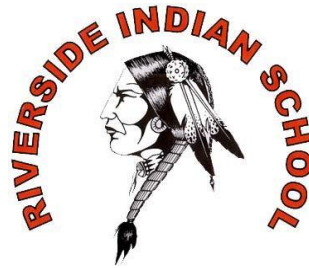


2020-2021



STUDENT/PARENT HANDBOOK

MISSION STATEMENT:

We, the Riverside Indian School community, will create and maintain a safe, positive learning environment.

This Handbook Belongs To:

NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____

STUDENTS

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

VISION

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

2020-2021 SCHOOL CALENDAR

Dormitories Open.....	August 12, 2020
Student Travel.....	August 12, 2020
Classes Begin.....	August 13, 2020
Labor Day.....	September 7, 2020
Columbus Day.....	October 12, 2020
End of 1 st 9 week period.....	October 16, 2020
Veterans Day.....	November 11, 2020
Thanksgiving Holiday.....	November 26-27, 2020
End of 1 st Semester.....	December 16, 2020
Student Holiday Travel.....	December 17-18, 2020
Christmas Holiday.....	Dec. 21, 2020-Jan. 3, 2020
Dormitories Open After Holiday.....	January 4, 2021
Student Travel.....	January 4, 2021
Second Semester Classes Begin.....	January 5, 2021
Martin Luther King Day.....	January 18, 2021
Presidents' Day.....	February 15, 2021
End of 3 rd 9 week period.....	March 5, 2021
End of Semester.....	May 12, 2021
Last Day of School.....	May 12, 2021
Graduation.....	May 14, 2021
Last Day of School Year Contract.....	May 14, 2021

ACE PROGRAM

(ACCELERATED CURRICULUM EDUCATION)

The ACE program is an individualized, accelerated program provided for all eligible students working to complete graduation requirements. **Duration in the program is based on the student's individual progress. Students enrolled in the ACE program must meet the following requirements:**

1. **Fourth year students lacking in graduation requirements.**
2. **Special circumstances (single parent, health issues, etc.)**

ACE curriculum uses an online based curriculum known as Odyssey Ware. ACE students are eligible to attend the Jr.-Sr. Banquet/Prom, or senior trip: they may attend the graduation services.

ACE students will be dropped from the program on the tenth unexcused absence. ACE students will be required to complete 1 credit hour per 2 weeks or may be dropped from the program. ACE students will not be allowed to leave campus during the lunch period.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

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

ASSEMBLY PROGRAMS

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

ASSESSMENT

Appropriate tests will be given at the designated times as mandated by RIS and the Oklahoma State Department of Education. All dorm students will be assessed for the behavioral health program.

ATHLETICS

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

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

Section 1: Semester Grades

- a. *A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would also be five school subjects for the 7th and 8th grade students.) For block scheduling, a student must have earned a minimum of 5 credits counted toward graduation in which he/she was enrolled during the last 18-week grading period he/she attended 15 or more days (1 credit = 1/2 Carnegie Unit.)*
- b. *If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester they attend.*
- c. *A student who does not meet the above minimum scholastic standard may*

regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.

- d. *Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding semester should be obtained from the records in the school last attended.*

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

Section 2: Student Eligibility during a Semester

- a. *Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. The school may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin Monday following the day eligibility is checked. Methods should be devised to check weekly grades of Career Tech students and all concurrently enrolled students. For block scheduling, scholastic eligibility will be checked after two-weeks (during the third week) of the first and third blocks and each succeeding week thereafter. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.*
- b. *A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. **The ineligibility***

periods will begin on Monday and end on Sunday.

- c. *A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).*
- d. *“Passing grade” means work of such character that credit would be entered on the records were the semester to close at that time.*

Section 3. Special Provisions

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

accredited program may be used to meet the requirements of Rule 3, Section 1a, for the end of spring semester.

Section 4. Special Education Students

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

ATTENDANCE INFORMATION

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

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

A student who misses a cumulative total or 20 days or more, will not be promoted to the next grade level without an approved ISEP waiver.

25CFR36.31(c) Standard XI

Student promotion requirements. (c) A student who has not participated, either directly or through approved alternative instructional methods or programs, in a minimum of 160 instructional days per academic term or 80 instructional days per semester without written excused absence shall not be promoted. A school board or a school committee may review

a promotion decision and, if warranted due to compelling and/or extenuating circumstances, rescind in writing such action on a case-by-case basis. Alternative instructional methods shall be submitted in writing for approval by the Agency Superintendent for Education or Area Education Programs Administrator, as appropriate.

Attendance Definitions

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

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

An **Excused Absence** is given when medical or court documentation is provided to the attendance office. If medical or court documentation is not provided, the building Principal will make the determination if the absence will be excused.

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

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

After seven (7) days of unexcused absences within a semester, Students may be required to move into the dorm and be placed on an attendance contract.

Protocol for skipping class:

Offense	Teacher Responsibility	Student Consequence
1 st	Generate IR	1 day IST and AST
2 nd	Generate IR	2 days IST +2 days of AST
3 rd	Generate IR	3 days IST +3 days of AST Attendance Contract
4 th	Generate IR	Transition (5 days)
5 th	Generate IR	Transition (10 days)
6 th	Generate IR	Transition (15 days)

Withdrawals

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

Tardiness

A tardy is defined as arriving after the start of the class period at the assigned location. Three (3) tardies in one class equals one (1) absence for that class. Tardies of fifteen (15) minutes or more constitutes one absence.

Protocol for tardiness:

# of Tardies	Dean of Students	Student Consequence
1-2		AST
3	Generate IR	AST
4	Generate IR	IST and AST
5	Generate IR	IST and AST Attendance Contract
6	Generate IR	Transition 5 Days

Check-outs

1. 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 liability associated with the check out. The written permission should include, at 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, step mother, step father, 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 documents will be submitted to the school after the check-out is approved. The EPA 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 students' check-out privileges. All conflicts will be reported to the EPA.
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.
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 time 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 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 hour 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, immediate 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.

BANKING FACILITIES/ SCHOOL BANK

Students are strongly encouraged to deposit money in amounts of \$10.00 or more into the

School Bank. All deposits and withdrawals must be conducted during the regular banking hours. **RIS discourages parents/guardians from sending cash. Rather, they should send a money order or cashier's check. Personal checks are not cashed at the School Bank.**

RIS is NOT liable for loss of personal money when students fail to deposit or if given to someone else for safekeeping.

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

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

BEHAVIOR GUIDELINES

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

Academic Rules (General)

1. Complete assignments every day.
2. No cheating.
3. Keep your hands, feet, books and objects to yourself.
4. Swearing, rude gestures, cruel teasing or put-downs, vulgarity, and intimidation will not be tolerated.
5. No Gang Behavior.
6. Participate in all academic activities in an appropriate manner. Disruptive behavior will not be tolerated.
7. Public Displays of Affection (PDA) will not be tolerated (see page 26).
8. Soft drinks and food items are not allowed in the classrooms. Water will be allowed *at the teacher's discretion*.

9. **Personal Electronic devices will only be allowed at the teacher's discretion.**
10. Cell phones are not to be used during classroom instruction.
11. **All confiscated items will be immediately turned over to the Dean of Students or Administration.**
12. Students who exhibit exemplary behavior, make passing grades, and participate positively in mandatory school programs will be rewarded.

Residential Rules (General)

1. Check in hourly to your respective dorm with the staff on duty.
2. Be responsible to complete assigned detail(s) at designated times.
3. Keep living quarters clean and free of safety hazards.
4. Obtain written permission to enter another dorm.
5. No Gang Behavior.
6. Comply with the school dress code for on-school and off-school activities. Students who do not comply with the dress code may be asked to return to the dorm to change clothes.
7. Comply with the following designated times: wake-up, curfew, lights out, and mandatory after school scheduled programs such as study hour, Life Skills, and/or group sessions.
8. **Leave the dorm at the designated time to attend school and classes as required.**
9. Refrain from profanity, vulgar language, cruel teasing, bullying behavior, and any form of intimidation.
10. Refrain from fighting, using threats, and trashing rooms or bathrooms; including graffiti on walls and lockers.
11. Comply with dorm/room restriction and complete any community service hours assigned before being allowed to attend any activity.
12. Public displays of affection (PDA) will not be tolerated.
13. Follow all directives and any additional rules given by the dorm staff.

14. **ALL confiscated items will be given to the SSD Director/Duty Officer. Arrangements will be made to return confiscated items to the students.**
15. Students who exhibit exemplary behavior, making passing grades, and participating positively in the mandatory school programs will be rewarded.

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

BUS/VAN POLICY

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

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

- Be courteous to fellow passengers, the driver, and sponsors.
- Keep backpacks, packages, coats, and all other objects out of the aisles of the buses and/or vans.
- Do not throw any objects or materials out of the GSA vehicles.
- Refrain from loud talking and laughing, or unnecessary confusion that may distract the driver, especially when the vehicle is approaching a railroad crossing.
- Keep arms, hands, and head inside the GSA vehicles at all times.
- Use of tobacco, drugs, and alcohol are strictly prohibited at all times.
- Use of profanity is strictly prohibited at all times.
- Once you are seated, buckle up; remain seated and buckled unless instructed to do otherwise by the driver.

- **Snacks and soft drinks are allowed in the GSA vehicles AT THE DRIVER'S DISCRETION. Glass containers are not permitted.**
- Horseplay in or around vehicles is prohibited.
- **Vandalism of GSA vehicles will require restitution in the form of payment, replacement, or services.**
- Only staff and injured students will be allowed to ride to emergency facilities. Additional passengers pose an UNNECESSARY RISK.

CAFETERIA

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

Breakfast/Lunch Program: RIS Food Service Program participates in the National School Breakfast/Lunch Program. As required by the Department of Education, State of Oklahoma, and USDA, RIS Food Service will provide meals at no cost to enrolled students. Students are encouraged to eat all meals in the school cafeteria. **Staff members are not allowed to take students off campus for meals during breakfast or lunch hours. Staff members are not allowed to purchase breakfast or lunch (carry-out) for students UNLESS an approved Activity Request is on file with an Administrator. Food Sales to students will not be available until after school on weekdays UNLESS approved by an administrator.**

Cafeteria Rules: Be prompt. Use good table manners. Be courteous. Keep a cheerful disposition. All of these are expected of every student in the dining room. No items are to be taken from the cafeteria. Students are expected to clean their eating area. 'Cuts' in the cafeteria lines are not allowed.

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

CARE OF SCHOOL PROPERTY

Persons willfully destroying or defacing government property (including the GSA vehicles) or that of any school personnel by writing on or scratching walls, doors, lockers, furniture, computers, government vehicles, breaking windows, cutting screens or curtains are responsible for payment or replacement of the property.

Students unable to make restitution are required to do school maintenance or community service of equal value to the destroyed property.

CELL PHONES

Cell phone use in the classroom will be at the teacher's discretion.

CLASS SCHEDULE CHANGES

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

CLUBS AND CLASS MEETINGS

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

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

All meetings will be scheduled through the administrator, posted in the school and dorm areas, and conducted in an orderly manner. **Each class, club, and organization must submit a "Plan of Operation" to the school bank to ensure legality of raising and spending funds.**

COUNSELING

Individual and group counseling are available to all students. Students may be referred to the counseling staff by a parent, staff member, or

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

CULTURAL EDUCATION

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

DAY STUDENT POLICY

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

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

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

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

administration will determine the number of days to be served.

DORMITORY ASSIGNMENTS/SCHEDULES

Dormitory assignments are made by the Student Services Department (SSD). The students' Rising Times, Lights Out, Study Hour, and Evening Check-In Times will be determined by SSD Staff. 'Lights out' for elementary students will be 9:00 P.M. and 10:00 P.M. for grades 9-12 (Sunday through Thursday). Immediately after a campus activity, students must report to their dormitories. Students found outside the set boundaries will be disciplined.

210:15-33-2.

Celebrate Freedom Week requirements

(a). By December 31, 2007, each public school district in the state will include as a part of a social studies class, during Celebrate Freedom Week, appropriate instruction concerning the intent, meaning, and importance of the Declaration of Independence and the United States Constitution, including the Bill of Rights, in their historical contexts.

(b). The religious references in the writings of the founding fathers shall not be censored.

(c). The study of the Declaration of Independence will include the study of the relationship of the ideas expressed in that document to subsequent American history, including the relationship of its ideas to the rich diversity of our people as a nation of immigrants, the American Revolution, the formulation of the United States Constitution, and the abolitionist movement, which led to the Emancipation Proclamation and the women's suffrage movement.

(d). During Celebrate Freedom Week students in grades three through twelve will study and recite the text quoted below:

1. "We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness. That to secure these rights, Governments are instituted

among Men, deriving their just powers from the consent of the governed."

2. Students may be excused from the recitation of the text, if:
 - a. The parent or guardian of the student submits to the school district a written request that the student be excused;
 - b. As determined by the school district, the student has a conscientious objection to the recitation; or
 - c. The student is a child of a representative of a foreign government to whom the United States government extends diplomatic immunity.

(e). The Oklahoma State Department of Education will provide a curriculum guide for public schools that identifies different levels of content and rigor for the grade- appropriate subject matter to be covered during Celebrate Freedom Week.

[Source: Added at 25 Ok Reg 215, eff 10-2-07 (emergency); Added at 25 Ok Reg 1579, eff 6-12-08; Amended at 26 Ok Reg 53, eff 8-21-08 (emergency); Amended at 26 Ok Reg 1465, eff 6-11-09]

Regulations for Proficiency Based Promotion

(Approved by the State Board of Education on June 24, 1993)

I. Proficiency Based Promotion

- A. Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.
 1. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolios, criterion- referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require that students are

able to perform relevant laboratory techniques.

2. Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S. 11-103.6:
 - a. Social Studies
 - b. Language Arts
 - c. The Arts
 - d. Languages
 - e. Mathematics
 - f. Science
3. Proficiency for advancing to the next level will be demonstrated by a score of 90 percent or comparable performance on an assessment or demonstration.
4. The opportunity for proficiency assessment will be provided at least once each school year for the 1993-94 and 1994-95 school years. Beginning with the 1995-96 year, the opportunity will be provided at least twice each year.
5. Qualifying students are those who are legally enrolled in the local school district.
6. The district may not require registration for the proficiency assessment more than one month in advance of the assessment date.
7. Students will be allowed to take the proficiency assessments in multiple subject areas.
8. Students not demonstrating proficiency will be allowed

- to try again during the next assessment period.
9. Exceptions to standard assessment may be approved by a local district for those students with disabling conditions.
- B. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.
1. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social and mental growth should be considered.
 2. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
 3. Failure to demonstrate proficiency will not be noted on the transcript.
 4. Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.
 5. If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma.
 6. Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.
- C. Proficiency assessment will measure mastery of the priority academic student skills in the same way that curriculum and instruction are focused on the priority academic student skills.
- D. Options for accommodating student needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:
1. Individualized Instruction
 2. Correspondence Courses
 3. Independent Study
 4. Concurrent Enrollment
 5. Cross-Grade Grouping
 6. Cluster Grouping
 7. Grade/Course Advancement
 8. Individualized Education Programs
- E. Each school district will disseminate materials explaining the opportunities of Proficiency Based Promotion to students and parents in the district each year. Priority Student Skills (PASS) and type of assessment or evaluation for each core curriculum area will be made available upon request.

II. Appropriate notation for core curriculum area completed

Appropriate notation will be made for elementary, middle level or high school level students satisfactorily completing a 9-12 high school curriculum area.

Completion may be recorded with a grade or pass. This unit will count toward meeting the requirements for the high school diploma.

DRESS CODE

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

The following are prohibited: *Apparel that signify gang membership; items with gang connection, connotations, and/or embellishments, as well as handkerchiefs, “rags”, “do rags”, necklaces, and/or “colors”;* *Clothing depicting drugs, tobacco, liquor, or explicit or implied sexual connotation;* *“sagging” clothes, Midriff blouses/shirts, see-through, net or mesh blouses/shirts, clothing with spaghetti straps, halter tops, short shorts, or tank tops.* Students wearing these types of clothing will be sent to the dormitory to change.

Any clothing decided by the school administration to be gang-related is banned.

Hats, hoods, or baseball caps may be worn in the classrooms at the discretion of the teacher.

DRUG/ALCOHOL USE/ABUSE INTERVENTIONS

To ensure a safe environment for all RIS students, the school has adopted a ‘no-tolerance’ policy regarding drugs, over-the-counter medication, alcohol, and tobacco use and/or abuse. Interventions include counseling, restriction, placement in the Transition Program (in lieu of out-of-school suspension), referral and participation to First Offenders/Red Road Chemical Dependency Education; review and/or recommendation by the Guidance Committee; and the Due Process Hearing. These rules apply to Day Students as well. Students who participate in school activities may be subject to drug testing. This includes students who are truant or AWOL. All illegal activities and contraband will be handed to the Bureau of Indian Affairs (BIA) Law Enforcement. All court-ordered treatment plans will be honored.

DUE PROCESS HEARING (In-House)

The basic guidelines for due process hearings are as follows:

- Notification to parents/guardians and student.
- Lists of offenses will be made available to the student and parent/guardian.
- Student will be advised of his/her rights.
- Student will be accompanied by an advocate of the student’s choice.
- Parents have a right to be present and/or participate via teleconference.
- Student will be given an opportunity to state his/her defense.
- All Special Education students will be afforded a manifestation determination meeting prior to a disciplinary hearing decision team, the Special Education Coordinator will present an alternative plan or placement for the student.
- Secret ballot voting will be made by the panel of staff members.
- The results of the voting will be given to the Principal.
- The Principal will advise the student and parents of the decision.

APPEALS PROCESS

If a student’s parent/guardian wish to appeal the decision of the Principal, they must do so in writing to the Superintendent. He/She will review the case, make a determination, and give a written response to the parent/guardian.

ELIGIBILITY

A student will be on **dorm restriction** if they are academically ineligible. A student who becomes passing may participate in school activities. Documentation from administration is required. See “Athletics” section pertaining to sports rules.

FIRE DRILL

The fire evacuation signal is a long blast on the fire alarm system in each building. The all-clear signal will be given by administration or duty officer. Students/staff will evacuate the building by routes posted in each building. All students assemble for

roll call in a pre- designated area. The Safety Committee will make inspections of all buildings to prevent a collection of combustible materials in storage areas, lockers and closets.

GRADING SCALE

Academic grading scale is as follows:

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

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

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

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

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

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

GRADUATION REQUIREMENTS

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

STATE GRADUATION REQUIREMENTS 70
O.S. § 11-103.6
Units or sets of competencies

- 4 Language Arts: (1 Grammar and Composition, and 3 which may include, but are not limited to, the following courses: American Literature, English Literature, World Literature, or Advanced English Courses.)
- 3 Mathematics (1 Algebra I and 2 which may include, but are not limited to the following courses: Algebra II, Geometry, Trigonometry, Math Analysis or Precalculus, Calculus, Statistics and/or Probability; (Recommendations): Computer Science I and Computer Science II; Mathematics of Finance, Intermediate Algebra.
- 3 Science (1 Biology I taught in a contextual methodology, and 2 in the areas of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I; Physics; Biology II; Chemistry II; Physical Science; Earth Science.
- (Recommendations): Contextual mathematics and science courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education and the independent district board of education; or other mathematics or science courses with content and/or rigor equal to or above Algebra I and/or Biology I.
- 3 Social Studies: (1 U.S. History, ½ to 1 U.S. Government, ½ Oklahoma History, and ½ to 1 which may include, but are not limited to the following courses: World History, Geography, Economics, or Anthropology.)
- 2 Arts: (2 units which may include, but are not limited to, courses in Visual Arts, Speech, Drama.)
- 8 Electives (including ½ credit in Tribal Government or Indian Studies).

- State Department of Education also allows for high school credit to be earned for an accredited internet or distance learning coursework. This will be subject to administrative review.

PERSONAL FINANCIAL LITERACY REQUIREMENT (Title 70 O.S. § 11-103.6h)

Beginning with students entering the 7th grade in the 2008-2009 school year, in order to graduate from a public high school, students must complete and demonstrate satisfactory knowledge in 14 areas of instruction related to financial literacy, including such topics as credit card debt, saving money, interest, balancing a checkbook, understanding loans, identity theft, and earning an income. School districts have the option of determining when the areas of instruction are taught and whether these are integrated into existing courses or taught as a separate course (which may count as an elective credit). Contact your local school district officials for specific details.

COLLEGE PREPARATORY REQUIREMENTS Senate Bill 982

Units

- 4 English: Grammar, Composition, Literature, or any English course approved for college admission requirements.
- 3 Laboratory Science: limited to Biology, Chemistry, Physics, or any lab science course with content and/or rigor equal to or above Biology and approved for college admission requirements. Note: Science courses above Biology 1 may be taught at a high school or technology center.
- 3 Mathematics: limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission requirements. Note: Math courses above Algebra I may be taught at a high school or technology center.

- 3 History and Citizenship Skills, including
- 1 U.S. History, and 2 units from the subjects of History, Government, Geography, Economics, Civics, or Non-Western Culture.
- 2 units of the same Foreign Language or non-English language or 2 units of Computer Technology approved for college admission requirements, whether taught at a high school or technology center school, including Computer Programming, Hardware, and Business Computer Applications such as Word Processing, Databases, Spreadsheets, and Graphics, excluding Keyboarding or Typing courses.
- 1 additional unit selected from any of the above or career and technology education courses approved for college admission requirements.
- 1 unit or set of competencies of Fine Arts, such as Music, Art, or Drama, or 1 unit of Speech.

GUIDANCE COMMITTEE

The Guidance Committee meet to review all incident reports, discuss ways to assist students with specific chronic absences or severe misbehaviors, make recommendations for further services or programs, and recommend due process hearings.

HALL/CAMPUS PASSES

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

HARASSMENT

Policy Statement: Riverside Indian School is committed to ensure every student has the right to be free from any type of harassment from any person. It is our responsibility to create a safe environment for all. Any verbal or physical actions that make a student feel threatened or afraid may be considered an intimidating,

bullying, or abusive behavior. This type of behavior will be referred to as *harassment*.

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

Definitions of Harassment:

- Sexual—any unwelcome verbal or physical conduct of a sexual nature, request for sexual favors, or other sexually-oriented advance is considered sexual harassment. Sexual harassment can be as blatant as rape, as obvious as telling dirty jokes or using vulgar language, or as subtle as a look. It can occur with opposite or same-sex persons. It can be from adult-to-student, student-to-student, or student-to-adult.
- Bullying—when intentionally cruel verbal, social, or physical abuse happens from one student to another or to an adult it is considered bullying behavior. Bullying usually consists of repeated offenses but can also be just one incident. *Physical bullying* includes hitting, pinching, biting or kicking the victim. It can involve taking or damaging the victim's property. *Verbal bullying* includes using words, either verbal or written, to hurt or humiliate another. It can involve name-calling, insulting, making social comments or constant teasing including computer or electronic formats (texting, cell phones, etc.). *Relational bullying* includes excluding or rejecting another from social activities or connections, and purposely leaving others out at the encouragement of another student. *Reactive victims* include those who intentionally encourage a bully to harass

them as to provoke the bully into action, fight back, and claim self-defense.

- Cyber and Social Media
- Intimidation—a bullying behavior or any action from another that causes the student to feel threatened or fearful. Physical or verbal abuse or via computer or electronic (texting, cell phones, etc.) is a form of intimidation.
- Abuse—any physical or verbal action from another that causes emotional or physical pain to another is considered abuse. Behaviors can be blatantly cruel or subtly unkind.
- Hazing—any participation in the persecution of others by rough practical jokes, forced or demeaning acts or tasks, physical or verbal abuse for the entertainment of others will be considered hazing.

Interventions for bullying behaviors

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

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

First Offense

- A. Referral to a support group at the counseling center
- B. Restitution to the victim that aligns with the bullying behavior
 - a. Verbal or written apology
 - b. Replacement of stolen or damaged belongings

Second Offense

A and B from above.

- C. Parental conference in person or teleconference with perpetrator in attendance.
- D. Referral to the Guidance Committee
- E. Immediate placement in In-School Transition if during the day (one day). Immediate Dorm/Room restriction if after school (one day)
- F. Placement on a bullying contract

Third Offense

A, B, and C from above.

- D. Referral for psychosocial evaluation. If he/she is a Special Education student, a Manifestation Determination Meeting will be scheduled with a Due Process Hearing to follow. If Regular Education student, submit name for a Due Process Hearing. (Possible suspension, expulsion, or alternative placement).
- E. Immediate placement into the Transition Program.

Assistance for victims of bullying behaviors will be provided by RIS Counselors.

HEALTH AND MEDICAL ATTENTION OF STUDENTS

The Authorization for Medical Care of a Minor included in the school application gives permission for a physician or dentist to provide necessary care to a child whose parents are not immediately available.

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

Day Students who become ill will be transported home unless it is an emergency.

During non-school hours, Home Living Staff will monitor ill students closely to determine if the students need to be transported to a medical facility. **Any student who refuses to follow a prescribed medical program may be subject**

to the no- tolerance policy, suspension, or in extreme cases, expulsion for non-compliance.

Sharing of prescription medication, over-the-counter medication (inhalers, syringes, etc.) are *strictly prohibited*. Students may possess and self-administer over-the-counter medications such as inhalers with written parental or physician permission.

Routine general health needs, including minor illnesses, are evaluated and followed up through routine clinic care at the Anadarko Indian Health Clinic (AIHC). If there are any questions regarding the AIHC and or its services, please contact a staff member of the clinic at (405) 247-7900.

INCENTIVE TRIP

The End-Of-The-Year Incentive Trip is for students who have had no Incident Reports for the school year and have no less than a “C” for each of the first three nine week periods. ACE students are not eligible for the incentive trip.

INCIDENT REPORTS

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

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

As a student of RIS, a residential institution, you will remain morally obligated to our guidelines at all times. All misbehaviors are considered whether the student is on or off campus.

Remember: Continuous misbehavior can be considered a “No Tolerance” behavior. **Staff can request a drug test at any time for**

reasonable suspicion. Undesirable behaviors are as follows:

Category A: “No Tolerance” On or Off Campus

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

- 107. **Felony:** Committing a felony, petty or grand larceny, shoplifting, destruction or defacing of private or government property, including unauthorized entry or trespassing into any building or other violations of state or federal law.
- 108. **AWOL:** Unauthorized leave from the school campus or improper checkouts.
- 109. **Sexual Misconduct:** Unacceptable behavior including but not limited to any sexual act, any deviant act of behavior, sexual abuse, sexual harassment.
- 110. **Hazing:** Participation in the persecution of others by rough practical jokes, forced or demeaning acts/tasks or physical or verbal abuse for the entertainment of others.
- 111. **Social Media:** Sharing or posting of any activity that could be considered a category A.

Category B:

- 112. Disruptive behavior.
- 113. Refusal to attend class/programs/activities on campus as scheduled.
- 114. Refusal to obey school rules.
- 115. Failure to properly respond to reasonable/legitimate request of staff (Not completing detail/ assignment).
- 116. Unauthorized use of government or public telephones.
- 117. Abusive, vulgar language.
- 118. Miss use of cell phones or any other electronics.
- 119. Inappropriate public display of affection.

Three “Category B” IRs will be tabulated to equal one “Category A”.

Responses to IRs will depend upon the severity of the action and extenuating circumstances. They may include but are not limited to counseling, restriction, community service, payment for damages, In-School Transition (IST), After School Transition (AST), noon detention, Residential Transition, student contract, due process hearing, suspension home, and expulsion. The referral process may include

the school counselors, on-campus mental health services, and outside services as available.

INTERNET USER/COMPUTER USE

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

INTERNET TERMS AND CONDITIONS

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

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

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

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

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

- *Do not use the network in such a way that others' use of the network would be disrupted.*

Users agree to abide to the following:

- *Use of the network must be in support of education and research.*
- *Users must not reveal their passwords or use other users' passwords.*
- *Shall not damage computers, computer systems or computer networks, which includes altering software components of a computer or system.*
- *Transmitting or intentional receipt of hate mail, harassment, and other antisocial behaviors are prohibited on the network.*
- *Shall not use the network to access or process pornographic material, inappropriate text files, or any illegal activity.*
- *Shall not conduct any kind of personal business transaction.*
- *Students agree not to play games on the computers unless authorized by monitoring staff member.*
- *Agree not to use the chat rooms.*
- *Agree not to send chain letters.*
- *Students shall not send, receive or check personal E-mail, except before or after school.*

Computer Lab Usage:

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

Consequences of unacceptable use are:

- *Suspension and/or termination of network and internet privileges.*

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

INTRUDER POLICY

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

JUNIOR/SENIOR PROM

Only current Riverside Indian School students may attend the Junior/Senior Prom. Students in Transition will not be able to attend.

LIBRARY

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

MAIL

Student mail is available at the students' respective dormitories Monday through Friday after 3:30 P.M. Student checks will be forwarded to the school bank for deposit.

PARENTS ARE ENCOURAGED NOT TO SEND CASH OR PERISHABLE FOOD.

Students will initial/sign that they have received their mail. **All packages are opened in the presence of staff for inspection.** The school reserves the right to consult with the parent/guardian prior to allowing certain pieces of mail to be received by the student.

Students may not accept mail from penal institutions unless approved by parent or legal guardian.

MOTOR VEHICLES

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

NO-TOLERANCE POLICY (see also Incident Reports)

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

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

PARENT PORTAL

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

The Parent Portal can be assessed online at: <https://bie.infinitecampus.com/campus/portal/riverside.jsp>

PREGNANT STUDENT POLICY

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

PROGRAMS / SERVICES

ACE: An accelerated curriculum designed for students working to complete graduation requirements. Eligibility is considered on a case-by-case basis. ACE students sign a contract agreeing that the duration of the program is based on individual student progress of 1 credit per 2 weeks.

Behavioral Health Program: A program designed to provide counseling through certified counselors.

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

ELL/LEP/ESL Assistance: Tribal/other languages can be utilized to explain school policies and procedures through tribal interpreters.

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

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

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

1. Intellectual ability
2. Creativity/divergent thinking
3. Academic aptitude/achievement
4. Leadership
5. Visual and performing arts

Internet/Distance Learning Coursework:

The Oklahoma State Department of Education allows for high school credit to be earned for

accredited internet or distance learning coursework. This is subject to administrative review.

McKinney Vento:

McKinney Vento Homeless Program provides assistance to the eligible students with tutoring, supplemental instruction, and enriched educational services that are linked to the achievement of the challenging state academic content standards that the State of Oklahoma has established for all children and youth. Their weekly grades are monitored through the “D” and “F” ineligible list and progress reports.

Odysseyware: An individualized, computer-driven curricula for students to recover credits they may be lacking.

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

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

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

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

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

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

21st Century Community Learning Center:

Native STAR: Students following Traditions, Academics, and Recreation for life. The program will enable our students to embrace Native Values of cooperation, interdependence and communal responsibility. Three primary goals are: broaden and enrich the Native cultural experience of all students; strengthen the student’s reading and math skills; and teach recreational skills to follow for life. These goals whether it is academically, culturally, or physically related will build self-esteem and well-rounded educated adults.

PROHIBITED AND RESTRICTED AREAS

The restricted areas are the areas outside the perimeter of the campus including nearby bodies of water, wooded areas, the Southern Plains Regional Office, the Wichita Tribal Community Center and offices, the athletic fields after curfew, weight rooms, and all other locked doors unless supervised by staff. Other areas include unsupervised buildings, dormitories, offices, and other school facilities.

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

PUBLIC DISPLAYS OF AFFECTION (PDA)

All PDA will not be tolerated.

Unacceptable PDA includes but is not limited to the following:

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

Protocol for PDA:

	Staff	Student Consequence
1	Warning	
2	Generate IR	AST
3	Generate IR	AST and PDA Contract
4	Generate IR	Transition 5 Days

REPORT CARDS/CONFERENCES

Report cards are issued at the end of each term. Copies of the students’ grades are sent to the parents/ guardians.

Teacher/ Parent/ Dorm Staff Conferences are scheduled four times per year. A list of the conference dates are posted in the school calendar.

RIGHTS, RESPONSIBILITIES, AND GRIEVANCES OF THE STUDENT (from CFR 42.2 Rights of the Individual Student)

Individual students at Bureau-funded schools have, and shall be accorded the following rights:

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

42.4 Due Process.

Due process must include written notice of the charges and a fair and impartial hearing as required by this section.

(a) The school must give the student written notice of charges within a reasonable time before the hearing required by paragraph (b) of this section. Notice of the charges includes:

- (1) A copy of the school policy allegedly violated;*
- (2) The facts related to the alleged violation;*
- (3) Information about any statements that the school has received relating to the charge and instruction on how to obtain copies of those statements; and*
- (4) Information regarding those parts of the student’s record that the school will consider in rendering a disciplinary decision.*

(b) The school must hold a fair and impartial hearing before imposing disciplinary action, except under the following circumstances:

- (1) If the Act requires immediate removal (such as, if the student brought a firearm to school) or if there is some other statutory basis for removal;*
- (2) In an emergency situation that seriously and immediately endangers the health or safety of the student or others; or*

(3) *If the student (or the student's parent or guardian if the student is less than 18 years old) chooses to waive entitlement to a hearing.*

(c) *In an emergency situation under paragraph (b)(2) of this section, the school:*

(1) *May temporarily remove the student;*

(2) *Must immediately document for the record the facts giving rise to the emergency; and*

(3) *Must afford the student a hearing that follows due process, as set forth in this part, within ten days.*

A student has the following due process rights in a formal disciplinary proceeding:

(a) *The right to have present at the hearing the student's parents or guardians (or their designee);*

(b) *The right to be represented by counsel (legal counsel will not be paid for by the Bureau-funded school or the Secretary);*

(c) *The right to produce, and have produced, witnesses on the student's behalf and to confront and examine all witnesses;*

(d) *The right to the record of the disciplinary action, including written findings of fact and conclusions;*

(e) *The right to administrative review and appeal under school policy;*

(f) *The right not to be compelled to testify against him/herself; and*

(g) *The right to have an allegation of misconduct and related information expunged from the student's school record if the student is found not guilty of the charges.*

(from 25 CFR Ch. 1 [4-1-06 edition, pages 208-211]).

Students have the absolute right to be secure in their persons and property. Unreasonable searches of students or their personal property on school premises should not be permitted without the concurrence of the Office of the Solicitor, except under extraordinary circumstances, where there is immediate danger of life or public safety.

RIS reserves the right, however, to search students, their property or their rooms, if there is reasonable suspicion of drugs or concealed weapons. The school official in charge should be

present during any search made of the person or property of students on school premises, with or without warrant.

Procedure/Rights of Students with Disabilities

It is the policy of RIS to assure all children with disabilities enrolled to have the right to a free and appropriate education. Students with disabilities are held to the standards of discipline stated in this handbook.

In compliance with the disciplinary provisions of the Individuals with Disabilities Education Improvement Act (IDEIA) of 2004, students with disabilities subject to disciplinary action will be afforded the protections required by the Act. Students protected by this policy include the following students:

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

If the conduct of a student with a disability reasonably appears to be in violation of the behavioral guidelines as outlined in the RIS student handbook, a transition program referral action consistent with the consequences for students without a disability may be proposed by an administrator and appropriate personnel.

Short Term Suspension

1. Suspension data will be monitored by the Administration.
2. Suspensions of less than ten cumulative school days per year do not constitute a change of placement within the meaning of special education law (IDEIA). Therefore, due process beyond that provided for all students is not necessary for students with disabilities.
3. No tolerance policy violation(s) that could result in total cumulative days of suspension exceeding ten days in a school year will be reviewed by an administrator and appropriate personnel

to make the determination if such additional suspension constitutes a change of placement.

4. If it is determined that cumulative suspensions over ten days does not constitute a change of placement, services (determined by the administrator and special education teacher) must begin on the eleventh school day of suspension, and a plan will be developed for a Functional Behavior Assessment and Behavior Intervention Plan. If the additional suspension does constitute a change of placement, procedures for long-term suspension must be followed.

Long Term Suspension

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

IEP Meeting

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

1. Conduct a Manifestation Determination to determine the relationship between the behavior and the student's disability.
2. Develop a Functional Behavior Assessment and Behavior Intervention Plan.

Length of Removal

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

Parental Appeal

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

Student Responsibilities

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

1. Obtain an Education. The student must regard the opportunity of obtaining an education as one of his duties to the community. It is the student's

responsibility to attend all of his or her classes regularly.

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

STUDENT RESPONSIBILITY FOR WRONGFUL ACTS

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

The school is not responsible for the theft or loss of personal items, such as any electronic devices, jewelry, money, clothing, eyeglasses, or other personal items regardless of the value. (Students may arrange with staff for storage and safekeeping of irreplaceable and other valuable items.)

Student Grievance Procedure

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

1. A grievance must be recorded in writing to the dormitory staff, Student Services Director, Dean of Students, or Administrator.

2. An employee first informed in writing of a grievance shall contact his/her Supervisor who shall resolve the grievance or report it to the Administrator.
3. Although efforts to resolve grievances should be made at the previous levels before presenting them to him/her, the Principal will be available to students and staff on matters of grievances.
4. All responses to student grievances will be in writing.
5. Appeals Procedure—if a student's parent/guardian wishes to appeal the decision of the Principal, they must make their appeal in writing to the Superintendent. The Superintendent will review the case and respond to the parent/guardian with his/her decision concerning the appeal.

SCHOOL LAW OF OKLAHOMA, SECTION 562, UNITED STATES FLAG

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

SEARCH AND CONFISCATION POLICY

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

RIS employs the use of a trained canine and handler to search the campus grounds, school buildings, dormitories, and personal property of

students to detect the presence or use of drugs. Canine searches are performed at random without prior notification to insure the greatest degree of efficiency.

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

SKATEBOARDING

Students are required to wear a helmet on campus or off campus while on a school activity.

SMOKING

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

STORM AND TORNADO WARNINGS

Tornado and storm warnings will be signaled by the outside siren. Exits from all buildings are done in an orderly fashion, and students are reminded not to run. Staff/Students are to evacuate the buildings by an established route as posted in each building and proceed to the cafeteria and dormitory basements. Teachers will take their attendance books to check attendance upon arrival. Two storm drills are conducted each school year. Our warning system is connected to the Anadarko warning system which is tested every Monday at noon.

STUDENT IDENTIFICATION CARDS

Students are required to have an identification card from RIS. It is the responsibility of the students to maintain their IDs at all times. Students will be required to show their IDs to conduct business at Western Union/Money Gram, to participate in the ACT/SAT national testing, and student travel to access airport and/or bus travel.

STUDENT RECORDS

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

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

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

STUDENT SERVICES DEPARTMENT (SSD)

SSD provides routine dormitory operations and after-school curriculum of life skills, and cultural and alternative activities. All after-school curricula will be mandatory for students. Residential staff will provide group and individual support in each dorm. Students determined to be in need of substance intervention, behavioral or emotional counseling

and educational assistance will have those specific services made available. All students qualify for the Behavioral Health Program and will be provided with assistance in assessment, diagnosis, treatment plan, development, counseling, and education appropriate for individual needs.

STUDENT TRAVEL

RIS is responsible for the following student transportation:

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

RIS is **not** responsible for emergency transportation to or from home for religious ceremonies, cultural events, withdrawals, or serious illness or deaths in the family. A parent/guardian who chooses to take their child out of school for religious ceremonies or cultural events, will be responsible for the expenses of the student's travel, and the student will be required to fulfill the following:

1. Provide the school with a written request from the parent/guardian stating the number of days and the reasons for being absent which should include a copy of the religious ceremony and/or cultural event.
2. Complete a grade and attendance report.
3. Receive a written approval or denial for leave of absence from an administrator.
4. Provide a copy of the travel itinerary to the Director of Student Services.

Failure to follow these procedures will result in unexcused absences.

STUDENT UNION

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

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

Riverside Indian School is and will be prepared to respond to any life-threatening situation. An active member of the Bureau of Indian Affairs Law Enforcement staff has trained and will continue to refresh, as needed, a member of the Riverside Indian School Special Response Team. Training topics such as building evacuations, radio communications, reporting procedures, first aid, CPR, and safe escorting of students posing a threat to themselves and others, have and will be given.

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

1. *RIS staff that observes any student who appears to be intoxicated, is suspected of using alcohol, or is found to be in possession of alcohol, will contact the Supervisor/Duty Officer, Safety Officer, and the RIS Special Response Team (SRT). The observing staff member will maintain a constant vigil of said student until one or all of the above mentioned personnel arrive on the scene. Acquire all possible information available from student(s) and staff.*
2. *The SRT member will utilize the "Alco-Wand". If the presence of alcohol is indicated, a Breathalyzer will be utilized. If indicators of other drug use are present, staff will make a brief evaluation.*
3. ***If the Breathalyzer detects any level of alcohol, or evidence of any other drug use is present, the student will be transported to the nearest medical facility for assessment. The student will not return to Riverside Indian School without a signed release from the medical facility.***
 - a. *Sponsors of all school approved, off campus activities,*

Depressants (including barbiturates and tranquilizers): Seems drunk as if from alcohol but without the associated odor of alcohol; difficulty concentrating; clumsiness; poor judgment; slurred speech; sleepiness; and contracted pupils.

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

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

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

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

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

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

ALCOHOL POISONING

What is Alcohol Poisoning?

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

How can you spot Alcohol Poisoning?

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

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

If you notice **ANY** of the above signs, it could be a case of alcohol poisoning!

If someone has been drinking heavily, **DO NOT** leave the person alone, especially if they have passed out!

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

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

Positive results on a drug test are considered a "no-tolerance" behavior and will be treated

according to that policy. If necessary, security measures will be taken. The Transition Dorm, a juvenile holding facility, or jail for those 18 years or older, may be used for placement.

STUDY HOUR

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

TELEPHONES

Students may use U.S. Government (office) telephones with permission from appropriate staff. Students will not be called out of class to a telephone unless it is deemed by staff as a definite **emergency**.

TOWN TRIPS

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

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

TRANSITION PROGRAMS

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

- **In-School Transition (IST):** IST provides for the physical isolation of a student during the school day. The students are responsible for completing academic work while in IST. A full day assignment to IST will result in dorm restriction that evening. Students who continually miss the bus to the Caddo-Kiowa Technology Center will be disciplined according to the protocol for “skipping class.”
- **Residential Transition/Out-of-School Transition:** The Residential Transition Program serves as an alternative for the usual out-of-school suspension. Students are required to serve the total number of day of assigned transition regardless of check-outs. Placement is based upon the student’s decision to participate in a Category A infraction (“No Tolerance” behaviors) or other chronic misbehaviors. Day students and ACE students may also be assigned to this program. Assignment to the Residential Transition Program will be given in “tours”, increments of five (5) days. The student has two options: (1) immediate participation in the Transition Program or (2) suspension home pending a Due Process Hearing. Expenses for travel, after the initial suspension, becomes the responsibility of the parent/guardian.
- **After School Transition:** This program is designed for students who are tardy or have chronic misbehavior. Students that are assigned to IST will automatically be assigned to AST. AST will start immediately after school and end at Residential curfew.

Meningococcal meningitis is an infection that results in swelling and irritation (inflammation) of the membranes covering the brain and spinal cord. A.D.A.M.

Causes, incidence, and risk factors:

Meningococcal meningitis is caused by the bacteria *Neisseria meningitidis* (also known as

meningococcal). Most cases of meningococcal meningitis occur in children and teens.

Meningococcal is the most common cause of bacterial meningitis in children and a leading cause of bacterial meningitis in adults. The infection occurs more often in winter or spring. It may cause local epidemics at boarding schools, college dormitories, or military bases. Risk factors include recent exposure to meningococcal meningitis and a recent upper respiratory infection.

Symptoms usually come on quickly, and may include: Fever and chills; Mental status changes; Nausea and vomiting; Purple, bruise-like areas Rash, pinpoint red spots; Sensitivity to light Severe headache; Stiff neck Agitation; Bulging fontanelles in infants; Decreased consciousness; Poor feeding or irritability in children; Rapid breathing; Unusual posture with the head and neck arched backwards.

Signs and tests: Fast heart rate; Fever; Mental status changes; Rash; Stiff neck

If the health care provider thinks meningitis is possible, a lumbar puncture ("spinal tap") should be done to remove a sample of spinal fluid (cerebrospinal fluid, or CSF) for testing.

Tests that may be done include: Blood culture; Chest x-ray; CT scan of the head; White blood cell (WBC) count

Treatment: Antibiotics should be started as soon as possible. Ceftriaxone is one of the most commonly used antibiotics for meningococcal meningitis. Penicillin in high doses is almost always effective, too. If the patient is allergic to penicillin, chloramphenicol may be used. Sometimes corticosteroids may be used, especially in children. A person in close contact with someone who has meningococcal meningitis should be given antibiotics to prevent infection. Such people include: Household members; Roommates in dormitories; those who come into close and long-term contact with an infected person

Expectations (prognosis): Early treatment improves the outcome. Death is possible. Young children and adults over 50 have the highest risk of death. **Complications:** Brain damage; Hearing loss; Hydrocephalus; Myocarditis; Seizures; Subdural effusion (buildup of fluid between the skull and brain); Calling your health care provider. Call the local emergency number

(such as 911) or go to an emergency room if you suspect meningitis in a young child who has the **following symptoms:** Feeding difficulties; High-pitched cry; Irritability; Persistent unexplained fever

Prevention: All family and close contacts (especially in health care or school settings) of people with this type of meningitis should begin antibiotic treatment as soon as possible to prevent spread of the infection. Ask your health care provider about this during the first visit. Close contacts in the same household, school, or day care center should be watched for early signs of the disease as soon as the first case is diagnosed. Always use good hygiene habits, such as washing hands before and after changing a diaper, or after using the bathroom. Vaccines are effective for controlling epidemics. They are currently recommended for: Adolescents; College students in their first year living in dormitories; Military recruits; Travelers to certain parts of the world.