irritability, or nervousness.*
- *Silliness or giddiness.*
- *Paranoia.*
- *Excessive need for privacy; unreachable.*
- *Secretive or suspicious behavior.*
- *Car accidents.*
- *Chronic dishonesty.*
- *Unexplained need for money, stealing money or items.*
- *Change in personal grooming habits.*
- *Possession of drug paraphernalia.*

Drug Specific Symptoms

Marijuana: *Glassy, red eyes, loud talking or inappropriate laughter followed by sleepiness; a sweet burnt scent; loss of interest, motivation; weight gain or loss.*

Alcohol: *Clumsiness; difficulty walking; slurred speech; sleepiness; poor judgment; dilated pupils; possession of a false ID card.*

Depressants *(including barbiturates and tranquilizers): Seems drunk as if from alcohol but without the associated odor of alcohol; difficulty concentrating;*

clumsiness; poor judgment; slurred speech; sleepiness; and contracted pupils.

Stimulants: Hyperactivity; euphoria; irritability; anxiety; excessive talking followed by depression or excessive sleeping at odd times; may go long periods of time without eating or sleeping; dilated pupils; weight loss; dry mouth and nose.

Inhalants (glue, aerosols, and vapors): Watery eyes; impaired vision, memory and thought; secretions from the nose or rashes around the nose and mouth; headaches and nausea; appearance of intoxication; drowsiness; poor muscle control; changes in appetite; anxiety; irritability; an unusual number of spray cans in the trash.

Hallucinogens: Dilated pupils; bizarre and irrational behavior including paranoia, aggression, hallucinations; mood swings; detachment from people; absorption with self and other objects; slurred speech; confusion.

Heroin: Needle marks; sleeping at unusual times; sweating; vomiting; coughing and sniffing; twitching; loss of appetite; contracted pupils; no response of pupils to light.

Tobacco/Nicotine: Smell of tobacco; stained fingers or teeth.

ALCOHOL POISONING

What is Alcohol Poisoning?

When someone is drinking in large quantities (i.e. chugging, doing shots, beer bong, participating in drinking games) in a short period of time, alcohol bombards the brain, depriving it of needed oxygen. The brain, struggling to deal with the overdose of alcohol (a depressant) and lack of oxygen, begins to shut down the involuntary functions that regulate breathing and heart rate.

How can I spot Alcohol Poisoning?

There are a few things that can be likely indicators of alcohol poisoning. The person may:

- be unconscious and cannot be awakened;
- having **cold, clammy, unusually pale or bluish skin;**
- be **breathing slowly or irregularly;** usually this means less than 8 times a minute or 10 seconds or more between any two breaths, or
- **vomit while passed out** and does not wake up before or after

If you notice **ANY** of the above signs, it could be a case of alcohol poisoning! If someone has been drinking heavily, **DO NOT** leave this person alone, especially if they have passed out!

If you suspect it is a case of alcohol poisoning, get help immediately. Call a staff member, friend, or emergency personnel. **The safest bet is to call 911.** If you are able to, get the person on their side to keep them from choking in the case of vomiting. Watch their breath carefully. If they stop breathing and you know the procedure, administer CPR.

Students who display physical signs (reasonable suspicion) or chemical influence will be subject to drug testing in accordance with the signed contract submitted with each student's application. A student may refuse to take a drug screen if recommended under "reasonable suspicion". However, in accordance with *Federal Law 49 CFR 40*, **refusal to take the drug test will be considered an admission of guilt and will be treated as a positive result.** Any urine sample that appears to be "altered" or "adulterated" may also be considered as a positive result. Drug tests include Marijuana, Cocaine,

Amphetamines, Opiates, Alcohol, and Phencyclidine (PCP). **Students can be passively screened by a Breathalyzer or Alco-Wand, an instrument that detects alcohol.**

Positive results on a drug test are considered a “no-tolerance” behavior and will be treated according to that policy. If necessary, security measures will be taken. The Transition Dorm, a juvenile holding facility, or jail for those 18 years or older, may be used for placement.

TELEPHONES

Students may use U.S. Government telephones upon obtaining permission from appropriate staff. However, students are not called out of class to talk on the telephone except in the case of an **emergency**.

In accordance with Oklahoma State Statutes 21, Section 1515: any individual or who shall avoid or attempt to void or shall cause or assist another to avoid any such charge for telephone services by doing the following:

1. charging such services to an existing account, telephone number or credit card without the authority of subscriber;
2. charging services to a non-existent, false account, telephone number or credit card or to a suspended, terminated, expired telephone number;
3. use of a code, pre-arranged scheme, strategy, or devise whereby said person in effect sends or receives information shall be guilty of a misdemeanor and shall upon conviction thereof, be imprisoned not to exceed one year, or fined not to exceed \$1000.00 or both in discretion

of the court. All fraudulent charges made to the government or public telephone shall be turned over to the telephone company for their investigation for conviction of the violators.

TOWN TRIPS

The Duty Officers are responsible for implementing a rotating town trip schedule for students. Students must have money and their IDs. **Bags and receipts from town trips must be checked.**

Students not returning at the required time by school transportation are considered to be absent without leave (AWOL) and are subject to an incident report. Students unaccounted for are referred to the school authorities.

TRANSITION PROGRAMS

The staff is authorized and required to handle violations of no-tolerance policy and/or enforce any school policy as mandated by the school handbook. Placement is based upon acute or chronic misbehaviors that interrupt or otherwise negatively interfere with the positive learning and social environments of others. Students who defy academic staff requests will be assigned to one of the following transition programs:

- **In-School Transition (IST):** IST provides for the physical isolation of a student during the school day. The students are responsible for completing academic work while in IST. **Students who continually miss the bus to the Caddo-Kiowa Technology Center will be disciplined according to the protocol for “skipping class.”**

- **Residential Transition/Out-of-School Transition:** The Residential Transition Program serves as an alternative for the usual out-of-school suspension. Students are required to serve the total number of day of assigned transition regardless of check-outs. Placement is based upon the student's decision to participate in a Category A infraction ("No Tolerance" behaviors) or other chronic misbehaviors. Day students and ACE students may also be assigned to this program. Assignment to the Residential Transition Program will be given in "tours", increments of seven (7) days. The student has two options: (1) immediate participation in the Transition Program or (2) suspension home pending a Due Process Hearing. Expenses for travel, after the initial suspension, becomes the responsibility of the parent/guardian.
- **Noon-Time Detention:** This program is designed for students who have excessive tardies, absences, or chronic misbehavior.