Sherman Indian High School
Student/Parent Handbook
2025-2026

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Introduction

This **Student/Parent Handbook** provides information for parents, students, community members, and staff about what is expected and offered at Sherman Indian High School (SIHS). The handbook is provided in accordance with 25 C.F.R. Part 36.

The administration, faculty, and staff welcome you to Sherman Indian High School, a Bureau of Indian Education off-reservation residential school located in Riverside, CA. We are your home away from home. Sherman Indian High School offers students an exceptional educational environment for student success. Students who make the commitment to follow the handbook will succeed while at Sherman Indian High School.

All Sherman Indian High School staff members are committed to supporting each student's success and personal development. Sherman students are expected to:

1) Be in class every day and be on time

2) Realize their academic potential

3) Be a positive role model in school and in the dorm

4) Maintain appropriate behavior.

Every student is a Sherman community member and is expected to help in maintaining a safe and healthy environment when using our buildings, grounds, and equipment.

Sherman Indian High School

Vision Statement

Uniting to promote healthy communities through lifelong learning.

Sherman Indian High School Mission

To provide quality education opportunities from early childhood through life in accordance with a tribes' needs for cultural and economic well-being and in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities. The Bureau shall manifest consideration of the whole person, taking into account the spiritual, mental, physical, and cultural aspects of the person within family and tribal or Alaskan Native village contexts.

2025-2026 School Calendar

Staff return to work……. Monday, August 11th, 2025

Student Travel/ Dormitories Open…….. Thursday, August 14th, 2025

1st Semester Classes begins…… Monday August 18th, 2025

Labor Day Holiday……Monday, September 1st, 2025

Indigenous Peoples Day of California…… Friday, September 26th, 2025

Indigenous Peoples Day…….. Monday, October 13th, 2025

Parent Conference…… Friday, October 24th, 2025

Veteran's Day……Tuesday, November 11th, 2025

Thanksgiving Holiday…….. Thursday, November 27th, 2025

No-School…….. Friday, November 28th, 2025

1st Semester Finals……. Tuesday through Thursday, December 16th – 18th, 2025

Student Winter Travel Begins ……Thursday, December 18th, 2025

Winter Break…….. Friday, December 19, 2025 through January 2nd, 2026

Student Spring Travel/Dormitories Open…….. Saturday, January 3rd, 2026

2nd Semester Classes Begin…… Monday, January 5th, 2026

Dr. Martin Luther King Holiday…… Monday, January 19th, 2026

President's Day Holiday…….. Monday, February 16th, 2026

Miss Sherman Pageant…… Friday, April 17th, 2026

Sherman Pow-wow…….. Saturday, April 18th, 2026

Senior Finals…….. Wednesday and Thursday, April 29th – 30th, 2026

Senior Grades Due…….. Friday, May 1st, 2026

Senior Activities…… Friday, May 1st, 2026

Underclass Finals…….. Monday through Wednesday, May 4th – 6th, 2026

Inter-Tribal Graduation…….. Wednesday, May 6th, 2026

Graduation…….. Thursday, May 7th, 2026

Student Travel…… Thursday, May 7th- 8th, 2026

End of Contract…… Friday, May 8th, 2026

Bureau of Indian Education (BIE)

Vision Statement

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

Mission Statement (25 C.F.R. 32.3):

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

Message on Wellness

Sherman Indian High School encourages students and their families to address their physical, mental, and spiritual well-being. We encourage students and their families to eat healthy, exercise, and maintain their mental health so that students can reach their full potential. Sherman Indian High School provides students with nutritious food and structured physical activities to the greatest extent possible.

Message on Child Abuse and Neglect

All suspected cases of child abuse and neglect will be reported in accordance with the BIE's Suspected Child Abuse/Neglect (SCAN) Reporting Protocols. Full protocol can be found in Appendix A of this handbook. For access or further information on the protocol, contact the School Principal, or visit the Bureau of Indian Education website at: http://www.bie.edu/Programs/SSS/index.htm.

Compliance with Anti-Discrimination Laws

The dormitory will comply with the requirements of Title IX of United States Education Amendments of 1972, Section 504 of the Rehabilitation Act, 29 U.S.C. § 794, and 20 U.S.C. §§ 1681–1688, Pub L. No. 92-318, and its implementing regulations (34 C.F.R. part 106). Further, no individual, on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in, a federally conducted education or training program or activity (Executive Order 13160).

Confidentiality

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

Academic Information

Program Goals

The following are the 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 a 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.

Performance Standards for Quality Schools

Sherman Indian High School is fully accredited through Cognia, a non-profit, non-partisan accreditation organization that conducts rigorous, on-site external reviews of PreK-12 schools and school systems to ensure that all learners realize their full potential. Accreditation is accomplished through system accreditation of the Phoenix Educational Resource Center. Cognia provides tools and resources to schools and school systems to support ongoing comprehensive analyses to drive continuous improvement.

Academic School Schedule

Regular Day Schedule

1st Period	8:15	9:10	55
2nd Period	9:15	10:10	55
3rd Period	10:15	11:10	55
4th Period	11:15	12:10	55
Lunch	12:15	1:05	50
5th Period	1:10	2:05	55
6th Period	2:10	3:10	60

Assembly Day Schedule

1st Period	8:25	9:05	40
2nd Period	9:10	9:50	40
3rd Period	9:55	10:35	40
4th Period	10:40	11:20	40
5th Period	11:25	12:05	40
Lunch	12:10	1:05	55
6th Period	1:10	2:00	40
Assembly	2:00	3:10	70

Minimum Day Bell Schedule

1st Period	8:15	8:50	35
2nd Period	8:55	9:30	35
3rd Period	9:35	10:10	35
4th Period	10:15	10:50	35
5th Period	10:55	11:30	35
6th Period	11:35	12:10	35
Lunch	12:15	1:05	50

Finals Schedule

Day 1			Day 2			Day 3			Mins
1st Period	8:15	10:15	3rd Period	8:15	10:15	5th Period	8:15	10:15	120
2nd Period	10:20	12:20	4th Period	10:20	12:20	6th Period	10:20	12:20	120
Lunch	12:20	1:15	Lunch	12:20	1:15	Lunch	12:20	1:15	55

Graduation Requirements

To earn a **high school diploma** from Sherman Indian High School, a student must:

1. Successfully complete a minimum of 215 credits, including the specific requirements as indicated below:

English	40 credits
Mathematics,	30 credits including Algebra 1
Social Studies	40 credits
Native Studies	5 credits (1 semester)
World History	10 credits (2 semesters)
U.S. History	10 credits (2 semesters)
Federal Government	5 credits (1 semester)
Economics	5 credits (1 semester)
Tribal Government	5 credits (1 semester)
Science	20 credits (4 semesters)
PE	20 credits (4 semesters)
Fine Arts/Language other than English (LOTE)	10 credits (2 semesters)
Vocational Arts	10 credits (2 semesters)
Electives	45 Credits (9 semesters)

Sherman is on the Semester System. Grades are posted on the transcript in December and May. Each class at Sherman is worth 5 credits. Each semester, students work to earn 30 credits. A's, B's, C's, and D's are worth 5 credits each. F's are worth no credit.

Determining Your Grade Level

As part of the application process to Sherman Indian High School, parents/guardians are responsible for having all transcripts sent to Sherman's Registrar's Office. The School Counselors and the Registrar's Office cannot be held responsible for students being placed in courses completed at other schools if Sherman does not have a transcript to verify that a course has been successfully passed. Only courses from Accredited High Schools will be accepted.

Academic Assessment Tools Used

- Department and Individual Teacher Tests
- Mathematics: STAR Math - Renaissance Learning
- Reading: STAR Enterprise– Renaissance Learning
- Pearson Standardized Testing (11th Grade: English, Math)
- Cognia Standardized Testing (11th Grade: Science)

Cyber High

Cyber High is an alternative education program at Sherman Indian High School that has been implemented to promote student success towards high school graduation. Enrollment is limited. Your school counselor will place students into Cyber High. The purpose of being enrolled in Cyber High is to:

1. Make-up credits to meet Sherman Indian High School's Graduation Requirements
2. Earn a higher grade in classes for a-g requirements (only if the grade is a D or F)
3. To take American Sign Language to meet the Language Other than English requirement for college admissions
4. Allow new students who enter Sherman near the end of a grading period to have an easier transition into a "regular" schedule of classes

Library Services

The library welcomes all faculty, staff, and students who wish to read, learn, and/or study.

Book Checkout

Staff and students may check out library books at the discretion of SIHS.

Overdue Books

The library prevents staff and students with overdue items from borrowing additional books until they return or renew the books. At the end of the school year, the library treats all overdue books as lost or missing.

Requests for Books

The library welcomes and makes all attempts to fill book requests from staff and students.

Library Rules

Students must observe the following rules when using the library:

- Keep the library clean
- Be respectful of other library visitors
- Be kind to the books
- Ask for help if you can't find what you need

College and Career Readiness

AVID

What Is AVID?

AVID stands for Advancement Via Individual Determination. AVID is a structured and rigorous college preparatory elective program for self-motivated, potential college-bound students. To find out more about AVID, please visit the national website at www.avid.org. AVID has been a program at Sherman since the 2017-2018 school year.

AVID's Mission and Proven Success

AVID's mission is to close the achievement gap by preparing all students for college and career readiness and success in a global society. An AVID student completes four-year college entrance

requirements at a rate that is at least two times the national rate. Additionally, three out of four AVID graduates who apply to four-year colleges or universities are accepted.

Over the past 30 years, AVID has become one of the most successful college-preparatory programs for low-income, underserved students and today reaches approximately 400,000 students in nearly 4,500 schools in 45 states and 16 other countries.

The AVID Student Profile

AVID students are intrinsically motivated students with academic potential. Potential AVID students must have a desire and determination to succeed. They are willing to commit to enrollment and success in the rigorous coursework necessary to ensure college eligibility.

What Happens in the AVID Class?

AVID students complete college and career readiness activities and assignments to prepare them for the rigors of college. AVID students commit to bi-weekly binder checks, taking notes, and writing reflections for all classes, including electives. Students engage in tutorials two times each week with tutors who guide and support them. AVID students commit to extracurricular participation and community service. They will also engage in career, college, and financial aid research.

Progress Grades

Student academic progress reports will be issued to students in September, November, February, and April. Progress reports are not recorded on students' permanent records (transcripts). No credit is earned from the progress report. Final grades will be issued at the end of the semester in December and May.

Each course grade indicates the cumulative grade of academic progress. If a student has nine (9) unexcused absences noted on the last progress report, the progress report is a notification of a potential No Credit (NC) grade for excessive absences. Progress report cards are mailed home one (1) week after the close of the grading period. Students and the Dorm Manager have access to the progress reports.

Semester Grades and Credit Configurations

Grades matter, and students are expected to maintain their high school grade point average, overall college GPA, eligibility to participate in extracurricular activities (athletics and clubs/organizations), and their eligibility for scholarships. Semester grades indicate progress for the full semester and are recorded on students' transcripts (permanent records). Credit is gained by passing courses (with at least a D). Failing grades at the semester may affect the 4-year plan or graduation status.

The school year is divided into two semesters; 1st semester ends in December and 2nd semester ends in May. Report cards are mailed home one (1) week after the close of the grading period.

The following will be used to calculate Grade Point Average (GPA):

	Regular Academic Grades:		**Honors Academic Grades:**	
A	Superior	4 grade points	90 – 100%	5 grade points

B	Above Average	3 grade points	80 – 89 %	4 grade points
C	Average	2 grade points	70 – 79%	3 grade points
D	Below Average	1 grade point	60 – 69%	2 grade points
F	Failing	0 grade points	59% and below	0 grade points
NC	No Credit	0 grade points	Excessive absences	0 grade points

Student & Parent Portal

Parents and students can access current class assignments, grades, attendance, and behavior at: https://pst.bie.edu/campus/portal/sherman.jsp.

Student Log In:

- Your username is: **"<first name initial><last name initial>** and your ID number.
- Your password is: **"<first name initial><last name initial><birth date MMDDYY>".**
- Example Password: John Doe (born 7/21/1997) would be jd072197.
- If you have problems logging onto the portal, please see Tina Torres in the front office.

Parent Log In:

- Please email Rick Kossoris at Rick.Kossoris@bie.edu.

Transcripts

Student transcripts are available from the Registrar's office at ext. 382. The Request for Transcript Form is available on the Sherman website. Official transcripts will be sent out within 72 hours if the transcripts are available on site. Unofficial transcripts may be faxed or emailed to the individual. Unofficial transcripts may be sent within 48 hours.

Withdrawal Grades

Sherman Indian High School **DOES NOT** post withdrawal grades on a transcript.

Transfer of Student Records

When a student transfers to another school, this school shall forward a copy of the student's mandatory permanent records upon request from the receiving district or private school. The original or a copy of these records shall be permanently retained by this school.

Student records shall be updated before they are transferred.

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parents.

If the school is withholding grades, diploma, or transcripts from the student because of her or his damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

Post Secondary Life

The school counselor encourages all students to develop multiple post-secondary plans—such as a primary goal, an alternative option, and a backup. They also holds periodic conversations with students about college, military options, and career interests.

The counselor will help students understand the process for preparing for college and assist with the college application process and applying for scholarships. It is essential that students take an active role in applying to colleges by meeting all deadlines for colleges and by completing associated tasks, such as submitting any paperwork and online financial aid documentation.

The University of California (UC) and California State University (CSU) systems require students to meet the "a–g" subject requirements, which are generally considered among the most rigorous in the country. While each college and university has its specific admission requirements, students who fulfill the "a–g" requirements typically meet the basic criteria for many other institutions as well. In addition to the "a–g" coursework, California schools will consider your GPA, college entrance exam scores, and, in most cases, require a personal statement or essay.

It is essential for students and parents/guardians to understand that simply meeting the minimum GPA requirement does not guarantee admission. Gaining acceptance into a four-year college or university is a highly competitive process. Students are encouraged to begin exploring colleges and universities as early as 9th grade, print out the freshman admission requirements for the schools they are interested in, and schedule an appointment with their School Counselor.

FAFSA (during the senior year)

The month of October kicks off the financial aid process. It starts with the **Free Application for Federal Student Aid (FAFSA).** There is no charge to fill out the FAFSA. It is the first step in the financial aid process. The federal government uses this form to determine eligibility for federal financial aid for colleges, which may include grants, scholarships, work-study, and loans. The School Counselors host FAFSA Workshops in November, December, January, and February. Completing the FAFSA will require teamwork. Some sections are to be completed by the senior, and others by the parent or guardian.

IMPORTANT THINGS TO KNOW:

- K–12 education in the U.S. is free, but college is not—this requires a shift in mindset when planning for higher education.
- The federal government and individual states offer resources to help make college more affordable.
- Submitting the FAFSA is the joint responsibility of the student and their parent/guardian.
- The FAFSA can only be submitted electronically and must be signed by both the student and one parent/guardian.
- You will need to provide tax information during the FAFSA application process.
- FAFSA deadlines vary: each college has its own deadline, and each state sets a separate deadline. It is the student's responsibility to know and meet both. We strongly recommend submitting the FAFSA by December.

- Many tribes require students to submit the FAFSA and include a copy of their Student Aid Report (SAR) when applying for tribal higher education scholarships.
- The most up-to-date FAFSA information is available at https://studentaid.gov.

Academic Awards/Recognitions

HONOR SOCIETY	ACADEMIC PRINCIPAL'S LIST	ACADEMIC HONOR ROLL
Sherman has a school Honor Society for students who have achieved a GPA of 4.0 and higher for the term and no grades of D or F. These students are rewarded at an honor roll banquet. Students can have no more than one period of Cyber High to qualify.	The Academic Principal's List is for students who have achieved a GPA between 3.5 and 3.9 for the term and no grades of D or F. Students can have no more than one period of Cyber High to qualify.	The Academic Honor Roll is for students who have achieved a GPA between 3.0 and 3.49 for the term, and no grades of D or F. Students can have no more than one period of Cyber High to qualify.

National Honor Society

National Honor Society (NHS) is a nationwide organization that recognizes students who demonstrate academic strength in the areas of *scholastic excellence*, *service*, *leadership*, and *character*. Sherman students who have a cumulative GPA of 3.2 or higher are eligible to be selected to NHS, provided they have not been in trouble and have exhibited good attendance and leadership skills. Sophomores, Juniors, and Seniors are eligible for membership and are expected to maintain NHS standards for the rest of their high school years. Students may be dismissed from NHS if their GPA falls below a 3.2, if they receive multiple incident reports, or violate any other NHS rules. Students will be placed on probation before their dismissal as a way of addressing their behavior prior to being dismissed.

Valedictorian and Salutatorian

Students who are considered for the honor of Valedictorian or Salutatorian must have a minimum GPA of 3.5, have attended Sherman continuously during their *junior and senior year*, and complete high school *within four (4) years* with no suspensions or expulsions during that time. Candidates also *cannot have any major referrals* during their senior year. The Valedictorian is awarded to the student with the highest cumulative GPA. Salutatorian is awarded to the student with the 2nd highest cumulative GPA and is not selected until second semester final grades for their senior year have been verified.

Admission/Registration

All prospective students are subject to an administrative records review prior to admission, as applicable. A parent or guardian's signature is required before the application can be submitted for approval. All students must complete all required pages of the application and meet the following conditions and requirements:

- Each student must provide an up-to-date immunization record. All children shall be immunized in accordance with the regulations and requirements of the standards of the Indian Health Service or the state in which they attend school.
- Students who apply for admission must demonstrate membership in a federally recognized tribe.
- If a student cannot demonstrate membership, he or she must demonstrate that he or she is a direct descendant of an enrolled member of a federally recognized tribe and be at least one-fourth total degree Indian blood. The student must also provide a Certificate of Indian Blood (CIB)
- Each student must provide a birth certificate or other documentation establishing guardianship or parentage.
- To enter high school, incoming freshmen must provide proof of successful completion of eighth grade requirements.
- Students who have had previous disciplinary issues at Sherman Indian High School or at a prior school may be required to sign a behavior contract as a condition of enrollment. This contract will outline specific expectations and responsibilities to support the student's success and maintain a safe, respectful school environment. Refusal to sign the behavior contract or failure to meet its requirements may impact the student's enrollment status at Sherman Indian High School
- To enroll, each student must have all current transcripts (grades, credits, and attendance) and test data (state and EL).
- Transfer students must enroll within the first 10 days of the fall or spring semester. All transfers are subject to administrative approval.
- The school accepts transfer students only if there is space available within their proposed schedules/grades.
- Upon admission, students 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 students enrollment if they pose direct threats to the health, safety, or welfare of staff, faculty, students, or themselves.

Closed Campus

Sherman Indian High School has a closed campus policy. A **closed campus** restricts students from leaving the school grounds unless involved in a school-sanctioned event/activity. Under a closed campus policy:

- Students **must remain on school property**.
- Students are allowed off-campus so long as they are accompanied by staff member or are signed out by an immediate family member/guardian (listed on their official school check-out form).
- If a student leaves campus (e.g., for a doctor's appointment, overnight leave, etc.), it requires **school authorization**.

- The goal is to provide **student safety, maintain accountability,** and ensure that students are supervised throughout their enrollment at Sherman Indian High School.

Attendance Policy

All Sherman students are expected to be in class before the final bell finishes ringing. Students who are not in class by the time the bell stops ringing will be considered **tardy**. Students can be marked tardy or absent if they fail to return to class from a bathroom break in a timely manner. Students receiving multiple tardies will be subject to lunch detention, after school detention or Saturday School, as necessary.

Students who fail to attend class (do not show up) will be given an unexcused absence. A student who receives an unexcused absence will also be assigned Saturday School or in-dorm restriction for the weekend.

Saturday School will be held on Saturdays from 12 – 5 PM. **Students must report at 12 PM.**

- 3 tardies = Lunch Detention
- 5 tardies = After School Detention
- 7+ tardies = Saturday School
- 2 Unexcused Absences = 5 hours of Saturday School
- Failure to attend Saturday School = Saturday School and dorm restriction (intervention to determine if the student should remain enrolled at Sherman Indian High School)
- In addition, any student that has detention or Saturday School assigned will not be eligible for off campus trips until that obligation is satisfied.

The absence and tardy list will be posted on Mondays at the Attendance Office across from the library. Anyone whose name is on the list will have an opportunity to clear tardy or absence. It is the students' responsibility to clear absences and tardies and will have until Wednesday to do so. Attendance Verification slips will be available in the Attendance Office. The Attendance Verification slips are due by 3:30 PM on Wednesdays to the Attendance Office, and the final Saturday School list will be posted on Friday, and your teachers and dorms will be notified.

Absences

Any student who is absent from classes, whether excused or unexcused, for ten (10) consecutive instructional days will be considered withdrawn from Sherman Indian High School (BIE ISEP Policy).

Excused Absences

A student's absence may be excused if:

1) The student has a medical, dental, optometric, or chiropractic appointment.
2) Student Illness: If the student is home due to illness or is allowed to stay in the dorm because he or she is not feeling well.

3) Parental Counseling (Traditional Ceremonies/Religious Services/Bereavement): Students may return home for any form of counseling and/or ceremonies that the parent deems appropriate for the student. Leave to attend the funeral services of an immediate family member is considered Parental Counseling. Note: This type of **leave is limited to five instructional days per semester**. Parental counseling requests must be approved by the school administration seven (7) days ahead of travel. **All Travel expenses will be paid by the family**, not by the school.

Unexcused Absences

If a student does not report to class, and is not at an appointment, on home leave, or in the dorm, then the student will have an Unexcused Absence. A student missing more than **ten** days of a semester class without acceptable excuses will receive **No Credit (NC)** and will not receive credit for the course(s). Notification of unexcused absences may also be sent to relevant probation officers, social workers, and caseworkers.

Unexcused Absences include:

- Ten (or more) Home Leave Absences – no matter the reason. Note – Home Leave is different than Parental Counseling.
- Early Leave – this includes leaving before the end of the semester or for a holiday, unless pre-approved by the school administration.

The parent or guardian who requests early leave for the child must:

- Have the Principal's or designee's approval **seven (**7) days ahead of time prior to the student's departure.
- Have the student complete any exam(s) or final exam(s). Teachers do not have to provide those exams; it will be at their discretion.
- Adhere to the **ten** or fewer days of unexcused absences (including days missed due to leaving early) to receive credit in classes.
- If a student is leaving school for a holiday (Thanksgiving and Easter), the parents or guardians **must** submit a request by fax no later than one week (7 days) prior to the student leaving. Any request received with fewer than 7 days may be denied.
- Students leaving for the Thanksgiving holiday cannot leave any earlier than Tuesday after school, and need to return to campus by 6:00 pm, Monday after Thanksgiving.
- Students leaving for the Easter holiday cannot leave any earlier than Wednesday before Easter and must return to campus by 6:00 pm on Monday after Easter.
- Students leaving early due to discipline may not receive credit for their classes.

PARENTS/GUARDIANS: DO NOT BOOK TRAVEL UNTIL YOUR REQUEST HAS BEEN APPROVED.

Also note the following:

- The parent or guardian is responsible for all transportation costs as a result of leaving early.

- The student is responsible for making up any missed work during absence. It is the student's responsibility to inform his/her teachers of early leave and obtain any assignments.
- Students leaving more than 10 days before the end of the term (for unexcused reasons) will not receive credit.

AWOL

Any student caught off campus, or who cannot be found on campus, at any time, will be written up for being Absent Without Leave (AWOL). Students who are written up for AWOL will be recommended for suspension or expulsion, and due process procedures will be applied.

Hall Passes

The official SIHS pass (date, time, and teacher/staff signature) may only be written to one specific place; students are not to use passes to go anywhere else (no wandering). This pass must be presented to any administrator, faculty, or staff member upon request. Furthermore, any student needs to provide identification or information to any staff member upon request. One pass is necessary for each student. Students without an appropriate pass will be escorted to a school administrator or designee. If a student with an appropriate pass is out of class for an excessive amount of time, the student may be similarly referred for disciplinary follow-up. Time limits must be placed on passes by the person writing the pass.

Academic Support

Special Education

Individuals with Disabilities Education Act (IDEA)

The school complies with the Individuals with Disabilities Education Act ("IDEA") 20 U.S.C. §§ 1400 et seq., P.L. 108-446) and its implementing regulations (34 C.F.R. Part 300). Disciplinary actions taken against a student covered under IDEA will be done in accordance with BIE's Notice of Procedural Safeguards, available at http://www.bie.edu/cs/groups/xbie/documents/text/idc1-032083.pdf and BIE Special Education Practices and Processes. http://www.bie.edu/cs/groups/xbie/documents/text/idc-020377.pdf.

These documents will be provided in accordance with 34 CFR § 300.504 and to any parent/guardian or student upon request. **If there is a conflict between this Handbook and the Special Education Practices and Processes or Notice of Procedural Safeguards, the school will follow the Special Education Practices and Processes or Notice of Procedural Safeguards.**

504 Plan

Section 504 of the Rehabilitation Act of 1973

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:
    1. Whether the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability; or,
    2. 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

Education

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.

Gifted And Talented Education

An Individual Education Program (IEP) will be created for students with great potential in any one or more of the following areas: critical thinking, creativity, intelligence, academic aptitude, leadership, or aptitude in visual or performing arts.

Title I

Title 1 funding is school-wide. It provides financial assistance to schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards.

Extra-Curricular Participation

This area of Federal law requires schools and colleges receiving any Federal funding to provide equivalent curricular and extracurricular programming for students regardless of gender.

High School Athletics

Eligibility

Athletic participation is a student privilege and is limited to four seasons per sport. Students are eligible for no more than eight semesters of competition beginning with their enrollment in the ninth grade. Fifth-year students are not eligible to participate in athletics. Additionally, students who turn 19 years old before June 15 are ineligible to participate. If you have any additional questions, please contact the Athletic Director.

Physicals

All students—including incoming freshmen and transfer students—must have a current physical examination on file, along with any required medical clearances. Physical exams must be dated within the past year. Forms are available from the registrar.

Transfer Students

Transfer students must also complete the necessary eligibility paperwork with the Athletic Director before participating in any sport.

Grade Checks

Student athletes and managers must maintain a 2.0 GPA to play, per CIF athletic association rules. The athletic director, coaches, and staff conduct grade checks throughout each grading period. An eligibility list is posted by the athletic director after each grading period.

Student Government

Student government is organized according to the Sherman Indian High School constitution. Inter-Tribal Council and class officers are elected in the fall of each school year. Candidates must be in good standing in the academic department, as well as model appropriate student behavior in both the academic and residential departments according to the Student Code of Conduct. Student may not have any major disciplinary referrals in the semester prior to or during their stay in office. Student Council will be governed by established by-laws and required to sign a contract regarding academic, behavioral, and participatory expectations. Student Council members who violate these expectations will be removed.

Miss Sherman

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

- Academics – must have a 3.0 or higher GPA that must be maintained throughout the year of their office for all classes, with no D or F grades
- 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 discipline referrals (both in the year prior to being selected and during the year serving as Miss Sherman)
- Character – must be a positive role model.

School Wide Policies

Violence/Sexual Harassment/Bullying Policy

The following behaviors are not permitted and are subject to discipline in accordance with the policy outlined below. Further, violation of these policies will result in parent notification and may result in notification of local law enforcement.

1. **Physical Abuse:** Includes, but is not limited to, any physical contact not invited by the recipient, including hitting/kicking/pinching, spitting on someone, tripping/pushing, taking or breaking someone's things.
2. **Sexual Harassment:** Sexual harassment includes, but is not limited to, any unwelcome physical, verbal, or visual conduct of a sexual nature. This may involve inappropriate comments, gestures, jokes, or advances. It also includes the creation of a sexually hostile environment through the display, sharing, or posting of sexually explicit materials—whether in person or through digital means such as social media, text messages, emails, websites, or other online platforms.
3. **Verbal Abuse:** Includes, but is not limited to, any derogatory speech directed at an individual or spoken in a public setting. This includes vulgarity, cursing, and sexual innuendo. Verbal abuse also includes teasing, name-calling, taunting, and threatening to cause harm.
4. **Nonverbal Abuse:** Includes, but is not limited to, rallying other children not to be friends with someone, spreading rumors, or causing someone to be subject to public ridicule.
5. **Hazing:** Hazing in any form is strictly prohibited and will not be tolerated. This includes initiations, harassment, humiliation, or ridicule of any kind. Hazing refers to any intentional or reckless act—whether committed individually or as part of a group,

in person or in writing—that places another student at risk of physical injury, emotional harm, or personal degradation.

6. **Bullying:** Sherman Indian High School maintains a zero-tolerance policy for bullying in any form. Bullying is strictly prohibited in all areas of campus, including dormitories, classrooms, common areas, and athletic facilities. This policy also applies to locations immediately adjacent to the dorms, at all dorm-sponsored or school-related events (whether on or off campus), at dorm bus stops, and on any vehicles owned, leased, or used by the school or dormitory.

   Bullying also includes cyberbullying—any form of harassment, threats, or intimidation carried out through digital means. This includes social media platforms, text messages, emails, online forums, gaming platforms, or any other virtual communication tools. Bullying that originates off-campus but affects a student's well-being or school environment is also subject to this policy.

   All students have the right to feel safe and respected. Any reports of bullying—whether in person or online—will be taken seriously and addressed promptly in accordance with school policy.

Drugs and Alcohol Policy

The school campus and dormitories are designated drug-free environments. The use, possession, or distribution of alcohol, drugs, smoking or vaping products, chewing tobacco, controlled substances, or related paraphernalia is strictly prohibited in the dormitories, on dorm property (including surrounding grounds), in dorm vehicles or buses, and at any dorm-sponsored activities. Violations of this policy will be addressed through the established disciplinary process.

School Search and Seizure Policy

To ensure the safety and well-being of students and staff, and to maintain order and discipline on school property and at school-sponsored events or activities, school authorities reserve the right to conduct searches of a student's person, room, locker, desk, luggage, electronic devices, cell phones, or other personal belongings under the circumstances outlined below. Any illegal, unauthorized, or contraband items, as well as evidence related to potential policy violations, may be confiscated in accordance with the accompanying regulations.

- The Principal or the Principal's designee (Vice Principal, Academic Department Head, Homeliving Specialist, or any other designated staff) may conduct searches when there are reasonable grounds to suspect that such a search will uncover evidence of a violation of school policies, school rules, or federal, state, or local laws.
- The scope of a search of a student's person or personal belongings, as well as the methods used, must be reasonably related to the objectives of the search. The search must not exceed what is warranted by the nature of the suspected violation and must consider privacy concerns based on the student's age and gender.

- Dorm rooms, lockers, desks, and other storage areas provided for student use on school premises are the property of the school and remain under the school's ownership and control. As such, they are subject to inspection at any time. A student's personal space will be respected unless there is reasonable suspicion related to safety or potential rule violations.
- Whenever possible, students will be present during the entry into their rooms and during any search and potential seizure procedures.
- Non-aggressive, passive searches by detection canines trained to locate controlled substances (such as illegal drugs, alcohol, gunpowder, and both legal and illegal medications) may be conducted on a random, unannounced basis. Areas subject to canine inspection may include classrooms, dorm rooms, personal property, and other student-accessed spaces. The dogs will not directly search a student's person.
- The Supreme Court has ruled that the detention and questioning of students by school officials on school grounds—and the search of a student's person, room, and property—do not violate the Constitution as long as there is "reasonable suspicion." Courts have also upheld the right of schools to use detection canines to passively search rooms, areas, and belongings.

Reasonable suspicion for search and seizure of illegal, unauthorized, or contraband items may include, but is not limited to:

- A positive indication by a detection canine
- Reasonably credible information from another student
- Reasonably credible information from a non-student source
- Staff detecting the smell of drugs or alcohol
- Observable behavior or physical symptoms consistent with intoxication (e.g., red eyes, unsteady gait)
- A positive drug test
- Alcohol, drugs, or drug paraphernalia observed by staff.

Students and their belongings may be searched under the following circumstances (additional searches may be conducted as needed):

- Upon entering campus
- When leaving campus
- Upon returning after off-campus leave, school activities, or dormitory trips.

Possession of prohibited items may result in consequences including arrest by local law enforcement, referral, suspension, expulsion, or a combination of these actions.

Dress Code Policy

Students are required to conform to the school's dress code from the time they arrive on school property until they depart from school property. This includes the school bus, academic building, and dormitory.

- Logos/graphics on clothing (tops/bottoms) and accessories (backpacks, purses, bags,

belts, shoes, wristbands, shoelaces, coats, headgear, gloves) must NOT contain foul language, sexual innuendo, references to sex, drugs, alcohol, violence, and/or death

- Bottoms/ Lower Body Clothing (pants, short cuts, and skirts) must fit at the waistline
- Clothing must cover cleavage, bellies, shoulders, backsides, and undergarments should not be visible
- Leggings/jeggings can be worn under a tunic, skirt, or dress but not alone
- Students should wear proper footwear
- Gang-related attire, accessories, insignia, and colors are prohibited
- Chains, spikes, brads, adornment, or any other accessories that may be used as a weapon or damage school property are NOT permitted
- Face painting, masks, and excessive makeup that hide one's face is not allowed
- The use of non-prescription decorative contact lenses (e.g., cat eyes, vampire eyes) that cause distraction to the educational process is prohibited

Personal headphones/ear buds/AirPods are to be kept out of sight while in class

Public Display of Affection (PDA)

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

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

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

Any behavior beyond hand-holding is considered inappropriate on campus or at school activities. Students who fail to conduct themselves in a manner that is respectful will be subject to disciplinary action, as determined by the administration or designee.

Computer/Internet Usage Policy

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

1) The system administrator and the school principal have determined what constitutes inappropriate use of the school's computer system and equipment. Inappropriate use includes but is not limited to the following activities:
   a. Sending or displaying offensive/ pornographic/threatening/subversive images and

messages

b. Accessing, viewing, or transmitting material related to drugs, alcohol, gangs, sexual activity, or hate groups
c. Tampering with or damaging school computer equipment and/or system
d. Violating copyright laws
e. Allowing others access to username and password
f. Using another user's username and password. Trespassing in another user's account, folders, and/or files
g. Using a proxy server to bypass system network filters and controls
h. Using the school's BIE Internet system for commercial activities, or making personal purchases
i. Cyberbullying, which may include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

2) Violations will result in loss of access, confiscation of equipment, and/or further disciplinary or legal action, and:
   a. Any cost/expense incurred by the user becomes the liability of the user.
   b. Students or their guardians will be billed by the school for any loss or damage to computer systems or equipment resulting from inappropriate use, as outlined above.
3) All computer network usage is subject to BIE/Federal filtering and monitoring. Therefore, be reminded that there is no expectation of privacy.

   Students must have a current signed Student Computer/Internet Usage Policy and Agreement on file before they can use the Internet on any of the school computers.

Students may use electronic devices in the classroom with teacher permission, only if the devices are part of an organized classroom activity. If a student violates these rules, the school may revoke their electronic device, submit it to the front office, or a designated administrator. The school returns the device to the student or parent/guardian at a designated time, as determined by the school administrator.

Any misuse after school hours of electronic devices will result in the electronic device being confiscated, and turned over to the Homeliving Supervisor/school security, or designated school administrator, and returned to the student/parent at a designated time as determined by the school administrator. Violations may also result in disciplinary action as outlined above.

The school is not responsible for loss or damage to students' personal property brought onto the school campus.

Cell Phone Policy

Students are not allowed to be on their cell phones after lights out, which is usually 10:00 PM during the school week. If a student is found on their phone after lights out, they will be given a warning. If a student is caught on their cell phone again after lights out, they will receive demerits in accordance with this Student Guide.

If a student is caught a third time on their cell phone, it will be confiscated for the rest of the evening and returned to them in the morning. Students who choose to be defiant and not hand over their phone peacefully may be subject to an SIR for Defiance of Authority.

If there is a fourth instance of being on a cell phone after lights out, the student will receive an SIR for Failure to Follow School Rules, which means they will be assigned to the **discipline program** once again.

We strongly urge students not to get into a power struggle with the staff over their cell phones.

There are other instances which the dorm staff, or any other Sherman staff, may confiscate a student's phone. If staff believe that the student is bullying someone else, any threats of harm, any possible drug dealing, filming of fights, information about fighting, or anything else that is against the rules at Sherman, will all constitute confiscation of the cell phone. Any cell phone confiscated in these situations will be held by the school administration until the investigation is completed. Sherman may, depending on the severity of the situation, have local law enforcement look at a phone if we believe the student is participating in something illegal, either on or off campus.

School Activities and Field Trip Policy

- The administration reserves the right to limit field trip participation to students with favorable behavior records (i.e., no write-ups for major infractions). Athletic participation requires passing grades in all classes as determined by *month*ly grade checks per Interscholastic guidelines.
- All field trips require written parental permission. Parents will be specifically notified about culturally sensitive field trips/projects; and a student may be assigned another activity if parent permission is not given.
- **All overnight field trips require a BIE School Field Trip Request Form which is subject to approval from the BIE-Associate Deputy Director.**
- **Student travel will be restricted during the following periods (**December and April – May) because of testing and school holiday schedules.

Student Mail and Deliveries

When sending your student mail, please be sure to put his/her name and dorm name on the envelope or box. Please certify your mail if you are sending anything of value to your student. If your student does not receive their mail, please call the post office. The school mail is routed

through the Arlington Station, and their number is (800) 275-8777.

Example: Sally Student

DORM NAME

9010 Magnolia Ave.

Riverside, CA 92503

Deliveries

All deliveries (e.g., grocery, Instacart, Walmart, etc.) are only allowed on Saturday's and Sunday's from 9am-6pm

NO FOOD DELIVERIES ARE ALLOWED FROM UBER EATS, DOORDASH, GRUBHUB ETC AT ANYTIME

All mail and deliveries (e.g., grocery, Instacart, Walmart, etc.) will be searched prior to being released to the student. Additionally, any items purchased while off campus will be searched before students re-enter the government vehicle or bus.

Residential Life Program

Residential Program Daily Operation

Life in the dorms can be challenging, but the more active a student is, the less likely they are to get into trouble. We have developed a schedule that is designed to allow our students an opportunity to stay active. Below is a typical weekly schedule.

Residential Schedule (with check-in times) 2025-2026					
Monday to Thursday			**Friday (Minimum Day Schedule)**		
From	Until	What	From	Until	What
6:45 AM	7:30 AM	Breakfast	6:45 AM	7:30 AM	Breakfast
7:45 AM		Dorms Close	7:45 AM		Dorms Close
12:15 PM	1:05 PM	Lunch	12:15 PM	1:05 PM	Lunch
3:10 PM		School Out/Dorms Open	12:15PM		School Out
3:10 PM	3:30 PM	Check In/Snack in Dorm	12:30 PM		Dorms Open
3:30 PM	4:30 PM	Study Hall	1:30 PM	1:45PM	Check-In
4:30 PM	6:00 PM	Free time	1:45 PM	3:45 PM	Free time
5:45 PM	6:00 PM	Check in	3:30 PM	3:45 PM	Check In/Snack in Dorms
6:00 PM	7:00 PM	Dinner/Dorms Closed	3:45 PM	5:45 PM	Free time
7:00 PM	7:15 PM	Check in	5:45 PM	6:00 PM	Check In
7:15 PM	8:15 PM	IRG/Activity Hour	6:00 PM	7:00 PM	Dinner/Dorms closed
8:15 PM	8:30 PM	Last Check in	7:15 PM	7:30 PM	Check in
8:30 PM	10:00 PM	Maint/Prep for next day	7:30 PM	8:30 PM	Maintenance
10:00 PM		Lights out	8:30 PM	10:30 PM	Late Night Activity
			10:30 PM	10:45 PM	Last Check In
			12 MID		Lights out
Saturday			**Sunday**		
From	Until	What	From	Until	What
8:00 AM	9:00 AM	Nourishments in Dorm	8:00 AM	9:00 AM	Nourishments in Dorm
10:00 AM		Check in	10:00 AM		Check in
11:00 AM	12:00 PM	Brunch	11:00 AM	12:00 PM	Brunch
12:00 PM		Check in	12:00 PM		Check in
12:00 PM	1:30 PM	Room Cleaning	12:00 PM	1:30 PM	Room Cleaning
1:15 PM	1:30 PM	Check in	1:15 PM	1:30 PM	Check in
1:30 PM	3:45 PM	Free time/Rec Activities	1:30 PM	3:45 PM	Free time/Rec Activities
3:45 PM	4:00 PM	Check in	3:45 PM	4:00 PM	Check in
4:00 PM	6:00 PM	Free time/Rec Activities	4:00 PM	6:00 PM	Free time/Rec Activities
5:00 PM	6:00 PM	Dinner/Dorm Closed	5:00 PM	6:00 PM	Dinner/Dorm Closed
6:00 PM	6:15 PM	Check in	6:00 PM	6:15 PM	Check in
6:15 PM	7:15 PM	Free time/Rec Activities	6:15 PM	8:15 PM	Free time/Rec Activities
7:15 PM	7:30 PM	Check in	8:15 PM	8:30 PM	Last Check in
7:30 PM	8:30 PM	Maintenance	8:30 PM	10:00 PM	Maint/Prep for Next Week
8:30 PM	10:30 PM	Late Night Activity	10:00 PM		Lights Out
10:30 PM	10:45 PM	Last Check In			
12 MID		Lights out			

Homeliving Policies and Procedures

Student Check-Out Policy

Students may be checked out in accordance with the BIE Student Check-out Procedures (2014) attached as ***Appendix B***.

Student Check-Out Procedure

Authorization to check out a student is provided on the check-out form included in the Sherman acceptance packet. This authorization must be on record at each dormitory, in writing, setting the conditions and restrictions the parent or guardian wishes the school to uphold.

Authorization of other persons not included with the original application packet to check-out a student must be in writing to the Principal or to the Homeliving Specialist, stating conditions and restrictions of the check-out authorization.
Overnight check-outs will be allowed during the school week only with parent or guardians (Sunday through Thursday) and with the approval of the Principal or Homeliving Specialist.

Any person who checks students out must:

1) Be a parent/guardian or immediate family members approved by administration (25 years or older).
2) Parents and guardians are the only individuals allowed to check out students with the approval of the principal and/or Homeliving Specialists.
3) Provide a valid driver's license.
4) Provide proof of vehicle insurance.

Terms of Student Check-Out:

1) The parent/guardian who physically checks out a student must be the same person who physically checks the student in **at the guard shack**. **Note: Students will be required to be dropped off at the guard shack, where a staff member will meet you.**
2) The parent/guardian who checks out the student must bring the student back at the specified time on the check-out form. A student may be checked out after the academic day and returned before the next academic day.
3) The parent/guardian checking the student out must have **two working contact phone numbers**.
4) In the event that a student will not be returned to Sherman at the specified time on the check-out form, the authorized adult must contact Sherman immediately and give an estimated time of arrival.
5) The student must remain in the physical custody of the authorized person at all times.
6) The person checking out a student assumes full responsibility for the student's safety and

well-being.

7) The person checking out the student must report any incidents or possible compromises of the student's well-being immediately to the student's dorm (such as illness, accident, interactions with law enforcement, drug, or alcohol use, etc.).
8) Students returning to campus **at any time** during their weekend pass will be considered checking in and will no longer be considered on leave.
9) Students not returning to their dormitories by the time noted on the checkout form may be considered AWOL.
10) Failure to abide by the above policies will negate the possibility of continuing to check-out students.
11) All check-outs must conclude by 9:00 pm curfew unless pre-approved by the supervisor in charge at the time of check-out.
12) If a conflict arises concerning the student check-out process, the school supervisor or acting designee reserves the right to revoke any check-out privileges.
13) Any student, regardless of age, shall not be authorized to check themselves out (e.g., self-check-out) even if the student is 18 or older. Students may not be checked out by an adult less than 25 years of age or by anyone (including family members) under the influence of alcohol or drugs. The two exceptions to the 25-year age requirement will be if the parents/guardians are under 25 years of age, or if the student is under the custody of a family member who is under the age of 25. If the adult's age is in question, the school personnel will verify the adult's age.

Check-Out by Administration, Faculty or Staff

School personnel who are identified as family members of the student will be allowed to check a student(s) out with the approval of school administration.

Students will be allowed to attend school activities and events with school personnel supervision and government transportation. If these guidelines are not followed by the Sherman staff, future requests may be denied, and the staff member may be disciplined. Walking students off campus will require PRIOR approval by the Principal, Acting designee, or Supervisor in Charge of campus (SIC).

Check-Out during Academic Day

Check-outs during the academic day by school personnel will not be allowed. Students can be checked out in the dormitories once the school day has concluded.

Check-Out Denial

Sherman Indian High School leadership reserves the right to deny a check-out request at any time if the adult checking the student out is under the influence of drugs or alcohol or if the school staff member has other concerns about the student's safety.

Housekeeping

The Residential Supervisor is responsible for managing the cleanliness of the residence hall and the grounds around the buildings. However, each student is expected to perform household chores in the residential halls. The chores should be completed before bedtime. A clean-living environment enhances the spirit and the morale of the residents and employees. Cleaning assignments will be posted.

Appropriate room décor

Students will keep their rooms free from inappropriate or sexually explicit materials, including posters, magazines, videos, and video games. Bunk beds are not to be taken apart and made into double beds.

Laundry

Comply with the posted laundry facility community rules. Laundry hours for each of the residence halls will be posted.

Transportation and Student Travel

Soon after your student has been accepted by Sherman Indian 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 required paperwork being on file with the school office. Dates and times for travel are coordinated with school start dates. ***The student travel coordinator's telephone number is (951) 276-6326 x381.***

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

Sherman Indian 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. Sherman Indian does not receive funds for Thanksgiving, Easter or spring break travel, nor does Sherman Indian receive travel funds for bereavement situations and cannot fund travel for these events. Holiday and end of year travel will be made to the location that students came from at the beginning of the school year. The only exception to this policy is if there is an official change of home address on file with the registrar.

Modes of travel used by Sherman Indian vary depending on cost, time and convenience. The two major modes of travel include:

- Train – Amtrak makes a connection to Riverside, CA. The Amtrak station is approximately 10 minutes from the school campus.
- Airlines – Ontario International Airport (ONT) is located approximately 15 miles from campus. Shuttle services are available from the Airport to Riverside, CA.

*Use of Greyhound buses is strongly discouraged due to safety concerns and the unavailability of a nearby depot for convenient travel to and from the school.

Once travel is booked for Christmas break (approximately November 15) and for the end of school year (approximately April 1), no changes can be made prior to the travel date. Any special travel needs must be communicated with the Travel Coordinator well before travel is booked.

Travel Tips

All travelers need one piece of photo identification with an expiration date, such as a state identification card. Beginning in May 2025, all travelers 18 years of age or older will be required to possess a Real ID to fly. This would include a federally recognized, tribal-issued photo ID or a state-issued driver's license or identification card complying with Real ID protocols. Travelers are advised to carry on snack food and should have enough cash for meals on the trip.

Luggage Tips

Most travel vendors will allow one (1) carry-on bag and one (1) small personal item at no charge. **Sherman Indian will pay for one standard (not oversized 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 prepaid, reimbursements will be made only with a receipt and will be made to the student. Airports will not accept cash and 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. Sherman Indian 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.

For further information on what to bring to the dormitory see Appendix F

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; Sherman Indian 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 Sherman Indian will be subject to the school disciplinary process, which may include revocation of admission and immediate return home.

Non-School Sponsored Travel:

Sherman Indian High School recognizes that students may occasionally travel outside of the school-paid travel periods. In such cases, we require advance notice of at least two weeks.

To arrange transportation to the shuttle stop, train, or bus station, students must submit the following to the Travel Coordinator:

- A copy of the paid travel itinerary (including both common carrier and shuttle service, if applicable)
- A parent/guardian permission letter
- A School Leave Authorization Form (available in the Academic Office)

Transportation will not be scheduled until all required documents have been received.

Holiday Travel Tips

Sherman Indian will provide one complete round-trip travel for winter break. Students taking time away for Thanksgiving, Easter, or any additional time during the school year 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 the school and Riverside Amtrak or Ontario Airport (ONT).

Shuttle Service

Sherman Indian 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's responsibility. For a nominal fee, ground transportation (shuttle, Uber, Lyft, taxi, etc.) is available to and from Ontario Airport/Amtrak station and Sherman Indian High School.

Bereavement Travel

In the event of a need for student travel for a bereavement situation, Sherman Indian High 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 Travel Coordinator (extension 381) to coordinate student notification and seek grief counseling support for their student.

Other Travel

Sherman Indian High School 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. Shuttle fees are the responsibility of the student/family.

There are times when colleges will sponsor students to visit their campus without Sherman Indian staff. This will be approved, provided that the parent releases Sherman Indian 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

End-of-year travel is scheduled according to the official school calendar and coordinated with the conclusion of classes. Parents requesting for their student to leave before the established final exam dates must submit a written request to the administration. Approval must be granted in writing prior to May 1 before any travel arrangements can be made. Students may

only be checked out by their parent or legal guardian. Please note that leaving before finals may negatively affect final grades and will only be approved under extreme circumstances. Families will be financially responsible for return travel if early departure occurs outside the approved travel dates.

Visitor Policy

The safety and security of staff and students at Sherman Indian High School is of the utmost importance. A critical part of creating a safe campus environment is for the administration to have advance knowledge of all visitors. School administration must know who is on campus at all times and reserves the right to refuse entry to any visitor. Any visitors (individuals not currently enrolled at or employed by Sherman) must sign in at the Guard Shack upon arrival to receive an official Visitor's Pass. Visitors will be given additional instructions and directions. Students and staff are expected to inform the residential staff of the presence of any unregistered visitor on campus.

Residential student curfew is 9:00 PM. Parents/Guardians are encouraged to visit their child between the visitation hours of 7:30 AM - 9:00 PM. If you arrive after 9:00 PM, ONLY the parent/guardian will be allowed to visit their child in the front lobby area of the dormitory. The parent will have to physically walk into the dormitory for all check-outs. Students will not be allowed to meet their parent/guardian in the parking lot. This is to ensure safety and accountability.

During the school year, **school-sponsored closed events (such as dances/prom/on-campus activities) are only for current enrolled school students.** Unapproved visitors will be escorted off the premises either by school personnel, or by local law enforcement authorities.

Sherman Indian High School graduates/alumni will follow visitor policies clarified above.

Student Driving Policy

Students may not have or operate a motor vehicle on campus. This includes driving the cars of parents/guardians who come to visit.

Emergency Procedures

Fire Alarms

In the event the fire alarm is activated, the building will be evacuated immediately. Students must follow the directions of the staff. The fire alarm panel will be checked to determine the source of the alarm. The staff will go to the source indicated to assess the risk. The staff will report the situation to the supervisor and call for emergency response if appropriate.

Fire Drills

Two fire drills will be conducted during the first month of school (August), and one fire drill will be held each month for the remainder of the school year and summer school. During a fire drill, the building will be evacuated rapidly and in an orderly manner. Occupants of the

building will not be allowed to stop and pick up personal belongings or re-enter the building. Once the occupants are outside of the building, an accurate account will be made of all the students, staff, and visitors. The time it took to evacuate will be noted. Evacuation plans are posted in every room, and in the hallways. Fire drills will be conducted at random times (afterschool, evening and night).

Emergency Management and Continuity of Operations Plan (Coop)

Sherman Indian High School has developed a plan to prevent, detect, and respond to any emergency that may occur at the school. During the first month of school, the residential staff will review safety protocols with students, including evacuation protocols, lockdown protocols, and shelter-in-place protocols. In case of an emergency, students, parents, and visitors will be given instructions and guidance by school personnel in accordance with the Emergency Management/COOP Plan. The Emergency Management /COOP Plan can be viewed at the academic front office and homeliving staff office.

Disciplinary Process and Procedures

When a member of the administration, faculty, or staff observes a violation of school rules, he or she will notify the student of her or his action and the violation of the Code of Conduct in the **Student/Parent Handbook.** The staff member will complete a disciplinary Student Incident Report (SIR) after the incident**.** A copy of the SIR will be turned into administration as soon as possible.

An SIR is documentation of a student's alleged violation of the code of conduct while at Sherman Indian High School. The SIR will include all activities observed or reported, as well as the date, time, and location of the incident. The administration, faculty, or staff member will counsel a student and contact the parent/guardian after an SIR is written.

The student will be asked to sign the SIR. Signing an SIR is not an admission of guilt; signing only acknowledges that the student understands an SIR was written. If a student refuses to sign the SIR, it will be noted on the SIR. An attempt to notify the student's parent or guardian of the SIR will be made by phone by the person who wrote it, and a copy of the SIR will be provided to the student and to the parent or guardian of any student. A hard copy of all expellable, major, and minor SIR's will be kept on file and within the school database.

Student Rights

A student has the right to appeal any major SIR that he or she has been accused of violating**. The student will have 24 hours, one (1) business day to appeal and can be placed on in-dorm restriction when deemed necessary by administration.**

The student must provide a written appeal to have the SIR reviewed by the administration within one (1) business day of being written up for a violation of the Student/Parent Handbook. The *Student Appeal Form* will provide the student the opportunity to explain the misconduct and exactly why he or she feels that the incident should not have received an SIR.

Appeal forms will be available in our Administrative Lobby (front desk). All completed forms MUST be returned to the Administrative Lobby. If the student needs an appeal form after 4pm or on weekends, they need to retrieve an appeal form on the next business/school day.

Appeal Process

All appeal forms must be picked up at the Front Desk (Administrative Lobby) by the student and returned to the Front Desk by the student within one (1) business day. Appeal forms may be picked up or dropped off between the hours of 8:00 am – 4:00 pm and not during class hours at the Front Desk.

Due Process

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

Student Rights and due process procedures in this *Student/Parent Handbook are consistent with the language contained in 25 CFR Part 42.3.* The regulations govern establishing a program of students' rights and due process procedures in schools that are operating under contract with the Bureau of Indian Affairs.

Due Process Rights

1. The student has a right to be present at the hearing (physically or via teleconference except in cases when deemed that safety or privacy may be compromised) as well as the student's parent(s) or guardian(s) or their designee or be represented by legal counsel of her or his choice. The student does not have a right to payment of private attorney's fees. Travel costs to the hearing will not be covered by the school.
2. The student has a right to produce and have produced witnesses or evidence on the student's behalf.
3. The student has the right to confront and examine all witnesses (except in cases when deemed that safety or privacy may be compromised).
4. The student has a right to a record of the hearings on disciplinary actions, including written findings of fact and conclusions.
5. The student has a right to administrative review and appeal.
6. The student has a right not to be made to testify against oneself.
7. The student has a right to have allegations of misconduct and information about the allegations removed from the student's records if the student is found not guilty of the charges.
8. Students with an Individualized Education Plan (IEP) will be assessed by the Special Education Department with a Manifestation Determination protocol.

When it is determined by due process that a student has violated the policies of the school as set forth in this Student/Parent Handbook, the student must be willing to accept the consequences for that action.

Due Process Procedure:

1. Written notices of charges will be sent to the permanent address of the student and the parent or guardian of a minor student. The parent or guardian is encouraged to participate throughout the process. Notice of the charges shall include reference to regulations allegedly violated, the facts presented that constitute the alleged violation, and notice of the right to access all statements related to the charge and to those parts of a student's school record which shall be considered in rendering a disciplinary decision.
2. A fair and impartial hearing will be held before any disciplinary action is imposed.
3. The disciplinary hearing is held by teleconference or on campus (when practical). All parties will be sent notice of the hearing date and time within ten (10) instructional days of the date that notice of the charges is provided. The disciplinary hearing will be with ten (10) working days after notification of the hearing.
4. Parents or guardians are welcome to attend the hearing. Students can request an advocate or representative with written notice signed by parent/guardian. This notice must be received five (5) days prior to a hearing. Failure to submit notification will result in rescheduling of a hearing. All expenses incurred related to the attendance of the hearing are the sole responsibility of the parent or guardian.
5. If proper documentation can be produced that shows the student and her or his parent or guardian have been properly notified of date, time and place of the hearing and telephone contact cannot be established, the hearing will be held in absentia. It is the responsibility of the student to notify the hearing secretary if rescheduling needs to take place prior to the hearing date. A due process hearing will only be re-scheduled one time, if necessary.
6. The student has a right to a written copy of the charges against him/her, including the date, time, and place of the incident that is the subject of the charges.
7. The student has a right to have the chairperson postpone the hearing for a reasonable amount of time (not to exceed ten calendar days), if the student believes he or she has not been given enough time to prepare an adequate defense or enough time to have parents/guardians participate.
8. The Disciplinary Hearing Board shall hear cases involving rule violation and shall suggest recommendations of disciplinary action on a majority vote, based solely on the facts presented at the hearing.
9. The Disciplinary Hearing Board shall be made up of two employees and a chairperson (employee or contract), who are unbiased and are not involved in the situation. A Hearing Board member may not be a witness in the proceedings, nor may he or she be the individual bringing the charges. A student may request an advocate (student or employee) to be present or participate in the hearing.
10. The Disciplinary Hearing Board shall meet in private and render its recommendation.
    a. **Expulsion** of the student from the school. Expulsion concerns a critical matter of health or safety to the student or other members of the Sherman community. Expelled students may re-apply one calendar year after date of expulsion. All semesters of the expulsion must be met before re-admittance is considered. This may result in loss of academic credit earned for the semester.

b. **Suspension** of the student from school for a specified amount of time. Suspension concerns a serious matter of health or safety to the student or other members of the Sherman community. Suspended students may reapply through the regular admissions process. Students suspended will be excluded from enrollment for a period of one semester; or the remainder of a current semester; or a time period determined by the Disciplinary Hearing Board. This may result in the loss of academic credit earned for the semester.
   - Students reapplying during the same academic year must complete a new application. The Sherman Indian High School's Admissions Committee must receive the application by the second semester deadline date. No phone calls will be accepted in lieu of the application.
   - Failure to meet the terms of the suspension may result in a re-admittance application being denied. Reapplication of a suspended student does not automatically mean that a student will be readmitted.
   - A student returning to Sherman from a suspension (during the same academic year) may be responsible for the cost of return travel.
   - Students returning to Sherman MUST provide conditional documentation as stated or specified in the Suspension Exit papers.

c. **Dismissal of charges** will result in the removal of charges from the student's record.

11. Upon determining the findings of fact and conclusions, the Board shall make one of the above recommendations (a, b, or c) to the Principal or the Principal's designee.
12. Only the Principal or Principal's designee may take disciplinary action leading to the expulsion or suspension. Written recommendations from the Disciplinary Hearing Board are due to the Principal or the Principal's designee within 72 hours (3 academic school days) of the hearing. The Principal or designee will act on the recommendations within 72 hours (3 academic school days).
    a. The student and parents/guardians may appeal the Principal's decision, within ten (10) school days of receiving the decision, to the Area Education Program Administrator.

Dr. Maxine Roanhorse-Dineyazhe
Tel: (602) 265-1592
Email: maxine.roanhorse-dineyazhe@bie.edu

13. Any student engaged in a due process proceeding will not be allowed to participate in any school activity, and any student who has been *suspended, expelled, administratively released, or parentally withdrawn in lieu of suspension or expulsion* will not be allowed on campus nor be allowed to participate in any school-sponsored activity, including but not limited to Pow Wow, Intertribal Ceremony, and Graduation. Sherman is not responsible for reimbursement of prepaid activities.

Description of Student Incident Reports (SIR)

Expellable Disciplinary SIR

Each expellable SIR may result in immediate Administrative Leave and will be the subject of a Due Process hearing. If a student has a probation officer, social worker, or caseworker, these people may also be notified of the violation.

When a student is on campus, he/she must be free of all alcohol and chemical influences, no matter when or where their use occurred. For example, if a student uses drugs or alcohol off campus and subsequently fails a drug/alcohol test he/she will receive an SIR. The distribution or sale of any drugs, vapes, or alcohol on campus is strictly prohibited and will result in immediate removal from campus.

VIOLATIONS	VIOLATION DESCRIPTIONS
AWOL	Absent Without Leave off campus.
Alcohol/Drug Products/Possession or Use	Possession, purchase, or use of significant amounts for personal use, consumption, or intent to sell or furnish will result in expulsion and the school contacting local law enforcement.
Arson	Causing or attempting to cause a fire.
Assault or Battery	Causing or attempting to cause serious injury against administration, faculty, staff, or student.
Bomb Threat	A threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death or injuries, whether or not such a device actually exists.
Bullying	Incidents that *may* escalate to actions serious and offensive enough to be declared criminal.
Felony	Arrested and charged by law enforcement in the local community.
Gang Related Activities	Inappropriate behaviors which include, but is not limited to, wearing "colors" or other clothing styles that indicate or copy gang membership (bandanas, jackets, caps, flashing signs, making gang type marks/graffiti, intimidation of students or staff/threatening bodily harm.
Hazing	The *California Education Code* Section 32050 specifically defines hazing as activities that cause "bodily danger, physical harm, or personal degradation or disgrace." Also note that the *CA Education Code* Section 48900 specifies hazing as an expellable offense.

Health and Safety	Any incident that threatens the health and safety of students, staff, or self. This includes refusing to take prescription medication.
Major Off Campus	Any major violation while engaged in any off-campus school activity.
Non-Sanctioned Assembly	Participation in a non-sanctioned assembly that is disruptive of the educational process.
Print/Image/Video or Audio Misuse/Social Media	Participating, recording, transferring, or facilitating use of technology devices that display, transfer, or download inappropriate materials through Internet, videotape, photography, audiotape, cell phone or any other medium not listed that could damage the reputation of a student(s), a community, the school, or the government.
Safety Equipment	Tampering with any fire alarm, smoke detector, fire extinguisher, etc.
Sexual Assault or Battery	Committing or attempting to commit
Sexual Harassment	Committing or attempting to commit.
Sexual Offense	Participating in a sexual relationship with a minor who is more than three years younger than the perpetrator. The Riverside Police and Child Protective Services will also be notified.
Tattoo Paraphernalia	Use or possession of tattoo machines or tattoo paraphernalia.
Threat/Intimidation	Threats to administration, faculty, staff, or students.
Trespassing	Accessing or allowing access to an unauthorized area where the student safety can be in danger.
Unauthorized Use or Possession of Government Property	Such as electric carts, keys, walkie-talkies, cell phones, vehicles, and documents**.** The preceding list is not an exhaustive list; it is merely illustrative.
Vandalism	Causing or attempting to cause damage <u>over $500</u> to school or personal property. Students who damage school property will be held fully financially accountable for damage caused. This will also include a minimum administrative fee of $25.00 for addressing the situation. School discipline and contacting law enforcement are also options the school may pursue in addition to monetary damages.
Weapon	Possessing, selling, furnishing, or using any weapon or any replica of a weapon. The principal or designee will refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3) or weapon to school to the criminal justice or juvenile delinquency authorities. Firecrackers not allowed as well.

Refusing Disciplinary Program or other Intervention	Refusing to participate in disciplinary program or other intervention program (student has committed a major whereby student is refusing choice dorm.)
Refusing Substance Abuse Test	Refusing to take a substance abuse test when student has suspicious of using substance abuse.

Major Disciplinary SIR

Each major disciplinary SIR will result in:

- A meeting between the student and administration. This meeting will include a review of the incident, and Sherman's staff will ascertain if the student is aware of her or his right to due process.
- The student will be subject to the disciplinary program.
- All documentation will be mailed home to parents/guardians.

Refusal to participate in the disciplinary program when directed will result in Administrative Leave and will result in a hearing.

VIOLATIONS	VIOLATION DESCRIPTIONS
50 Demerits in Dorm	Any student who received 50 accumulative demerits in the dormitory
Acceptable Use Policy	Misuse/abuse of electronic resources and technology. Any physical, network, or software damage to a computer or digital system will result in disciplinary action. Law enforcement may also be involved. The school will also assess full monetary damages to correct situation including a minimum administrative fee of at least $25.00 (NOTE: this amount may be higher depending on the amount of damage done).
Alcohol and Drugs/Products/ Possession or Use	Possession, purchase, or use of bags, rolling papers, vape pens, wax pens, cartridges, burners, chargers, straws, razors, butane lighters, mirrors, aluminum, foil, edibles, or other items used for illegal substances, including but not limited to items associated with alcohol (bottles, empty bottles, shot glasses, etc.).
Attendance	Unexcused absences – 6 times in any class in a semester.
AWOL on Campus	Absent Without Leave on campus.
Bullying	Intimidation or harassment against any person on a repeated basis.
Defiance of Authority (continuous)	One time or repeatedly defying administration, faculty, or staff
Disruptive Behavior (continuous)	Any behavior one time or repeatedly that hinders the efforts of school officials or other students to maintain order and to pursue activities, to the school, classroom agriculture/animals, campus, and dormitory settings (behaviors considered to be 5 similar missed minors; missed check

	ins/missed maintenances, unsatisfactory rooms, etc.) that has been addressed and documented by SIHS staff.
Dishonesty	Cheating, plagiarism, forgery or falsifying of any tests, information, official documents, identification, or student work in academics or Homeliving (see section, *Honesty & Integrity of Students*).
False Allegations	Against students, staff, faculty, or administration.
Fighting	Except in self-defense. (Self-defense does not permit aggression against another person.)
Guilt by Association	Knowingly participating in a violation taking place, which may include simply being present during the commission of a violation, responding to negative remarks/posts on social media.
Paraphernalia: Alcohol or Drug Related Products	Possession or abuse of bags, rolling papers, vape pen cartridges, wax pens, burners, chargers, straws, razors, butane lighters, mirrors, aluminum, foil, or other items used for illegal substances, including but not limited to items associated with alcohol, drugs.
Possession of ID	Continual failure to possess and show student ID to staff upon request.
Refusal of Academic Testing	Refusal to participate in standardized testing.
Sexual Misconduct	Continual display of inappropriate affection or sexual activity to include touching, fondling, hickies, unclothed, intercourse.
Theft/Shoplifting	Any value
Tobacco	Use, possession and selling cigarettes, cigars, chewing tobacco, e-cigarettes, vape pens, wax pens, vape machine, etc.
Trespassing	Entering or allowing a student to enter unauthorized area/areas**.**
Truancy	A student who is absent from class or fails to attend In-dorm Restriction (or another mandated study hall forum) without a valid excuse.
Unauthorized Use of Pass	Using any pass for purposes other than what it was written for.
Vandalism	Causing or attempting to cause damage under $500 to the school or personal property. Students who damage school property will be held fully financially accountable for damage caused. This will also include a minimum administrative fee of $25.00 for addressing the situation. School discipline and contacting law enforcement are also options the school may pursue in addition to monetary damages.

Minor Disciplinary SIR

A minor referral is documentation that your behavior needs to improve.

VIOLATIONS	VIOLATION DESCRIPTIONS
25 Demerits in Dorm	Any student who received 25 accumulative demerits in the dormitory
Bullying	Intimidation or harassment against any person to a lesser degree than a major or expellable referral.
Defiance of Authority	To administration, faculty, or staff.
Disruptive Behavior	Inappropriate behavior or actions that violate or are inappropriate to the school, classroom agriculture/animals, campus, and dormitory policies.
Electronic Devices	Possessing electronic devices that interfere with day-to-day operations such as cell phones, iPods, MP3 players, walkie-talkies, two-way radios, etc. (These will be confiscated and returned at the discretion of the administration.)
Inappropriate Language or Gestures	Hateful, obscene, vulgar, or offensive language.
Inappropriate Affection	Public display of inappropriate affection after being requested to refrain.
Possession of ID upon request	Failure to possess student ID**.**
School Policy and Rules	Failure to follow Academic, Cafeteria, Homeliving policy and rules or refusal to comply with the disciplinary programs such as not participating in or being disruptive in study hour or other tutoring settings.

Any minor SIR committed in Homeliving will include a (5) demerit value along with the minor SIR. Demerits must be worked off in the student's dorm by 9pm on Thursday or late night and off campus privileges will be restricted. At fifty (50) demerits the student will receive a major disciplinary SIR**.**

Violations of the disciplinary code as described in this handbook are not limited to items specifically addressed in the SIR section. Administration reserves the right to apply due process procedures in special circumstances not listed below. The list of offenses is not intended to cover every possible type of offense and is not to be interpreted as precluding discipline if the charge is not specifically mentioned. This provision is similar to the California Educational Code reference 48900(k). This citation of the California Education Code parallels that of other states' codes in that schools or school districts are not required to list every conceivable situation or incident that would or could disrupt school activities.

Parent/Student Rights and Responsibilities

Parents are encouraged to participate in telephone conferences as well as scheduling a visit to the school to meet with staff. This can be completed by calling the office directly. Another option of communication between the school and the parent/guardian is through the use of e-mail.

Student Responsibilities

- Attend classes regularly
- Complete assignments in class
- Complete homework assignments
- Ask a teacher for help when needed
- Seek tutoring when needed
- Respect the rights of others and yourself
- Avoid drugs, alcohol, and nicotine
- Read on a regular basis

Parent Responsibilities

- Parents will make an effort to communicate with the school when needed via telephone, e-mail, mail, or in person
- Provide comments and/or suggestions
- Attend Parent Conference in the fall
- Review your student's progress on the Parent/Student Portal
- Encourage children to do well in school
- Encourage the child to respect others as well as himself or herself

School Responsibilities

- Host the Parent Conference in the fall
- Provide current information regarding Sherman in a timely manner
- Provide phone conferences as needed
- Send quarterly progress reports
- Provide tutorial services when requested or deemed necessary.
- Provide curriculum that is aligned with Bureau of Indian Education Guidelines and Common Core
  State Standards
- Mail compacts to parents
- Provide school reports on-site for parental inspection and comments
- Provide highly qualified teachers
- Provide a safe school environment
- Provide cultural activities and programs

School Services

School Bank Procedures

The student bank will cash money orders, cashier checks, state, tribal, and government checks. The bank will also take the last employment check from student summer work. **Please do not send cash through the mail**. **No personal checks will be accepted at the school bank**.

Students are encouraged to open a bank account rather than carry large sums of cash. Parents/Guardians may send money orders or cashier's checks directly to the student bank, and Parents/Guardians may request that the bank allow students to receive the money at a specific interval and amount.

When parents send students money orders to open an account, the parents should address the envelope to the *student bank*. Parents should make money orders out to **"Sherman Indian High School Bank"** and put their student's name on the money order. His or her name will be placed on the mail list so he or she will know that a letter has arrived. The student can read the instructions and endorse the money order to open an account.

If a student wants money in a hurry, the parent can send it through Western Union or Money Gram. The parent may also set up an account with a local bank and give the student an ATM card. This allows parents to monitor their children's accounts. If you have any questions, please contact the Business Specialist at (951) 276-6326, ext. 206 or Celestina.Torres@bie.edu .

Cafeteria (Braves Café) and Food Services

Sherman Indian High 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.

Meal Options

Our cafeteria offers hot meals for breakfast, lunch, and dinner. Additionally, students on-the-go have the option of enjoying a smoothie or parfait for breakfast and lunch options that include a boxed sandwich meal or a vegetarian meal. The menu periodically features cultural dishes and includes a special birthday celebration meal each month.

Sherman Indian High School will provide three (3) meals daily, Monday through Friday and two (2) meals, brunch and dinner, on weekends. Snacks are provided each afternoon. 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 dinner meal, students are assigned, on a rotating basis, to a mandatory "kitchen detail." Students assist Food Service staff in cleaning up. Students are required to serve kitchen details when they are assigned. Failure to serve the assigned detail will result in referral, restriction, or demerits.

Cafeteria Expectations

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.

Indian Health Services Clinic (IHS)

IHS offers a Primary Care/Behavioral Health Care clinic on the campus with services available to all students at Sherman Indian High School.

School Nurse

A school nurse is available, by appointment, during school hours. They serve as triage to determine if a student should be seen at Urgent Care or the Emergency room. They are unable to prescribe medications or treat ailments.

Pregnant Students

SIHS is unable to meet the special needs of pregnant students; therefore, any pregnant student will be returned home to the care of the parent/guardian. Parents are encouraged to contact their local school district for academic assistance.

Dental and Optical Services

Dental and Optical services are not provided at Sherman Indian High School. Dental and optical services are referred to a nearby tribal health clinic on a space available basis. No orthodontic services are available at the Sherman Indian Health Clinic or the tribal Health Clinic. Please speak with your orthodontist if your student is on a treatment plan. As stated in the Welcome Letter, students should have all optometry, orthodontic, dental examinations, and all updates before travelling to Sherman.

Medication Administration Policy

Medications will be administered in accordance with the BIE's Medication Administration Policy, which is attached as ***Appendix C***. Sherman Indian High School's medication policies and procedures are available on our website at www.shermanindianhs.org.

Infectious Disease Control Policy

The following guidelines were developed by the BIE in collaboration with Indian Health Services to reduce the spread of communicable diseases in the dormitory. These guidelines will be followed in any communicable/infectious disease situation.

If a student is believed to have a communicable or infectious disease the residential staff will immediately notify, the homeliving supervisor or designee. The homeliving supervisor or supervisor in charge (SIC) will:

1. Take the student to the nearest hospital (Indian Health Services or Private) for an evaluation.
2. Contact the Student's parent/guardian.
3. Work with Indian Health Service (IHS) or other appropriate medical personnel to

determine if isolation/separation of any student is necessary.

4. If necessary, place the student in a designated isolation room in the dormitory and ensure the student is checked every 10 minutes.
5. Control the transmission of the communicable disease in the dormitory.
6. If appropriate, notify parent/guardian in writing of:
    a. The disease to which the child was exposed, and whether this is one case or part of an outbreak.
    b. Signs and symptoms of the disease that the parent should watch for in the child.
    c. How the disease is spread.
    d. The incubation period of the disease (when they might see symptoms appear).
    e. How many days or weeks the disease can spread from person to person (period of communicability).
    f. Disease prevention measures recommended by a Public Health Nurse or Sanitarian.
    g. The control measures implemented at the school.
    h. Sherman Indian High School follows the guidance of the CDC and state education departments.

Re-admittance:

If a student has been removed from the dormitory due to a communicable or infectious disease, they must provide a doctor's note confirming they are medically cleared to return before reentering the dormitory or school. Additionally, a meeting with the student's parent or guardian will be required.

Appendix A

BIE's Suspected Child Abuse/Neglect (SCAN) Protocol Summary

4.0 Introduction

It is mandated that all knowledge of or suspected child abuse be reported to the local law enforcement agency or to child protection services. However, the report must meet the definitions of child abuse contained within Public Law 101-630 and Public Law 101-647 to be considered "abuse". Since 1998, when the Child Protection Handbook was released, numerous reports of suspected occurrences of child abuse have been documented. The seriousness of these reports of alleged child abuse varied greatly. There were reports as serious as sexual molestation to as minimal as an employee engaging in discourteous verbal conduct involving a student.

The BIE developed a tool for Management to ensure all incidents that may negatively impact children continue to be documented, but at the same time, ensure that only the incidents that meet the definitions of child abuse are reported to law enforcement or child protection authorities. BIE also began using Administrative Inquiry Teams (AIT, to be discussed in Chapter 5) to assist management to ensure SCAN Reports are accurate and complete.

AITs provide needed information and recommendations to assist management in making prompt decisions regarding whether an individual may be a threat to Indian children.

4.1 Reporting Format – SCAN Report

The Suspected Child Abuse/Neglect Report, *Revised in 2009*, is used for documenting incidents of suspected child abuse within the BIE. The report will be referred to as the "SCAN Report" along with supporting

documents; electronic forms are available at the BIE website. A report of suspected abuse is the equivalent of a request to an investigation by local law enforcement and/or child protection authorities. The actual investigation is the lawful assessment by an authorized individual to determine if a harmful condition exists involving a minor and what emergency action should be undertaken for the safety of the child. The BIE's role is to ensure the suspected child abuse is reported in a manner that is clear and as accurately as possible so an investigation is initiated by proper authorities.

When a SCAN Report is filed, it is critical that the report be completed accurately and all appropriate notifications made accordingly. Of equal importance is the action taken after the SCAN Report has been completed. Depending on the seriousness, some action must be taken almost simultaneously to completing the SCAN Report.

A SCAN Report will be completed when a Mandated Reporter, while engaged in a professional capacity or activity, learns of facts that give reason to suspect that a child has suffered an incident of child abuse. The Mandated Reporter does not have to prove the suspected child abuse has

occurred but they must describe the behavior or physical signs that led them to suspect a child has been abused. Persons who make a report of child abuse based upon their reasonable belief and in good faith are immune from civil and criminal liability.

The Mandated Reporter will contact their immediate supervisor and work with their supervisor to complete the report. If the alleged offender is the Mandated Reporter's immediate supervisor or if the Mandated Reporter has concerns about reporting directly to their immediate supervisor, they may submit the SCAN Report directly to the BIE Program Specialist (SCAN) Office. The report must be completed within the Mandated Reporter's regularly scheduled workday and the SCAN Report must be submitted to the BIE Program Specialist (SCAN) Office within the established timeframes. This includes those reports that are non-staff related. The timeframes for reporting are identified in Chapter 6 and specific instructions on how to complete the SCAN Report.

Appendix B

United States Department of the Interior
BUREAU OF INDIAN EDUCATION
Washington, D.C. 20240

IN REPLY REFERTO·

NOV 2 0 2014

Memorandum

To: All Education Line Officers

From: Dr. Charles M. Roessel
Director Bureau of Indian Education

Subject: Student Check-Out Procedures

The following replaces the memorandum dated April 13, 2010, on the same subject.

Each Bureau of Indian Education (BIE) operated residential program shall publish and distribute to all parents, students and staff a school or student handbook. The handbook shall be reviewed and updated annually and will include a section on checking out students. School administrators may increase the strictness of the procedures. Any discrepancies or exceptions to the procedures shall be reviewed and approved by the Education Line Officer (ELO) and concurred by the Associate Deputy Director for Bureau Operated Schools. It is recommended that tribal/grant residential programs implement a similar policy.

At a minimum, the handbook shall include the following requirements for checking out students:

I. A student wishing to have check-out privileges must have an original written permission signed by the parent or legal guardian stating that the school is released of any liability associated with the check out. The written permission should include, at a minimum, name of student, name and relationship of individual designated to check out the student, and if there is an alternate authorized by the parent/guardian to check out their child. Written permission must be submitted every academic year.

2. Check-out requests via telephone, telefax or email will not be approved except in situations where a family emergency has occurred due to serious illness or there has been a death of an immediate family member. An immediate family member can include mother, father, sister, brother, uncle, aunt, grandmother, grandfather, stepmother, stepfather, foster parent, etc. Such requests will be

followed up by a telephone call to the parent/guardian to verify the origin of the request, and will be approved by school personnel on a case-by-case basis. Written documentation will be submitted to the school after the check-out is approved. The ELO will be notified of the emergency check-out.

3. When there is evidence or a reasonable belief that the safety of the student may be at risk (e.g., either responsible party or student under the influence of drugs or other impairment), school personnel reserve the right to refuse the check-out request. If necessary, local law enforcement will be contacted.
4. If a conflict arises concerning the student check-out process, the school administrator, or his/her designee, reserves the right to revoke any student's check-out privileges. All conflicts will be reported to the ELO.
5. Student(s) must be in good standing and not on restriction in order to be checked out. However, exceptions will be made if the student requires medical treatment, or in the case of a serious illness or death of an immediate family member. School personnel also have discretion to make exceptions on a case-by-case basis when a student is on check out restriction. All restrictions will be reinstated when the student returns.
6. All students authorized for check-out are expected to return to the school campus at the specified time of return as stated in their approved check-out request. All student check- outs must be concluded by curfew unless pre-approved by staff in charge at the tin1e of the check-out and noted on the School's Student Check-Out form.
7. Spell out the procedure for tracking and logging the student's departure and return to campus or his/her non-return to campus.
8. If a student has not returned to the school campus by curfew or return time, a phone call will be made to the responsible party for the check-out. If repeated attempts to contact the responsible party fail, and one-half how- has passed, a parent/guardian will be contacted, and law enforcement may be contacted.
9. Check-outs during the academic day by school personnel shall be restricted to sanctioned school activities that are approved by the school administrator or his/her designee.
10. Any student, regardless of age, shall not be authorized to check themselves out. No student check-out will be approved to an adult less than 25 years of age; however, exceptions will be made on a case-by-case basis that are approved by school personnel when the responsible party for the student's check-out or the student's parent/guardian is under 25 years of age.
11. Parents/ legal guardians may designate, in writing, i1mnediate and non-immediate family members who are authorized to check-out their child overnight. The written document must indicate the specific family member by name and relationship.
12. School personnel will be allowed to check a student(s) out overnight with the approval of the school administrator or his/her designee on a case-by-case basis for each occurrence, when the parent/guardian consents.
13. In the event of local emergencies, i.e., natural disasters, fire or threatening weather

conditions, any previously approved check-outs may be canceled without prior notice.

14. Students involved in inappropriate activity while in check-out status may face disciplinary action upon their return to campus. Students may have their check-out privileges revoked and check-out authority of individuals may also be revoked.

The school administrator/principal shall review the school's handbook annually and train ALL staff on the contents of the handbook as well as procedures contained therein. The school administrator/principal shall inform the Associate Deputy Director that the handbook is in place, the training has been provided and that procedures are being implemented.

cc: Associate Deputy Director

Appendix C

INDIAN AFFAIRS DIRECTIVES TRANSMITTAL SHEET

(modified DI -416)

DOCUMENT IDENTIFICATION NUMBER	SUBJECT	RELEASE NUMBER
30 IAM 13	Medication Administration at BIB-operated Schools and Dormitories	#16-
FOR FURTHER IN FORMATION Jacquelyn Cheek, (202) 208-6983		DATE DV O 4 2015

EXPLANATION OF MATERIAL TRANSMITTED:

The Bureau of Indian Education (BIE) recognizes that some children and adolescents are able to attend school outside of the home because of the effectiveness of medications in the treatment of certain disabilities and illnesses. It is preferred that all medication be administered at home. However, when medication must be administered at school, the BIE requires that all BIE operated schools adopt this Policy regarding both prescription and over-the-counter (OTC) drugs.

Dr. Charles Roessel
Director, Bureau of Indian Education

#16-

FILING INSTRUCTIONS:

Insert: 30 1AM 13,

1.1 Purpose. The Bureau of Indian Education (BIE) recognizes that some children and adolescents are able to attend school outside of the home because of the effectiveness of medications in the treatment of certain disabilities and illnesses. It is preferred that all medication be administered at home. However, when medication must be administered at school, the BIE requires that all BIE-operated schools adopt this policy regarding both prescription and over-the-counter (OTC) drugs.

1.2 Scope. The policy applies to all BIE-operated K-12 schools and dormitories.

1.3 Policy. To administer any prescribed medication, the school must require a separate, completed Bureau of Indian Education Authorization to Administer Prescribed/Over-the-Counter Medication form (Medication Authorization Form) (Attachment A) for each prescription or OTC medication a student must take at school.

1.4 Authority.

1) 20 U.S.C. § 1232(g), Family Education Rights and Privacy Act of 1974

2) 15 U.S.C. § 1693(b), Health Insurance Portability and Accountability Act of 2000

3) 25 CFR 36.86, Homeliving Programs

1.5 Responsibilities

A. **Director, Bureau of Indian Education** is responsible for final approval of this policyand submission of the final policy to the Associate Deputy Director.

B. **Associate Deputy Director** is responsible for the annual review of this policy for overall management improvement. The Associate Deputy Director is also responsiblefor monitoring the Education Line Offices for adherence to the policy.

C. **Education Line Officer** is responsible for ensuring the policy is in place at and implemented by BIE-operated schools.

D. **School Principals** are responsible for ensuring school staff members are in compliance with the policy.

1.6 Requirements and Procedures.

A. Required Medication Authorization Form (Attachment A) information

1. Name of student

2. Date of birth
3. Reason for medication or diagnosis
4. Name of medication
5. Exact dosage to be taken in school
6. Time to take medication and frequency or exact time interval dosage is to be administered
7. If medication is given on an as-needed basis, specify the conditions or symptoms when medication is to be taken and when it may be given again ("Repeat as necessary" is usually unacceptable)
8. Duration of medication order or effective dates
9. Signature of a Licensed Medical Professional
10. Signature of a parent/guardian

Medications purchased outside the United States (U.S.) are not exempt from the requirement for a written prescription by a U.S. licensed medical professional.

All prescription medications, including physician samples, must be in an up-to-date and labeled container.

A. Boarding Schools and Dormitories

In boarding schools or dormitories, where a parent is not on campus for extended lengths oftime, and the school acts in *loco parentis*, some protocols may differ based on the home living staff training and health services agreements with local health care providers who prescribe the child's medication. Therefore, written documentation that the prescribing provider has contacted the parent/guardian by telephone and consent has been obtained, may be acceptable in lieu of the parent/guardian signature.

B. Student Confidentiality

Schools and dormitories must ensure that student confidentiality is protected, as outlined in the Family Education Rights and Privacy Act, and the Health Insurance Portability and Accountability Act.

C. Medication Administration Staff

In the absence of trained medical staff, the school principal or a designee should be trained to administer medication to students. It is imperative that any person administering medication be educated about the method of administration and contraindications to giving the medication. The principal will set aside time for the school nurse, or if there isn't one, a public health nurse, to train academic and/or dormitory staff on medication administration, which includes, amongst others, recognition of adverse side effects and allergic reactions.

The training will include the Six Rights of Assisting with Medication Administration:

1. Right Student

2. Right Medication

3. Right Dose

4. Right Time

5. Right Route

6. Right Documentation

The Six Rights are to be triple-checked each and every time a student is given a medication.

- First, when taking medication from the storage cabinet
- Second, when giving the medication to the student
- Third, when returning the medication to the storage cabinet[1]

The school nurse, or designated employee, will watch the student periodically to observe side effects and effectiveness of the medication and inform the prescribing provider of any complications.

D. Off Campus Activities

The medications may be administered to students while on school provided transportation, and during participation in school sponsored field trips, school camps, and other out-of-school activities as noted on the Medication Authorization Form**.**

In the event of field trips or other off-campus activities, the school or dormitory employeewho will chaperone the event will meet with the school nurse, or designated employee, who will explain the purpose and expected effect of the medication, as well as signs of a bad reaction to the medication. The school nurse will provide the medicine to the staff

member/chaperone in a sealed envelope labeled with the date, student's name, the name and dose of the medicine, the time or circumstances for the medication to be given, and acopy of the Medication Authorization Form.

E. Self-Carry/Self-Administration

Students are not permitted to self-carry and self-administer medications, with the exceptionof certain medications (inhalers for asthmatic students; EpiPens or Auvi-Q for anaphylaxis;medication for treatment of diagnosed migraine headaches; insulin for diabetic students).

If a student carries medication, the physician must indicate on the Medication Authorization Form that the student has the ability to safely manage the medication. Students must report to the designated medication administration staff they have self-administered their medication.

Persons suffering an anaphylactic reaction may not be able to speak due to extremely rapidand **potentially life threatening** swelling of the throat and/or tongue, which can occur within seconds. Following the administration of an EpiPen or Auvi-Q, staff must seek immediate medical help.

F. OTC Medications

OTC medications or herbal medications require a physician's note that in essence "prescribes" these nonprescription medications. All OTC medications and herbal medications must be in the original up-to-date container with the name and dosage of the medication visible. The school or dormitory must have physician-approved protocols (indications, dose, and contraindications) for using OTC medications. Medications may notbe administered for children at ages below which the drug is not approved (unless prescribed by a licensed medical professional). The school nurse, or designated staff, will observe the student to determine if it is appropriate to administer a particular OTC

medication to a student, and to determine if the student's symptoms could be alleviated firstwithout medicine.

G. Medication Supply

Schools and dormitories will notify parents that it is their responsibility to supply the school with prescribed medications in the original up-to-date pharmacy labeled containers,keep medications current and supply medical devices (e.g., nebulizers, insulin pumps, oxygen). Medications will be delivered to the school in-person by the parent or through

acceptable mailing services. It is also the parents' responsibility to complete a Medication Authorization Form for each medication at the beginning of each school year.

In situations where parental notification isn't possible due to parental absence, medication authorization by a nurse will be sufficient as long as a parent has provided written permission for the school to administer medications in their absence. Medications will be kept with the school nurse, or other designated staff, as noted in Section L, below.

H. School Medication Documentation

Protocols should be established for the documentation of all medications administered at school, whether emergency or routine. Some schools use a log, and others use a computer- based student medical record system. A log must not be accessible to anyone other than theschool nurse, or designated employee. Any error in medication administration at a school needs to be reported using the Medication Incident Report (Attachment B) and also to at least one common supervisor to identify patterns of errors and take corrective action.

Errors with medication dosage or timing will also be reported to the parent and the medication prescriber so any necessary course of action can take place. Measures taken byschool administrators after a medication error must be designed so that they do not discourage staff self-reporting of errors.

I. Individualized Health Plan

Students who self-carry and/or self-administer medication must have an IndividualizedHealth Plan (IHP) developed by the school staff, school health care provider, Licensed Medical Professional, and a parent/guardian.

The IHP will describe the student's special health care needs, protocols for emergencies, responsibilities of principal, school nurse, teacher, aide, family, and student, including back-up plans when the trained teacher is absent.

J. Licensed Medical Professional

A licensed medical professional consists of the following: Doctor of Medicine (MD), Doctor of Dental Surgery (DDS), Doctor of Medical Dentistry (DMD), Doctor of Osteopathic Medicine (DOM), Doctor of Podiatric Medicine (DPM), physician's assistant(PA), pedodontist, oral surgeon, orthodontist, etc.

K. Medication Storage

Controlled substances such as Methyphenidate (Ritalin, Concerta) must be kept in a narcotics cabinet. Access to a medication cabinet is limited to the school nurse or designated employee.

At the end of the school year, the school nurse will notify parents they are to pick up any unused medication. If the parents fail to pick up the medication within one week after theend of the school year, the School Nurse is to destroy the medication following the *U.S. Food and Drug Administration, How to Dispose of Unused Medicines Guidelines*:

1. Take the medicine out of the original container;

2. Mix the drug with an undesirable substance, such as cat litter or unused coffee grounds;

3. Put the mixture into a disposable container with a lid, such as an empty margarine tubor a sealable plastic bag;

4. Conceal or remove any personal information, including Rx number, on the empty containers by covering it with black permanent marker or duct tape, or scratching itoff; and

5. Place the sealed container with the mixture and the empty drug containers in the trash.[2]

1.7.1 Notification. The school principal shall annually notify all students, faculty, staff, and parents about this medication policy. The school principal will also document that the policy has been reviewed with staff and students during staff and student meetings. The documentation shall include an agenda, a sign-in sheet, and any materials that were distributed. The school principal should notify students, faculty, staff, and parents of the policy by:

1. Publication in student handbooks;
2. Publication in the school newsletter;
3. Publication in faculty handbooks;
4. Posting it for students and staff on bulletin boards in the school or dormitory teachers'lounge, offices, main office, and other commonly-used areas; and
5. Providing it to students as part of their registration materials for school.

[2]http://www.fda.gov/forconsumers/consumerupdates/ucm101653.htm#guidelines

Appendix D- SIHS Staff Members

AGUILERA, RICHARD	*SCHOOL COOK*	IYOTTE, DANIEL	*SCHOOL MAINTENANCE WORKER*
ALDERMAN, DAYNA	*REGISTRAR*	IYOTTE, TERESA	*HOMELIVING ASSISTANT*
ALLEN, CAROLINDA	*HOMELIVING ASSISTANT*	JENSEN, DONNA	SCHOOL MAINTENANCE WORKER
AVINA, GILBERT	*SCHOOL BUS DRIVER*	KEY, CARLITA	*BUSINESS TECHNICIAN (PROCURE)*
BAILEY, STEPHANIE	*HOMELIVING ASSISTANT*	KLEINE, MATTHEW	*SCHOOL MAINTENANCE WORKER*
BATTS NSIAH, RENEE	*RECREATION TECHNICIAN*	KOSSORIS, RICK	*INFO TECHNOLOGY TECHNICIAN*
BEGAY, ERIC	*CLERK (SUPPORT SERVICES)*	LARAMIE, MICHELLE	*TEACHER (ENGLISH/LANG ARTS)*
BORQUEZ, ALEX	*SCHOOL MAINTENANCE WORKER*	LEWIS, THOMAS	*SCHOOL BUS DRIVER*
BUNCH, KIRK	*SCHOOL MAINTENANCE WORKER*	LOMAX, ROSHYN	*SECRETARY*
CALZADA, ANNA	*SCHOOL COOK*	MARTINEZ, GLORIA	*HOMELIVING ASSISTANT*
CALZADA, ERICA	*SCHOOL KITCHEN HELPER*	MC MORRIS, CYDNEY	*HOMELIVING ASSISTANT*
CALZADA, SABRINA	*SCHOOL KITCHEN HELPER*	MC MORRIS, JORDAN	*SUPPLY COORDINATOR*
CARMELO, DAWN	*HOMELIVING ASSISTANT*	MC MORRIS, STEPHANIE	*SCHOOL COUNSELOR*
CATO-RICHEY, MALLORY	*COUNSELING TECHNICIAN*	MCMORRIS, ALIA	*SCHOOL COOK*
CHARLEY-BAUGUS, FERN	*TEACHER (SOCIAL STUDIES)*	MILLER, JASON	*EDUCATION TECHNICIAN*
CLIFFORD, KARLENE	*SCHOOL COUNSELOR*	MOFSIE, MELANIE	*HOMELIVING ASSISTANT*
COLLEY, THOMAS	*TEACHER (MATHEMATICS)*	MOFSIE, MELVIN	*HOMELIVING ASSISTANT*
CRYDER, BRANDON	*EDUCATION TECHNICIAN*	MONROE, DEBORAH	*HOMELIVING ASSISTANT*
CURRAN, BARRY	*HOMELIVING ASSISTANT*	MORALES-LOPEZ, A.	*SCHOOL JANITOR*
DAYZIE, LULA	*HOMELIVING ASSISTANT*	MORENO, JOHN	*TRAINING INSTRUCTOR*
DEMONE, CYNTHIA	*TEACHER (SCIENCE)*	MULLEN, DARWIN	*HOMELIVING ASSISTANT*
DOMINGUEZ, CHARLOTTE	*LIBRARIAN*	NAVARRO, DIANA	*SCHOOL JANITOR*
D'SILVA, JOHN	*SCHOOL MAINTENANCE WORKER*	NEUMANN, MARK	*RECREATION TECHNICIAN*
EKONOMO CARRANZA, M.	*SCHOOL COOK*	PATINO, JUAN	*SCHOOL MAINTENANCE SPECIALIST*
ESPINOZA, BRENDA	*HOMELIVING ASSISTANT*	PEWO, BILLY	*FACILITY MANAGER*
FALCO, JENNIFER	*BUSINESS TECH (HR)*	PICKETT, TRINA	*RESIDENTIAL LIFE MANAGER*
FRIETZE, LAWRENCE	*SCHOOL JANITOR*	POCKAT, MATTHEW	*TEACHER (INDEPENDENT STUDIES)*
FURILLO, ANTHONY	*SECURITY GUARD*	PRIEBE, RICHARD	*TEACHER (ENGLISH/LANG ARTS)*
GARCIA, JOHN	*HOMELIVING ASSISTANT*	RIVERA, LISA	*FOOD SERVICE MANAGER*
GAW, KELLI	*SCHOOL KITCHEN HELPER*	RODRIGUEZ LUCAS, NICOLE	*HOMELIVING ASSISTANT*
HARJO-PAPPO, ANGEL	*SCHOOL JANITOR*	RYDING, ROBERT	*EDUCATION TECHNICIAN*
HARRINGTON, NEAL	*TRAINING INSTRUCTOR (AUTO TECH)*	SCHWAB, KARA	*TEACHER (PHYSICAL EDUCATION)*
HATHAWAY, JOSHUA	*TEACHER (SOCIAL SCIENCE)*	SEGOVIA, JULIAN	*SCHOOL KITCHEN HELPER*
HAYDEN, BRIAN	*TRAINING INSTRUCTOR*	SHATTUCK, VERNON	*TEACHER (MATHEMATICS)*
HEARD, DAVID	*TRAINING INSTRUCTOR*	SIMS-STEVENSON, DAWNES	*TEACHER (RESOURCE)*
HOFFS, LORNA	*TEACHER (SOCIAL STUDIES)*	SKEET, PRISCILLA	*EDUCATION TECHNICIAN*

SLAWSBY, DANA	*TEACHER (SOCIAL SCIENCE)*
SPENCER, DENISE	*HOMELIVING ASSISTANT*
TABER, DEBORAH	*HOMELIVING ASSISTANT*
TARIN, RAYMOND	*HOMELIVING ASSISTANT*
TEWAHAFTEWA, LAVONNE	*SECRETARY*
TOMHAVE, CHEYENNE	*HOMELIVING ASSISTANT*
TORRES, CELESTINA	*BUSINESS SPECIALIST*
TOWNSEND, GALENE	*TEACHER (COMPUTER SCIENCE)*
TOWNSEND, MATTHEW	*TEACHER (PHYSICAL EDUCATION)*
TRAPP, DESIREE	*TRAINING INSTRUCTOR (AG.)*
TUNSTALL, GERALINE	*HOMELIVING ASSISTANT*
VALLIERE, MICHAEL	*HOMELIVING ASSISTANT*
VALLIERE, VERONICA	*RECREATION TECHNICIAN*
WALKER, MAURICE	*SCHOOL MAINTENANCE WORKER*
WAPP, ANTHONY	*SCHOOL MAINTENANCE WORKER*
WICKNER, JOHN	*TEACHER (MATHEMATICS)*

Appendix- E College Information and Requirements

Sherman Indian High School classes that meet the "a-g" Subject Requirement

"a-g" Subject Requirements *15 yearlong high school courses completed with a grade of C or better.*	**9th**	**10th**	**11th**	**12th**
a. **History** 2 years required 3 years recommended		World History A& B Honors World A&B World History A&B (CH)*	U.S. History A&B Honors U.S. History A&B U.S. History A&B (CH)*	Federal Government American Government (CH)* Honors Federal Government
b. **English** 4 years required	English 1A&1B English 1A&1B (CH)*	English 2A&2B Honors English 2A&2B English 2B&2B (CH)*	English 3A& 3B Honors English 3A&3B English 3A&3B (CH)*	English 4A&4B Honors English 4A&4B English 4A&4B (CH)*
c. **Mathematics*** 3 years required. 4 years recommended. Algebra I, Geometry, Algebra 2, Pre-Calculus, Calculus	Algebra 1A&1B Algebra 1A&1B (CH)* Integrated Math 1A&1B (CH)* Construction Technology-Math 1	Geometry A&B Geometry A&B (CH)* Integrated Math 2A& 2B (CH)*	Algebra 2A&2B Algebra 2A& 2B (CH)* Integrated Math 3A& 3B (CH)*	Pre-Calculus A&B Calculus A&B
d. **Laboratory Science*** 2 years required. 3 years recommended. Biology, Chemistry, Physics		Biology A&B Honors Biology A&B Laboratory Biology A&B (CH)*	Chemistry A&B Honors Chemistry A&B	Geology A&B Honors Anatomy and Physiology A&B
e. **Language Other Than English** 2 years required of the same language 3 years recommended of the same language		Dine 1A&1B American Sign Language A&B (CH)*	Dine 2A&2B American Sign Language 2A&2B (CH)*	
f. **Visual and Performing Arts** 1 year required	Art 1A&1B Ceramics 1A & 1B	Native American Art Design 1A & 1B	Art 2A&2B	Photography
g. **College Prep Electives** 1 year required ***NOTE: CH means Cyber High***	AVID 9 Environmental Science A&B	AVID 10 CDE Agricultural Science 1A&1B CDE Plant & Soil Science A&B CDE Veterinary Science	AVID 11 American Literature A&B (CH)* Sociology (CH)* Health Science (CH)*	AVID 12 Art History A&B (CH)* Tribal Government Tribal Government (IS) Economics Economics (CH)* Writing Composition A (CH)*

Seventh and Eighth Grade Course - for College Admissions

Courses in Mathematics and Languages Other Than English (LOTE) completed in the seventh and eighth grades with grades of at least C may be counted toward the Subject Requirement. This includes Tribal languages. See Mrs. Clifford for more information.

D and F Grades - for College Admissions

Courses used to satisfy the "a-g" requirements in which the student earns a D or F grade must be repeated with a grade of C or higher. In these cases, the second grade is used in calculating the Scholarship Requirement GPA. Each course in which a grade of D or F has been received may be repeated only once. Special rules are used for Languages Other Than English and Mathematics.

California residency for Post Secondary Education

A student who is a graduate of any school located in California that is operated by the U.S. Bureau of Indian Education, including but not limited to Sherman Indian High School, shall be entitled to California residence classification for college. This exception shall continue as long as continuous attendance is maintained by the student at a California educational institution.

Eligibility in Local Context (ELC) at the University of California

If you rank in the top nine percent in your class, you may be eligible for ELC designation. The University of California (UC) will identify the top 9 percent of students based on GPA in the UC- approved coursework completed in the 10th and 11th grades. To be considered for ELC, you must have a minimum GPA of 3.0 and complete the following "a-g" course prior to your senior year: one year of History/Social Science, two years of English, two years of Mathematics, one year of Laboratory Science, one year of Language other than English, four year-long College-preparatory electives.

After you enter your coursework and grades in the UC application, the UC will compare your GPA to the historic top GPA for Sherman. If you meet or exceed that GPA, you'll be designated ELC, and the UC will add a note to your application. Your application will be automatically screened for ELC eligibility when you apply. There's no extra paperwork.

After applying, you can return to the My UC Application page to see whether you've been designated as being in the top nine percent of your class. Students who are eligible in the statewide context or eligible in the local context and are not admitted to any campus to which they apply will be offered a spot at another campus if space is available.

As part of the Sherman application process, parents/guardians provide consent for transcripts to be sent to the University of California. (Any questions see Mrs. Clifford)

Students interested in attending Colleges/Universities in Arizona should be prepared to meet the following:

- English 4 years Composition/Literature-based courses
- Math 4 years Algebra I and II, Geometry, and one additional course
- Lab Science 3 years Biology, Chemistry, Geology, and/or Physics
- Social Science 2 years including one year of American History
- Language Other Than English 2 years Same language, but 3 years is recommended
- Fine Arts 1 year

Applicants must also meet at least one of the following:

- Top 25% in high school graduating class
- 3.0 GPA in competency courses (4.0 –A)
- ACT 22 (24 nonresidents) or SAT Reasoning 1040 (1110 nonresidents)

CALIFORNIA HIGHER EDUCATION SYSTEMS

	Community Colleges	CA State University (CSU)	University of California (UC)	CA- Independent and Private Colleges & Universities
Number of Campuses	112	23	10	More than 75
Entrance Exams	None required.	Not required for admissions due to COVID.	Not required for admissions due to COVID.	Varies per institution – check with admission office.
Minimum GPA	No minimum GPA. "a-g" coursework recommended.	Minimum 2.0 in "a-g" coursework.	Minimum 3.0 in "a-g" coursework.	Varies (check with college or university)
Degrees Offered	Certificates, Associate of Arts (AA) and Associate of Science (AS) degrees.	4-year Bachelor of Arts/Sciences (BA/BS), Master's (MA), and Joint Doctoral (PhD) degrees.	4-year Bachelor's, Master's, PhD and Professional degrees (MD, JD, DVM)	4-year Bachelor's, Master's, PhD, and Professional degrees.
Admission	Open	Admits the top 33.3% of California high school graduates	Admits the top 12.5% of California high school graduates.	Depends on the individual college/university
Website	www.cccco.edu	www.csumentor.edu	www.universityofcalifornia.edu	www.californiacolleges.edu
Application Filing Period	Usually, the first few weeks of the term. Check with campuses for dates, but register early, as classes fill up quickly.	Nov. 1 – Nov. 30.	Nov. 1 – Nov. 30.	Depends on the individual college/university

Appendix- F What To Bring to The Dormitory

Sherman Indian High School

Residential Checklist

Items provided by Sherman Indian High School are in bold

Bed and Bath
- **Pillows**
- **Blanket**
- **Towes & Washcloths**
- **Shower Shoes/Flip Flops**

Optional if desired
- Shower Caddy
- Plastic Hangers

Laundry Supplies
- **Detergent**
- **Laundry Hamper**

Optional if desired
- Dryer Sheets
- Fabric Softener

Miscellaneous
- School Supplies (Pens/Pencils, Calculators, Dictionary/Thesaurus and notebooks)

Optional if desired
- Jacket/Coat
- Backpack
- Posters
- Plastic food storage containers with sealing lids
- Umbrella
- Sports Equipment (basketball, Football, baseball, skateboard)

Identification/Money (optional if desired)
- ATM Card
- State ID/Tribal ID

Electronics (optional if desired)
- Alarm Clock
- Camera
- Cell Phone Charger
- Computer/Laptop (Charger and locking cable)
- Gaming System

****The school is not responsible for theft or loss of electronic devices**

Personal Supplies/Toiletries (optional if desired)
- Soap & Shampoo
- Toothbrush/toothpaste
- Deodorant
- Tampons
- Prescriptions Medications
- Hair products/Hair Dryer
- Makeup/moisturizers
- Shaving Accessories

** All razors, perfumes, cologne and medications will be given to HLA for safe keeping

Prohibited Items

- **Candles/incense**
- **Pets**
- **Toaster Ovens**
- **Hot Plates**
- **Microwaves**
- **Fridges**
- **Clothing that signifies gang affiliation (connotations and/or embellishments, bandanas, necklaces, "colors")**
- **Clothing depicting drugs, tobacco, liquor, explicit or implied sexual connotations**
- **"sagging" clothes**
- **See-thru net or mesh blouses/shirts**
- **Clothing with spaghetti straps**
- **Halter tops**
- **Short Shorts**

ATTACHMENT A

BUREAU OF INDIAN EDUCATION

AUTHORIZATION TO ADMINISTER PRESCRIBED/OVER-THE-COUNTER MEDICATION

PART I—TO BE COMPLETED BY THE PARENT/GUARDIAN

I hereby request and authorize designated and properly instructed school personnel to administer prescribed medication as directed by the prescribing physician or other duly licensed provider (PART II below). I certify that I have legal authority to consent to the administration of prescribed medication following the provider's order. I understand additional prescriber/parent authorizations will be necessary for each medication to be administered, and if the dosage of the medication is changed. If necessary, I authorize **the designated school health care official to communicate with the prescriber or the student's health care provider as allowed by HIPAA.**

STUDENT INFORMATION

Student Name_____ **Date of Birth**_____ **Gender M**___ **F** ___

Last First MI

School_____ **Grade**_____ **School Year**_____ **Height (inches)**_____ **Weight (lbs)** _

List all medication(s) student is taking, including over-the-counter medication(s): _____

_____

List any known drug allergies/reactions: _____

Parent/Guardian Signature_____ **Date**_____

Contact Number(s):_____ **(Day)**_____ **(Evening)**

PART II—TO BE COMPLETED BY THE PRESCRIBER

PLEASE USE A SEPARATE FORM FOR EACH MEDICATION

Name of Medication:_____ **Diagnosis:**_____

Dosage:_____ **Time(s)/Frequency to be given:** _____

Route of Administration:_____ **PRN (as needed)**____ **Yes**____ **No** **If PRN, (signs/symptoms):** _____

Side Effects: _____

Begin Medication: _____ **Stop Medication:** _____

Date **Date**

Special Instructions:

Refrigeration required?____ Yes____ No

Is medicine a controlled substance? Yes No

Is this an emergency self carry/self administration medication?____ Yes____ No

Has student been instructed in the proper self administration of medicine?____ Yes____ No

Prescriber's authorization for self carry/self-administration of emergency medication: _____

Signature **Date**

Prescriber's Name/Title:_____ **Phone**_____

(Type or Print)

Address:_____ **Fax**_____

Prescriber's signature:_____ **Date**_____

PART III—TO BE COMPLETED BY School Nurse/Other Duly Licensed Health Care Provider

☐ Parts I and II above are completed, including signatures.

☐ Prescription medication is properly labeled by a pharmacist and within the expiration date.

☐ Medication label and prescriber order are consistent.

☐ Over-the-counter medication is in an original container with manufacturer's dosage label intact.

Principal/Authorized School Personnel Signature_____ **Date**_____

ATTACHMENT B
MEDICATION INCIDENT REPORT

NAME_____

LAST FIRST M.

HOME ADDRESS:_____ZIP CODE_

GRADE_____BIRTHDATE:_____MALE____FEMALE_____

TIME OF INCIDENT:_____DATE OF INCIDENT: _____

TYPE OF INCIDENT: (CIRCLE)

Wrong dosage	Wrong student	Wrong medication	Wrong time
Unable to locate student	Wrong route	Wrong documentation	Missed dose

Reported by:
NARRATIVE DESCRIPTION:
RENT/GUARDIAN Notification YES[ ] NO[ ] By Whom Date Time
Comments:
MD notification YES[ ] NO[ ] By Whom
Comments:
IF APPLICABLE Poison Control notified: **1-800-222-1222** YES[ ] NO[ ] Recommendations:
ACTIONS/OBSERVATIONS:
PLAN OF ACTION COMPLETED:

Signature:_____Date:_____Time:_____

Supervising Nurse:_____Date:_____

Release #16-4, Issued: 11/04/15
New

ATTACHMENT B continued

BUREAU OF INDIAN EDUCATION

AUTHORIZATION TO ADMINISTER PRESCRIBED/OVER-THE-COUNTER MEDICATION

INFORMATION AND PROCEDURES

1. No medication will be administered in school or during school-sponsored activities without the parent's/guardian's written authorization and a written physician or other licensed health care provider order. This includes both prescription and over-the-counter (OTC) medications. An exception will be made for students living at a boarding school or a dormitory and whose parent/guardian has granted permission for emergency care for the student.
2. The parent/guardian is responsible for completing Part I and obtaining the physician's statement on Part II. This is required every school year for each new or continuing order or if there is a change in dosage or time of administration during the school year. Information necessary includes: child's name, diagnosis, medication name, dosage, time of administration, duration of medication, side effects, physician signature, and date.
3. The medication must be delivered to the school by the parent/guardian or through acceptable mailing services and under special circumstances by an adult designated by the parent/guardian.
4. All prescription medication must be provided in an original container with the pharmacist's label attached. If applicable, a duplicate bottle may be requested so some of the medicine can be kept at home. Non-prescription OTC medication must be in the container with the manufacturer's original label so dosage information and expiration date are viewable.
5. The parent/guardian is responsible for collecting any unused portion of a medication within one week after expiration of the physician's order or at the end of the school year. Medication not claimed within that time period will be destroyed using approved disposal methods by the FDA or EPA (see BIE Medication Administration policy).
6. A physician's or other duly licensed provider's order and parental permission are necessary for self-carry/self-administered emergency medications such as inhalers for asthma and EpiPens or Auvi-Q for anaphylaxis, Insulin for diabetes, and Sumatriptan for migraines. It is imperative the student understands the necessity for reporting to the health staff or teacher that they have self-administered their inhaler or have self-administered an EpiPen, so emergency services can be sought. Students that self-carry/self-administer emergency medications will have an Individualized Health Plan so school nurse/school health assistant can communicate with school staff.
7. When applicable, pursuant to specifications on the medication authorization form, the school nurse or other licensed health care professional will assess the student to determine if it is appropriate to administer a particular OTC medication to a student, and to determine if the student's symptoms could be alleviated first without a medicine. A non-licensed provider will observe the student and report their observations to a nurse or other licensed health care provider.

Student Commitment
2025 - 2026

Sherman Indian High School believes that it offers students an exceptional educational environment for student success. Students who make the commitment to follow the *Student/Parent Handbook* will succeed at Sherman Indian High School.

- I have read the *Student/Parent Handbook* and have had any questions answered and explained to me.
- I hereby pledge to follow the policies set forth by the *Student/Parent Handbook*.
- I understand that the *Student/Parent Handbook* has been adopted and approved by the Sherman Indian High School's administration.

Print Student Name: _____

Student Signature: _____

Staff: _____

Date: _____/____/____

Dorm: _____

Reminder: The *Student/Parent Handbook* is a thorough document. It is intended to help all students succeed at Sherman. This document may be edited or altered during the school year by the school administration. Additional documents may also be provided to students later in the school year which should be considered additions to the original text.