

Riverside Indian School Student/Parent Handbook 2024-2025



**101 Riverside Drive
Anadarko OK 73005
405-247-6670**

Riverside Indian School Vision

We, the Riverside Indian School community, envision a culturally relevant education where all students are 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.

Riverside Indian School Mission

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

2023-2024 SCHOOL CALENDAR

Dormitories Open.....	August 13, 2024
Student Travel.....	August 13, 2024
Classes Begin.....	August 14, 2024
Labor Day.....	September 2, 2024
Indigenous Peoples Day.....	October 14, 2024
End of 1 st 9-week period.....	October 11, 2024
Veterans Day.....	November 11, 2024
Thanksgiving Holiday.....	November 28-29, 2024
End of 1 st Semester.....	December 13, 2024
Student Holiday Travel.....	December 16-17, 2024
Christmas Holiday.....	Dec. 18, 2024-Jan. 1, 2025
Dormitories Open After Holiday.....	January 2, 2025
Student Travel.....	January 2, 2025
Second Semester Classes Begin.....	January 6, 2025
Martin Luther King Day.....	January 20, 2025
Presidents’ Day.....	February 17, 2025
End of 3 rd 9-week period.....	March 7, 2025
End of Semester.....	May 16, 2025
Last Day of School.....	May 15, 2025
Graduation.....	May 16, 2025
Last Day of School Year Contract.....	May 16, 2025

Riverside School Board

Riverside strives to ensure that every student graduates fully prepared for college or a career and to effectively support students, families, and community in accordance with the policies outlined in the [25 CFR](#) and [62 IAM](#).

Message on Wellness

Riverside Indian School encourages students and their families to address their physical, mental, and spiritual wellbeing. We encourage students and their families to eat healthy, exercise, and maintain their mental health so that students can reach their full academic potentials. Riverside Indian School provides students with nutritious food and structured physical activities to the greatest extent possible.

Child Abuse and Neglect

Riverside Indian School reports all suspected cases of child abuse and neglect in accordance with the BIE's [Suspected Child Abuse/Neglect Reporting Protocols](#).

Riverside Indian School Daily Schedule

ELEMENTARY/JUNIOR HIGH

1st Hour 8:20-9:10
2nd Hour 9:15 – 10:05
3rd Hour 10:10 – 11:00
Lunch 11:00 – 11:50
4th Hour 11:55 – 12:40
5th Hour 12:45 – 1:45
6th Hour 1:40 – 2:30
7th Hour 2:35 – 3:25

HIGH SCHOOL

1ST Hour 8:20-9:10
2nd Hour 9:15 – 10:05
3rd Hour 10:10 – 11:00
4th Hour 11:05 – 11:55
Lunch 11:55 – 12:40
5th Hour 12:45 – 1:35
6th Hour 1:40 – 2:30
7th hour 2:35 – 3:25

Riverside Indian School Food Services

Riverside provides meals to all enrolled students. Parents/guardians, staff, and visitors must pay for their meals. Staff on duty monitoring the cafeteria will be provided a meal.

Cafeteria Hours will be posted in the dorm, academic building, and cafeteria.

Cafeteria Rules

- Students will follow all school rules.
- Students will always model good behavior.
- Energy drinks are prohibited.
- Students must enter from the designated entrance.
- Cutting into the food line is prohibited.
- Horseplay (for example, shoving, running, shouting, fighting, throwing food) is prohibited.
- Students will clean their eating areas after use.
- Students who want second helpings must wait until everyone has been served once and must use the same trays. At times, there may not be enough food available for seconds.
- Riverside staff must supervise students during all meals.

Transportation Services

Riding the School Bus

Riding the school bus is a privilege for students who model good behavior.

Riverside provides daily bus service for day students. The bus stops at designated locations only. Students must follow all school bus rules and procedures to ensure the safety of all riders. Unacceptable behavior and violation of the bus rules may result in restrictions or suspension of bus privileges. If bus privileges are suspended for more than five days, students can appeal the suspension in accordance with the appeal process (see Right to Appeal).

Transportation Cancellation Due to Inclement Weather

In the event of inclement weather, Riverside will follow Anadarko Public School's weather delay/cancellation policy.

In the event of a school delay or cancellation, *Everbridge* will generate automated messages.

Bus Rules

To retain bus riding privileges, students will observe the following rules:

- Be on time.
- Have respect for others and for the driver.
- Remain in your seat.
- For safety, keep the aisle and exits clear.
- Be courteous. Never use foul language or obscene gestures.

- Keep all body parts inside the bus.
- Use of tobacco, alcohol, and drugs is prohibited.
- Do not leave trash on the bus.
- Do not damage any part of the bus; you and your parents/guardians are responsible for repairs.
- For your own safety, do not distract the driver.
- Listen to the bus driver.

Library Services

Library services will be offered through the 21st Century Program after school. Schedule will be posted.

Health Services

The school nurse collaborates with staff members, parents/guardians, and students to promote a safe and healthy environment.

Student Illness Procedures

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.

Dispensing Medication (prescription and over-the-counter)

The nurse administers medications in accordance with the BIE's Medication Administration Policy (See BIE Medication Administration Policy).

Medical Emergency

In the event of a medical emergency, Riverside transports the student immediately to the local health facility/hospital. Parent/guardian will be notified as soon as possible, and staff remains with the student.

Counseling Services

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.

Behavior Interventions

Positive Behavioral Interventions and Supports (PBIS)

An end-of-year Incentive Trip will reward students who have demonstrated academic success, good behavior, and regular attendance. To qualify for the Incentive Trip, students must have no grade lower than a C for the first three 9-week periods, no Incident Reports for the school year, no more than 9 unexcused absences per semester, and student must be enrolled in the first quarter.

Continuity of Learning and Covid-19 Response Plan

Riverside will follow the guidance of the CDC and state education departments.

Bureau Of Indian Education (BIE)

Vision

Uniting to promote healthy communities through lifelong learning.

Mission

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

Program Goals

Following are the goals of the BIE:

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

Performance Standards for Quality Schools

[Cognia](#) is a non-profit, non-partisan accreditation organization that conducts rigorous, on-site external reviews of PreK-12 schools and school systems to ensure that all learners realize their full potentials. Cognia provides tools and resources to schools and school systems to support ongoing comprehensive analyses to drive continuous improvement now and into the future.

For every class a student passes with a D grade or above, the student earns ½ of a credit, for a total of seven credits possible each school year.

Graduation Requirements

1. Obtain 23 credits, including:

- 4 credits of English
- 3 credits of social studies
- 3 credits of math
- 3 credits of science
- 2 credits of Arts
- 8 credits of electives including ½ credit in Tribal Government or Indian Studies

BIE College and Career Readiness Standards

The BIE has adopted the College and Career Readiness Standards (CCRS) for English Language Arts (ELA), mathematics, Next Generation Science Standards, and English Language Proficiency Development.

Following reference the BIE's academic standards:

- BIE College and Career Ready Standards in Math, K-12 (Alternate aligned to CCRS)
- BIE College and Career Ready Standards in English Language Arts, K-12 (Alternate aligned to CCRS)
- Next Generation Science Standards/BIE College and Career Ready Standards (Alternate aligned to CCRS)
- English Language Proficiency Development Standards

The White House Initiative on American Indian and Alaska Native Education leads the President's [Executive Order 13592](#), signed December 2, 2011, Improving American Indian and Alaska Native Educational Opportunities and Strengthening Tribal Colleges and Universities: [Executive Order on the White House Initiative on Advancing Educational Equity](#).

Graduation Cohort (High School Only)

Students should expect to complete the high school program in four years with their graduating class (cohort). As incoming freshmen, students can expect that their cohort is the year of their enrollment plus four years.

Acceptance of Online School or College Coursework Toward Graduation

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

- course has been approved by the principal and counselor in advance of the student's enrollment.

BIE Unified Assessments

Riverside uses several assessments to measure the progress and achievement of all 4-12 students. All schools use two basic types of assessments: formative and summative. Formative assessments help teachers identify where students need to improve. Summative assessments help teachers measure what a student knows or can do.

Riverside will administer the BIE's unified assessments to all fourth through eighth grade students and eleventh grade students to measure proficiency in English Language Arts (ELA) and mathematics.

Riverside also offers the following optional assessments: ACT and Armed Services Vocational Aptitude Battery (ASVAB).

Valedictorian and Salutatorian

The school selects the valedictorian and salutatorian from students within the graduating cohort. The school determines who becomes valedictorian and salutatorian, based on attendance, grade point average, and difficulty of schedule.

To be eligible for consideration, students must have attended Riverside for their senior school year and must be enrolled and attending classes within the first five school days of the academic calendar of their senior year. In case of GPAs with no significant difference, the school identifies co-valedictorians and/or co-salutatorians.

Junior/Senior Prom

Current Riverside Indian School students may attend the Junior/Senior Prom. Guests may attend if approved by administration and completed school referral. Students in Transition will not be able to attend.

End-of-Year 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. Students must be enrolled within the first quarter of the school year and can have no more than 9 unexcused absences in the fall or spring semesters.

Homecoming

RIS will have a schoolwide Homecoming during Basketball season. 5 senior girls and 5 senior boys will be selected by the senior class. The high school student body will vote for one Queen and one King that will be announced during the basketball game.

Hall 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.

Smoking Policy

RIS is a smoke-free campus. Smoking, vaping, and smokeless tobacco is not allowed.

Pregnant Students

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

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>

Grade Level Promotion

As stated in 25 C.F.R. § 36.31, a student advances to the next grade level based on measurable mastery of instructional objectives for the current grade. A student repeats his or her grade level if he or she fails to participate in at least 160 instructional days per academic term or 80 days per semester.

A student may only advance and have participated in fewer than the specified number of instructional days if he or she has excused absences and/or has participated in an approved alternative instructional method or program. If a student has a compelling reason or extenuating circumstances that sufficiently explain absences, then a school committee may review a promotion decision. The school committee reviews promotion decisions on a case-by-case basis.

4-12 Academic Support Services

Riverside has developed many support programs to help students succeed academically. We strongly encourage all students to take advantage of the opportunities the schools offer to stay on track with their educational plans and for high school students to graduate with their cohorts.

Support services may include the following:

After School Homework Support/Tutoring

A student may stay after school to get homework support with his or her classes after having made prior arrangements with a specific teacher or staff member. Tutoring is required for all students who are failing a class at any given time.

High School Credit Recovery

Students who are behind in credits may register for computer-assisted credit recovery classes for previously failed courses. Students earn credit when they have completed the required coursework.

Summer School

The school may offer summer school classes to provide students with the opportunity to retake classes they failed during the school year. Students who attend daily can earn up to one (1) credit.

Summer Programs

The school may offer summer programs that include athletic camps, college campus visits, academies, and other forms of enrichment.

Support Services

The school makes support services available for students with special learning and/or behavioral needs. Support services may include an extended school year.

Career-Vocational Technology

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

21st Century

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.

Maintenance and Control of Student Records in Bureau Schools

Definitions

educational institution

Any institution operated under the jurisdiction of the BIE, either directly or by contract, including, but not limited to, schools or dormitories from which Indian students attend public schools.

eligible student

A student who is 18 years of age or is attending an institution of postsecondary education. When a student becomes eligible, the permission required of and the rights given to the parents/guardians of the student shall thereafter only be required of and given to the student.

parent

A natural parent, an adoptive parent, the legal guardian, or a legal custodian of a student. (Where the natural parents are unavailable, a required written parent consent may be obtained from the person who has assumed custody of the student.) For purposes of the [Education of All Handicapped Children Act](#), the term parent also includes a surrogate as referred to in 20 U.S.C. 1415(b)(1)(B).

student records

Records, files, documents, and other materials that contain information directly related to a student and which are maintained by an educational institution or by a person acting for that institution. The term does **not** include records:

- Of any educational personnel which are in the sole possession of the maker, and which are not accessible or revealed to any other person except a substitute.
- Made and maintained in the normal course of business which relate exclusively to persons who are employed in an educational institution but do not attend that institution.

directory information

Records on a student who is 18 years of age or older or is attending an institution of postsecondary education, which are

- made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his professional or paraprofessional capacity, or assisting in that capacity;
- made, maintained, or used only in connection with the provision of treatment to the student; or
- not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

Annual Notification of Rights

This manual serves as the school's annual notification of rights, as it relates to student records. The school maintains the following education records directly related to students:

- Attendance
- Grades
- Test scores
- Referrals
- Incident reports

Access to Records

Parents/guardians and eligible students have the right to access their own or their child's records (for example, attendance, grades, test scores, referrals, incident reports, etc.).

Parents/guardians and eligible students also have the right to

- obtain a list of the types of student records the school maintains;
- inspect and review the content of those records;
- obtain copies of those records;

Note: If there is an associated cost, it may not exceed the actual cost to the school in making the copies.

- obtain a response from the school regarding reasonable requests for explanations and interpretations of those records; and
- inspect and review only the portion of such material or document that relates to the student or to be informed of the specific information contained in such part of such materials.

Limitations on Access

The school is not required to make available to students: (a) financial records of the parents/guardians of the student or any information contained in those records; (b) confidential letters and statements of recommendations, which were placed in any student's record prior to January 1, 1975, and which are

not used for purposes other than those for which they were specifically intended; (c) records exempt from the definition of student records.

Procedures for Granting Access

Parent(s), legal guardian(s), or eligible student(s) should submit a written request to access their child(ren)'s record. The school grants access within forty-five (45) days after the parent(s), legal guardian(s), or eligible student made the request.

Right to Challenge

Parents/guardians of students, as well as eligible students who are attending or have attended the school, may challenge the content of the student's records to

- ensure that the records are not inaccurate, misleading, or otherwise violating the privacy or other rights of students;
- provide an opportunity for correcting or deleting any inaccurate, misleading, or otherwise inappropriate data in the record; and
- insert into such records a written comment by the parents/guardians or eligible students pertaining to the content of such records.

Informal Proceedings

The school may attempt to resolve differences with the parent/guardian of a student or the eligible student regarding the content of the student's records through informal meetings and discussions with the parent/guardian or eligible student.

Right to a Hearing

Upon the request of the educational institution, the parent/guardian, or eligible student, a hearing shall be conducted under the following procedures:

- The hearing shall be conducted and decided within a reasonable period following the request for the hearing.
- The hearing shall be informal, and a verbatim record of proceedings will not be required. Interpreters will be utilized when necessary.
- The hearing shall be conducted by an institutional official or other party who does not have a direct interest in the outcome of the hearing.
- The parents/guardians or eligible student shall be given a full and fair opportunity to present evidence relevant to the issues regarding challenging the content of the student's record.
- Within a reasonable period after the hearing ends, the hearing official shall make his or her recommendation in writing to the head of the educational institution. Within 20 days after receipt of the recommendation, the head of the institution shall issue their decision in writing to the parent/guardian or eligible student.

Right to Appeal

If any parent/guardian or eligible student is adversely affected by the decision of the head of the institution, that party shall have appeal rights as given in [25 C.F.R. Part 2](#). The adverse decision shall include a statement that the decision may be appealed pursuant to 25 C.F.R. Part 2, identify the official

to whom it may be appealed, and indicate the appeal procedures. However, each official decision shall be issued within 30 days from receipt of the appeal.

Consent

Educational institutions shall not permit access to or the release of student records or personally identifiable information contained in them, other than directory information of students, without the written consent of the parent(s)/guardian(s) or of an eligible student, to any party other than the following:

- Local school officials, including teachers within the educational institution, who have been determined by the institution to have legitimate educational interests in the records.
- Officials of other schools or school systems at which a student is interested in enrolling. The student or parent/guardian must be notified of such release except in cases involving Bureau of Indian Education (BIE) schools. All BIE schools are components of one school system, whether operated under contract or otherwise.
- Persons having official involvement with a student's application for or grant of financial aid.
- Parents/guardians of a dependent student as defined in section 152 of the [Internal Revenue Code of 1954](#), as amended.
- Accreditation agencies, to carry out their accrediting functions.
- U.S. Office of Education officials and other governmental education officials when deemed necessary by the institution to carry out their official functions.
- An education testing center or similar institution as a part of its validation research which has been authorized by the school.
- In an emergency, any person to whom the information is necessary at the discretion of the school's administration to protect the student's health and safety, subject to [25 C.F.R. §43.17](#). The factors to be used in determining whether records may be released under this section include the following:
 - The seriousness of the threat to the health or safety of the student or other persons
 - The need for those records to meet the emergency
 - Whether the persons to whom the records are released are in a position to deal with the emergency
 - The extent to which time is of the essence in dealing with the emergency
- Indian groups, contractors, grantees, professional social service organizations and personnel performing professional services, when necessary to carry out an official function authorized by the Bureau of Indian Affairs.
- Pursuant to the order of a court of competent jurisdiction; however, the parent/guardian or eligible student must be notified of such order in advance of compliance therewith by the educational institution.

Content of Consent

The consent of a parent/guardian or eligible student requested under this part for the release of student records shall be in writing, signed and dated by the person giving the consent.

The consent shall include

- a specification of the records to be released;
- the reasons for release; and
- the names of the parties to whom the records will be released.

Copy to be provided to parents/guardians or eligible students

Where the consent of a parent/guardian or eligible student is required for the release of student records, a copy of the records to be released shall be provided on request to the

- student's parents/guardians or the eligible student; and
- student who is not an eligible student, if desired by the parents/guardians.

Directory Information

The Maintenance and Control of Student Records rules found in 25 C.F.R. Part 43, as well as the Privacy Act of 1974 ("Privacy Act"), 5 U.S.C. § 552(a), the Department of Interior's (DOI) implementing regulations at 43 C.F.R. Part 2, and DOI's System of Records Notice for BIE records permit the release of directory information. The primary purpose of directory information is to allow BIE to include information from your child's education records in certain school publications. Examples include:

- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for basketball, showing the weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

Per 25 C.F.R. § 43.20 directory information may include the following:

- Student name
- Address
- Telephone listing
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received

- The most recent previous educational agency or institution attended by the student
- Tribe
- Agency
- Area
- Name of parent/guardian
- Sex
- Classification (grade)

The school may release student directory information without prior parent/guardian consent unless the parent/guardian informs the principal within 10 days of receipt of this manual that any or all of the student information may not be released.

Admission/Registration

All prospective students are subject to an administrative records review prior to admission, as applicable. Students who wish to enroll must have a parent/guardian present at the time of enrollment and must meet the following conditions and requirements:

- Each student must provide an up-to-date immunization record. All children shall be immunized in accordance with the regulations and requirements of the standards of the Indian Health Service or the state in which they attend school.
- Students who apply for admission must demonstrate membership in a federally recognized tribe.
- If a student cannot demonstrate membership, he or she must demonstrate that he or she is a direct descendent of an enrolled member of a federally recognized tribe and be at least one-fourth total degree Indian blood. The student must also provide a Certificate of Indian Blood (CIB)
- Each student must provide a birth certificate or other documentation establishing guardianship or parentage.
- To enter high school, incoming freshmen must provide proof of successful completion of eighth grade requirements.
- To enroll, each student must have all current transcripts (grades, credits, and attendance) and test data (state and EL).
- The school accepts transfer students only if there is space available within their proposed schedules/grades.
- In application, students must disclose if they have any known medical issues, including food allergies. School officials disclose this information to the appropriate staff and make referrals to the school's Section 504 Coordinator.
 - The school may deny students enrollment if they pose direct threats to the health, safety, or welfare of staff, faculty, students, or themselves. Students denied enrollment may appeal in accordance with the appeal process.

Attendance

Students can succeed only if they regularly attend school. They need continuity of instruction and frequent engagement with the material to grow and make academic progress. The school expects students to be at school, on time, every school day.

A school day is defined as normal class hours that begin the moment students step onto school property (for example, campus, school bus, government vehicle) and end the moment they would normally step off school property. Students and their families must ensure students arrive on time and miss school only when necessary. Academic progress and growth are largely dependent upon engagement and continuity of instruction.

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

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

The school considers re-enrollment on a on a case-by-case basis.

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

Types of Absences (NASIS Attendance Codes)

Unexcused Absences

Unexcused with permission absences (AU)

An unexcused absence with permission occurs when the student is absent with the permission/knowledge of his or her parent/guardian, and the reason does not justify an “Excused absence (AE).” Unexcused absences with permission include, but are not limited to: family vacation, babysitting, helping at home, missing the bus, trip to town, no one home. Teachers should allow students to make up work missed due to unexcused absences with permission for full credit.

Excused Absences

Excused Absences (AE)

An excused absence is an absence for which the student provides *written documentation* within three days following his or her return to school. Written documentation should indicate the reason for the

absence, as follows: illness, medical/dental appointment, death of a close family member (parent/guardian, sibling, grandparent, aunts/uncle, or as otherwise determined by the school), religious ceremony, court appointment or compliance with a court order.

The school requires a medical doctor's statement for any absences over three days due to illness. Teachers must allow students to make up work they miss for full credit due to excused absences.

School Activity (SA)

The school codes classes students miss because of school activities (field trips, extracurricular activities, testing, etc.) as SA. These missed classes do not count toward the total absences. SAs are excused, and students may make up any work missed. When possible, students should check with their teachers and get the makeup work prior to the absence.

Other Types of Attendance Markings

In-School Transition (IST)

The school expects students to report to school at the normal hours without participating in their normal classes or school schedules. Instead, must independently complete classwork and may not interact with peers.

Students should pick up their classwork on the day prior to their IST assignments. IST students should complete and submit make up work for each of their classes. The school does not treat IST as an absence but instead denotes it as IST.

Out-of-School Suspension (TA)

The school marks students who serve out of school suspension as TA. TA students may not make up missed work.

Homebound (HB)

The school marks Homebound students as HB and may put students who are out of school for extended periods on HB status. HB status may be appropriate for circumstances such as hospitalization, doctor-verified disability, or in situations where the student poses a direct threat to health, safety, or welfare of the school, staff, or students. HB status requires the approval of the principal or designee.

The school has an obligation to provide students on HB status with academic services. HB students should complete and submit make-up work for their classes. The school makes reasonable efforts to provide students with information about missed classwork.

The terms of the HB Agreement defined in writing. The school may revoke the HB Agreement for any student who does not abide by or fulfill its requirements. The school maintains documentation of services it provides to HB students.

Attendance Procedures and Policies

Any student who arrives after the start of the school day must sign in at the front/security office to receive a pass to class. The school counts attendance from the first day through the last day of the academic year.

Each student who misses a day of school will report directly to the attendance clerk/front office upon his or her return to school before reporting to class: (1) to turn in a parent/guardian note that explains the

reason for the absence and (2) to receive a pass to class. No teacher may admit a previously absent student to class without a pass from the attendance clerk/front office.

The school asks parents/guardians to contact the attendance clerk/front office by telephone on the day of an absence to provide an excuse for their child's absence. However, the student is still expected to provide written documentation when he or she returns to school from the absence.

If a student returns to school without a note or phone call from the parent/guardian explaining the reason(s) for the student's absence, the school codes him or her as unexcused absence. The attendance clerk/front office attempts to contact the student's parent/guardian for an explanation.

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.

Tardiness

A tardy is defined as arriving after the start of the class period at the assigned location. A student who is tardy will be required to serve one day of After School Transition for each tardy.

Skipping Class

The school prohibits skipping class. Students who cut classes are subject to discipline (See Discipline Ladder).

Early Checkout

Parents/guardians may check student out of school. In addition, a person older than 25 years of age may check out a student if the parent/guardian has authorized the person on the checkout form. Students, even if they are 18 years of age or older, may not check themselves out of school.

The administration recommends checkout during class time in emergencies only. The school nurse/administrator approves early checkout for sick students, without the approval of a doctor or a doctor's note. The school codes any resulting absence as an excused absence (AE). The school handles absences due to early checkout like any other absence.

School-Wide Rules and Procedures

Expectations

Students will learn and always follow all school rules and procedures while on campus or school property (including school vehicles/buses) and during school-sponsored activities, regardless of location.

- Students will follow directions of school staff.
- Students will clean up after themselves.
- Students will report any safety hazards (for example, faulty electrical outlets or appliances, unsafe equipment, broken windows, exposed wires, unsafe playground equipment, etc.) to a staff member.
- In case of a school-wide emergency (for example, electrical outage, bomb threats, gas leaks, lock-down), the staff and students will follow the Emergency Procedures Flipchart and the instructions of the school staff.

- Students will follow the schools drug policy while on school grounds, campus, school buildings, surrounding grounds, dormitories, school vehicles, and at school sponsored activities.

Students may never have alcohol, drugs, cigarettes, chewing tobacco, rolling tobacco, or any other federally controlled substances in their possession. They also may not have any related paraphernalia, including, but not limited to, rolling papers and pipes of any kind. The school deals with violation of this policy in accordance with the disciplinary process.

- Students will report all unauthorized persons/stranger(s) on campus to school personnel.
- Students will report any person on campus suspected of behaving unsafely and/or carrying alcohol, drugs, drug paraphernalia, and/or weapons to school personnel.
- Students will not endanger themselves or anyone else while on school property or while participating in any school-sponsored activity.
- The following bell system is in effect: A bell rings four minutes before the beginning of class. A second tardy bell signifies the beginning of the class period, and students should be in their assigned classrooms ready to learn when this bell rings.
- The school prohibits any sexually explicit material on campus, at school events, on school electronic devices, or at school-sponsored activities.
- Students will return all school property in good condition. School property includes any equipment, supplies, textbooks, laptops, and equipment (including athletic equipment) that the school issues to students.

If a student returns school property in poor condition, the school bills the student and/or parent/guardian for its replacement. The school may withhold diplomas and certificates of completion until a student clears any pending financial obligations with the school. The school is not responsible for loss or damage to personal property students bring onto the school campus.

Closed Campus

Each school places a very high priority on the safety and security of students and staff. Therefore, the administration requires all visitors (individuals not currently enrolled at or employed by each school) to sign in at the front office upon arrival to receive an official visitor's pass. Visitors may not go beyond the front office without an escort or proper clearance. Students and staff are expected to inform the office of the presence of any unregistered visitor on campus.

Only currently enrolled students, approved guests, faculty, and staff may attend school sponsored closed events (such as the prom or other dances.) The school allows visitors at such events if they have prior approval in accordance with the rules and guidelines. The school has unapproved visitors escorted from the premises, either by school personnel or by local law enforcement.

Students will remain on campus, as designated by the school administrator, for the entire school day. Students may leave campus only if they have been officially checked out of school. The school may revoke off-campus privileges for students who do not abide by this policy. Students who violate this policy are subject to the disciplinary process (See Discipline Ladder).

Dress Code

Students will follow the school's dress code from the time they arrive on school property (including the school bus) until they depart.

- Logos or graphics on clothing and accessories (backpacks, purses, bags, belts, shoes, wristbands, shoelaces, coats, head gear, gloves) must not contain foul language, sexual innuendo, references to sex, drugs, alcohol, violence, and/or death.
- Bottoms/lower body clothing (pants, shorts, and skirts) must fit at the waistline and must completely cover the backside.
- Tank/muscle tops and tube/halter tops are not allowed.
- Clothing must cover cleavage, bellies, shoulders, and backsides; undergarments should not be visible.
- Gang-related attire, accessories, insignia, and colors are prohibited.
- Chains, spikes, brads, adornment, or any other accessories that may be used as a weapon or damage school property are not allowed.

The school asks students who violate the dress code to correct the violation without delay. If a student refuses to conform to the dress code, the school may confiscate the offending object or article of clothing, and/or the student may be subject to disciplinary action as deemed appropriate by the administrator.

If a student repeatedly violates the dress code, the school may instruct the student to return home to change and return with a parent/guardian for an administrative conference. Students who do not comply with the dress code may be subject to discipline (See Discipline Ladder). The school's administration is the final authority in determining appropriate school attire and appearance. The school's dress code is subject to change at any time.

Gang Activity

In response to a desire to keep our schools free from threats or harmful influence of any groups or gangs, Riverside has adopted a gang behavior policy that is in accordance with State statutes and Tribal Criminal Code.

The policy states that students who participate or assist in criminal street gang behavior will be subject to the disciplinary policies of the school. Students who violate this policy are subject to referral to BIA Law Enforcement for follow-up.

Prohibited Items

In the interest of the education, health and safety of all students, the following items may not be brought to school:

- Drugs, drug paraphernalia, alcoholic beverages, narcotics, cigarettes, cigarette lighters,
- E-cigarettes, vapors, matches and look-alikes.
- Explosive devices, firecrackers, fireballs, cherry bombs, sparklers, incense, etc.
- Weapons, guns, knives, cake cutters, screw drivers, razors and/or other dangerous items.

- Toys which are realistic look-alikes for guns and knives.
- Skateboards, roller blades, etc. are not allowed.
- Energy drinks.

Prohibited items brought to school will be confiscated. Illegal or dangerous items will not be returned. Local law enforcement will be contacted, and disciplinary action will result

School Activities and Trips

The administration reserves the right to limit field trip participation to students with favorable behavior records (no write-ups for major infractions), provided a student's disability is not the cause of any such behavioral records.

- Athletic participation requires passing grades in all classes, as determined by weekly grade checks per OSSAA guidelines.
- All field trips require written parent/guardian permission which is included in the student admission application.
- All overnight field trips require a BIE District Field Trip Request Form which is subject to approval from the BIE-Associate Deputy Director.

Computer/Internet Usage Policy

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

Inappropriate use includes, but is not limited to, the following activities:

- Sending or displaying offensive/pornographic/threatening/subversive images and messages;
- Accessing, viewing, or transmitting material related to drugs, alcohol, gangs, sexual activity, or hate groups;
- Tampering with or damaging school computer equipment and/or system;
- Violating copyright laws;
- Allowing others access to username and password;
- Using another user's username and password. Trespassing in another user's account, folders, and/or files;
- Intentionally wasting limited resources, such as forwarding chain letters; streaming internet radio or video; downloading music, video, or software;
- Using a proxy server to bypass system network filters and controls;
- Using the school's BIE Internet system for commercial activities or making personal purchases;
- Participating in chat rooms or other live communication;

- Cyberbullying and/or harassment which may include mean text messages or emails, rumors sent by email or posted on social networking sites, sexual content or innuendos, and embarrassing pictures, videos, websites, or fake profiles.

Violations of the Computer/Internet Usage Policy may result in loss of access, confiscation of equipment, and/or further disciplinary or legal action, and:

- Any cost/expense incurred by the user becomes the liability of the user.
- The school bills the user for loss/damage to the computer system and/or equipment as a result of inappropriate use.

All computer network usage is subject to BIE/federal filtering and monitoring. Therefore, be reminded *there is no expectation of privacy*.

Students must have a current signed Student Computer/Internet Usage Policy and Agreement on file before they can use the Internet on any of the school computers. The school's Wi-Fi network is limited to school-purchased devices.

Electronic Device Policy

Electronic devices include, but are not limited to, the following:

- Cell phone
- Digital camera
- Electronic game devices (for example Nintendo Switch)
- Handheld video camera
- Personal iPad/tablet
- Laser pointer (For safety reasons, the school prohibits laser lights on campus.)
- Personal music player/iPod/headphones/earbuds
- Portable DVD player
- Personal laptop

Students will keep cell phones and personal electronic devices and accessories turned off and out of sight during instructional hours, during fire drills, and other organized school hour activities.

Students may use electronic devices in the classroom with teacher permission.

If a student violates these rules the discipline process will be as follows:

- 1st Infraction – staff issues a verbal warning.
- 2nd Infraction – staff will write an Incident Report and confiscate the device to turn in to front office. Student will receive device at the end of the school day.
- 3rd Infraction – same as 2nd Infraction with an additional day for the item to be confiscated.
- Each subsequent violation adds an Incident Report and extra day for device to be held in the office.

- After the 5th Infraction, a Category A Incident Report will be issued, and the loss of academic-day electronic device privileges may be implemented.

Infractions are for the entire day and not for individual class periods.

Personal electronic devices may be used during lunch and hallways during passing.

Personal electronic devices are not allowed in the restroom during actual class time.

A student may also face disciplinary action, as determined by the school administrator. The school is not responsible for loss or damage to students' personal-property brought onto the school campus.

Vehicle Policy (High School Only)

Students who drive vehicles to school must have a signed Use of Student Parking Lot Form on file at the front office, as well as (1) a copy of valid driver's license, (2) current registration, and (3) proof of insurance. The school offers student parking as a privilege, not a right.

- Only approved students may park their vehicles in designated areas on school property.
- Students may not return to their vehicle during school hours.
- Students may not leave campus in their vehicles during lunch or before the conclusion of the school day without prior written permission from their parents/guardians and approval from the administration.
- The school may ask students open a locked motor vehicle or its compartments under the student's control by a school official in accordance with the *School Searches and Seizure Policy*.
- If a student violates the vehicle policy, the school may revoke the student's parking privileges. In addition, the student may face disciplinary action, notification of parents/guardians, and referral to law enforcement.

Student Activity Bank

- Students and/or Parents can safely keep money with the Riverside School Banker. The money will be kept in the Riverside safe for easy access to students upon request of money.
- Once a Parent/Student wants to open an account with the Student Banker, they will call the Student Banker at 405-247-8940 and request to set up an account under the student's name. The Student Banker will then create an account for each student and follow the guidelines outlined in the 62 BIAM 8.7. Parents and Students can deposit money with the Student Banker at any time. The Student Banker will keep a record of activity in the account for each student. At any point the parent/student can call or stop by to see how much money is available in the student's account. The Student Banker will be required to give each student a balance sheet at the end of each month showing that month's activity.
- If parents would like to set guidelines on how much the students receive, they can request this with the Student Banker.

School Search and Seizure Policy

[The Fourth Amendment to the U.S. Constitution](#) protects students from unreasonable searches and seizures by school officials and staff. However, school official may search students or their personal

property, including personal electronics and vehicles on school property, as well as equipment assigned to students, such as lockers, desks, and technology devices, pursuant to the following procedures.

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

Searches of Individuals

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

The scope of any inspection conducted under this policy shall be reasonably related to the objectives of the inspection and shall not be unreasonable in light of the age and sex of the student and the nature of the infraction. Individual searches are conducted by a person of the same sex with a witness present. This includes "pocket searches." RIS staff should not touch a student for any reason during a search.

Searches of School Property

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

Automobile Searches (High School only)

Students may park in the school parking lot as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lot and inspect the student's automobile, if it is on school property and a school authority has reasonable suspicion to believe that it contains illegal or unauthorized materials. Such patrols may be conducted without notice, without student consent, and without a search warrant. Upon establishment of reasonable suspicion, school officials may require students to open a locked motor vehicle under the student's control or its compartments. Failure to do

so may result in revocation of the student's driving privileges, disciplinary action, notification of parents/guardians, and referral to law enforcement.

Seizure of Illegal Materials

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

Use of Drug and Alcohol Tests

When the school has reasonable suspicion that a student is under the influence of alcohol or drugs, the school may subject the student to testing to determine whether the student is under the influence of drugs or alcohol.

Law Enforcement

The school may contact law enforcement, if needed, for incidents of illegal activity.

Use of Dogs

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

Use of Metal Detectors

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

Infectious Disease Control Policy

Riverside, in collaboration with Indian Health Service, has developed the following guidelines to reduce the spread of communicable diseases in school. The school follows these guidelines in any communicable/infectious disease situation.

If a student is believed to have a communicable or infectious disease, the staff immediately notifies the principal or designee. The principal or designee in charge then:

- 1) takes the student to the nearest hospital (Indian Health Service or private) for an evaluation;
- 2) contacts the student's parent/guardian;
- 3) works with Indian Health Service (IHS) or other appropriate medical personnel to determine whether isolation or separation of the student is necessary;
- 4) if necessary, places the student in a designated isolation room in the dormitory or in a designated room with a staff and ensures the student is checked every 10 minutes;
- 5) controls transmission of the communicable disease via quarantine in the school building and dormitory; and
- 6) if appropriate, notifies the parent/guardian of

- i. the disease to which the child was exposed, and whether this is one case or part of an outbreak;
- ii. signs and symptoms of the disease that the parent/guardian should watch for in the child;
- iii. how the disease is spread;
- iv. the incubation period of the disease (when they might see symptoms appear);
- v. how many days or weeks the disease can spread from person to person (period of communicability);
- vi. disease prevention measures recommended by a public health nurse or sanitarian; and
- vii. the control measures the school has implemented as well as the dormitory of the infected student.

Re-admittance

If a student has been taken out of school with a communicable or infectious disease, the student must provide a doctor's statement stating the student is medically cleared before he or she can return to school. In addition, the school may require a meeting with the student's parent/guardian.

Executive Order 13160

The school will comply with the requirements of Executive Order 13160. No individual, on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in, a federally conducted education or training program or activity. ([Executive Order 13160](#)).

Student Behavior Policies

Harassment/Intimidation/Threats/Bullying

The following behavior is not permitted and is subject to discipline (See Discipline Ladder). Furthermore, violation of these policies results in parent/guardian notification and may result in additional enforcement action, including contacting law enforcement.

Physical Abuse

Includes, but is not limited to, any physical contact the recipient does not invite, including hitting/kicking/pinching, spitting on someone, tripping/pushing, and taking or breaking someone's things.

Sexual Harassment

Includes, but is not limited to, any physical or verbal act of a sexual nature that the recipient does not want or invite. Sexual harassment can also include body gestures, innuendos, creating a sexually hostile environment through use of sexually explicit materials, such as calendars, magazines, or other graphic materials.

Verbal Abuse

Includes, but is not limited to, any derogatory speech directed at an individual or spoken in a public setting. Derogatory speech includes vulgarity, cursing, and sexual innuendo (for example, calling

someone a 'b-word' or using the "f" word is considered harassment). Verbal abuse also includes teasing, name-calling, taunting and threatening to cause harm.

Nonverbal Abuse

Includes, but is not limited to, rallying other children not to be friends with someone, spreading rumors, and causing someone else to be subject to public ridicule.

Public Display 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)

Students who violate this policy are subject to discipline (See Discipline Ladder).

Hazing

The school does not tolerate hazing activities, such as initiations, harassment, humiliation, and ridicule . Hazing includes any intentional or reckless act committed by a student, whether individually or with others, in person, or in writing, against another student with a substantial risk of potential physical injury, mental harm, or degradation.

Bullying

Bullying, including cyberbullying, is the repeated use by one or more students of a written, verbal, or electronic communication, or a physical act or gesture or any combination thereof, directed at a target.

Bullying results in the outcomes that

- cause physical or emotional harm to the target or damage to their property;
- place the target in reasonable fear of harm or damages their property;
- create a hostile environment at school for the target;
- infringe on the rights of the target at school; or
- materially and substantially disrupt the education process or the orderly operation of a school.

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

The school also prohibits bullying at a location or activity that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the school, if the act or acts in question create a hostile environment at school for the target student, infringe on the rights of that student at school, or substantially disrupt the education process or the orderly operation of the school.

Students or parents/guardians of bullied students should immediately report their concerns to the school administrator.

Bullying Prevention and Intervention Procedures

Reporting Obligations

Reporting by Staff

If faculty, staff, independent contractor, or school volunteer learns of any instance of bullying/retaliation or suspect bullying/retaliation, they shall report the incident immediately. They may report any incident to the principal or designee, either orally or in writing.

The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

Reporting by Students, Parents/Guardians, and Others

The school strongly encourages any student, parent/guardian, or others who become aware of or have a reasonable belief that bullying or retaliation has occurred or may have occurred to other members of the school community to promptly report the incident(s) to the principal/designee.

Reporting to Local Law Enforcement

In the event of substantiated bullying or retaliation, the principal or designee notifies law enforcement if he or she suspects that criminal charges may be pursued against the aggressor.

Investigation

The school principal or designee shall promptly investigate a report of bullying or retaliation, considering all circumstances at hand, including the nature of allegations, ages of the students involved, and whether any behaviors are related to an individual's disability, age, sex, race, color, gender, national origin, religion, pregnancy status, and/or sexual orientation.

The school follows the guidelines (see Discipline Ladder) for responding to a report of bullying or retaliation. The school adapts the guidelines as necessary to respond appropriately to the complaint. Upon receiving a complaint, the principal or designee notifies the parents/guardians of all parties (both the target and the aggressor) involved of any incident in a timely fashion, preferably on the same day of the report.

Even before a formal investigation, the principal or designee considers whether they will take immediate steps to support and/or protect the alleged target from further potential incidents. The school considers the rights and safety of the alleged target, alleged aggressor, and any bystanders.

If the principal or designee determines that a bullying or harassment incident placed the target in reasonable fear or harm, or adversely affected their educational environment, they initiate a formal investigation.

Discipline

Pursuant to 25 C.F.R. § 42.3, BIE schools must consider, to the extent appropriate, the reintegration of a student into the school community, after they engage in conduct that warrants disciplinary actions. The school may address misbehavior or a student violation using the formal disciplinary hearing process.

When the formal disciplinary process cannot be used, the school must address the alleged violation through a formal disciplinary hearing in accordance with the hearing requirements and student due process rights found in 25 C.F.R. § 42.7.

Discipline Responsibilities for Administrators

If the staff member cannot resolve the problem, they should consult with the administration. The administration then follows some or all these steps:

- Administration may advise staff to submit an Incident Report
- Provide additional intervention, as needed, to correct the problem or resolve conflicts.
- Ensure the safety of all students or bystanders.
- Determines any appropriate consequences for an offender (for example, lunch detention, restriction).
- Determines whether suspension is appropriate.
- Prepares the suspension letter, sets the hearing date, notifies the parent/guardian, reviews hearing rights with the student.

Progressive Discipline

Riverside uses a system of progressive discipline and disciplines students based on the severity of offenses, as well as on their frequency or repeated nature. The offenses are classified as Category A (major offense) and Category B (minor offense).

- 1) The school may establish behavior and counseling contracts for all Category A offenses.
- 2) The school may notify law enforcement of offenses.
- 3) The administrator makes the final decision.
- 4) The school may suspend a student from school for violations of the Student Handbook or other school rules and regulations.

Category A Offenses

Category A offenses are offenses that are serious in nature and, without exception, break local law, and/or state law, and/or federal law. Examples of Category A offenses include, but are not limited to, the following:

- Drug/alcohol use or possession of drug/alcohol paraphernalia
- Arson
- Physical assault/fighting

- Sale or distribution of a controlled substance
- Inciting a riot
- Possession of a weapon
- Bomb threat
- Gang activity
- Theft
- Vandalism, defacing, destroying school/government property
- Use of inhalants
- Endangerment of self or others
- Sexual misconduct
- Misuse of computers
- Misuse of social media
- Hazing
- AWOL
- Use or possession of tobacco products including vapes, smokeless tobacco, eCigarettes,
- Refusal to attend or comply with the Transition Program

Consequences for Category A Offenses

- **Residential Transition:** 5-day increments per incident
- **Suspension:** Students may be suspended depending on severity of offense
- **Expulsion:** Recommendation from the Hearing Committee

Category A Offense	First Offense	Second Offense	Third Offense
All Category A Offenses	Residential Transition 5 days	Residential Transition 10 days	Residential Transition 15 days and Due Process Hearing

Category B Offenses

Category B offenses are offenses that may be disruptive in nature. Examples of Category B offenses include, but are not limited to, the following:

- Insubordination
- Dress code violation
- Skipping class
- Leaving class without permission
- Profanity
- Public display of affection
- Violation of reasonable standard of right or wrong
- Refusal to obey school rules
- Failure to follow directions

Determination of Category B offenses is the responsibility of the school administrator or the assigned personnel of student discipline.

Consequences for Category B Offenses

- **Verbal warning and counseling with Dean of Students**
- **Noon Detention**
- **In School Transition (IST)**
- **After School Transition (AST)**
- **3 Category B Offenses could result in one Category A Offense**

Category B Offense	First Offense	Second Offense	Third Offense
All Category B Offenses	Verbal warning, noon detention, IST, AST at the discretion of Dean of Students	Noon Detention, IST, AST at the discretion of Dean of Students	Noon Detention, IST, AST and could result in 1 Category A Offense

Definitions of Disciplinary Terms

Zero Tolerance

Is defined as a philosophy that the School will not allow, permit, condone, support, withstand, or endure any behavior that is detrimental to the safety, security, and welfare of all students and staff. Thus, the School will do everything within its legal power to impose the strictest sanction.

Suspension

The school has defined suspension as exclusion from school privileges and transportation for a period.

Expulsion

An expulsion is defined as a permanent exclusion from the school privileges and services

Student Conference

A staff member meets one-on-one with the student to reduce or eliminate minor misbehavior.

Parent/Guardian Contact

A staff member contacts the student's parent/guardian via phone, email, mail, or in person for support and reinforcement of positive behavior.

Residential Transition

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.

Noon Detention

A structured program during the lunch period to encourage the growth of good decision-making skills and positive behaviors. Placement is based upon the non-compliance of RIS behavior guidelines.

After School Transition

A structured after school program to encourage the growth of good decision-making skills and positive behaviors. Placement is based upon the non-compliance of RIS behavior guidelines.

In School Transition

A structured program during school hours to encourage the growth of good decision-making skills and positive behaviors. Placement is based upon the non-compliance of RIS behavior guidelines.

Administrative Behavior Contract

The student (with a parent/guardian if necessary) meets with an administrator to write and agree upon a behavior contract. The behavior contract includes any of the previously mentioned interventions. The contract may also include any combination of the following interventions:

- Community service
- Peer or staff mentor with required contact
- Counseling
- Suspension from extracurricular activities (including sports, after school activities, field trips)
- After school homework
- Family member to attend classes with student
- All-day academic support

Formal Disciplinary Hearing (Procedural Due Process)

Information in the Student Handbook informs students of their rights and responsibilities, school rules and regulations governing behavior, and consequences for infractions. Every student, as well as parents/guardians, should know the school rules and regulations, as well as their due process rights and responsibilities. In addition, other requirements and rights apply for the disciplinary process, when it is applied to students with disabilities. These requirements will be described in subsequent sections of the handbook. Special Education due process rights are also described in the BIE's IDEA Procedural Safeguards notice and in the Indian Affairs Manual, Part 30, Chapter 15- Section 504 of the Rehabilitation Act of 1973.

This section applies to disciplinary suspensions of 10 days or more, denial of enrollment, expulsion, or suspension from the general bus service.

The school works with students involved in infractions as discussed earlier in the Handbook. However, in cases of severe and major infractions of school rules or repeated violations, the school may suspend students for more than 10 days or expel students. In cases where the suspension exceeds 10 days, or the school expels the student, the student is entitled to the due process hearing and rights that are outlined in this section.

The school must hold a fair and impartial hearing before imposing a suspension of more than 10 days or an expulsion, except under the following circumstances, which may be used for emergency disciplinary removals:

- 1) There is a legal basis or other significant need for an immediate school removal (such as, if a student brought a firearm to school) or if there is some 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 the entitlement to a disciplinary hearing.

In an emergency disciplinary removal situation, a school may temporarily remove a student, without first holding a disciplinary hearing. The school must immediately document the facts giving rise to the emergency disciplinary removal and afford the student a hearing that follows the due process requirements of 25 C.F.R. § 42.7, within 10 days.

Due Process Hearing

Due process must include written notice of the charge(s) and a fair and impartial hearing as required by 25 C.F.R. § 42.7. The Hearing will be held by the principal's designee. The principal may suspend or expel a student immediately when there is evidence that the student poses a serious and immediate danger to the health or safety of himself/herself or others. However, if a student is suspended or expelled prior to a hearing, a hearing must be held within 10 days. If a student is not expelled or suspended prior to a hearing, the hearing will be held at the most reasonable time and as close as possible to the alleged infraction. All hearings will be closed, unless otherwise requested by the student/parents/guardians. It is essential that each student be given an opportunity to present their defense against the charges made against them, and that the proceeding be fair and impartial.

Notification

Written notice for a disciplinary due process hearing must comply with the requirements set forth in 25 C.F.R. § 42.7 (a). Parents/guardians and students will be notified of charges, in writing, within a reasonable time frame prior to the hearing. The notice must include: a copy of the school policy that was violated, the facts as related to the allegation, information about any statements that the school has received about the charge and how to access the statements, and information about the part(s) of the student's record that will be considered when making the disciplinary decision.

Specific Student Hearing Rights and Procedures

The student has specific rights in a disciplinary hearing, which are found in 25 C.F.R. § 42.8. These rights include the right to:

- not to be compelled to testify against himself or herself;
- view documents and related records including written findings of fact and conclusions;
- request deferral (delay) of hearing: The request must be in writing. The request must clearly state reason for deferral. The request must be submitted to the principal two days prior to the hearing;
- representation by legal counsel (at student/parent's/guardian's expense);
- Presence of a student, parent/guardian or their designee;
- translator, if requested;
- appear on his/her own behalf;
- produce witnesses and evidence on his/her behalf and to confront and examine all witnesses;
- confront and cross examine an opposing witness or for the student's legal counsel to do so;
- the record of the disciplinary action, including written findings of fact and conclusions;
- 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; and
- administrative review and appeal rights under school policy.

The student may receive failing grades for failure to attend an alternative education program, if offered. Prior to or at the time of the hearing, a student can enter a plea of guilty, at which time the case is immediately referred to the principal for review and final decision.

Additionally, student victims have legal rights during student disciplinary hearings, as detailed in 25 C.F.R. § 42.9. These rights may include: the right to participate in a disciplinary hearing either in writing or in person, the right to provide a statement about the impact of the offense on the victim, and the right to have the outcome explained to the victim and to their parent or guardian by a school official, consistent with all student privacy laws and confidentiality requirements.

Appeal

A student will have the right to appeal the decision of suspension/expulsion to the Principal within 10 days from the date of receipt of the initial decision in accordance with school policy. The Principal's decision is final. If a student wins their appeal, the student will be allowed to make up any missed assignments within 3 days of his/her completion of the suspension.

Grievance Procedures

Student/Parent/Guardian – Employee

Note: This section does not apply in the case of any physical or sexual abuse. Immediately report physical or sexual abuse, including verbal sexual harassment, to the principal and/or local law enforcement.

If differences between a parent/guardian/student and a school staff member are not settled informally, it is the right of the parent/guardian/student and/or the school staff member to go to the employee's supervisor, who acts as the mediator. Each side of the dispute has the right to present a written or verbal statement and answer to the grievance.

Student – Student

If a conflict arises between students, the students should report the conflict to a staff member for advice on how to resolve the conflict. If the students' differences are not settled informally, it is the right of the students to go to a teacher, counselor, or the principal. Each side of the dispute has the right to present a written or verbal statement and answer to the grievance.

Special Education Policy

Individuals with Disabilities Education Act (IDEA)

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

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

Section 504 of the Rehabilitation Act of 1973

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

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

504 and Discipline

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

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

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

The following steps must be followed during the evaluation meeting:

- The name of each participant who is present must be recorded.
- The student's Section 504 team must make the determination of whether the misconduct is related to the student's disability.
- Attendees must consider all relevant information in the student's file, including: the student's Section 504 Plan, any teacher observations, and any relevant information that is provided by the parents.
- A review of the incident at issue, including: the who, what, when, where, why, and how of the specific incident under review.
- The team must determine, after reviewing relevant information in the student's file and the incident review:
 1. Whether the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability; or,

2. If the conduct in question was the direct result of the school's failure to implement the student's Section 504 Plan.

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

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

If the Section 504 team determines that the behavior is not a manifestation of the student's disability, then the relevant disciplinary procedures may be applied to the student with the disability in the same manner and for the same duration that they would be applied to a student without a disability.

For offenses related to drugs and alcohol, schools may take the same disciplinary actions against students with and without disabilities, and such offenses are excepted from the Section 504 disciplinary procedures that are set forth in the IAM.

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

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

504 Rights and Procedural Safeguards

Education

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

- participate in and benefit from the school's educational programs without discrimination based on disability;
- receive needed accommodations under Section 504 of the rehabilitation act of 1973;
- participate in the school's nonacademic and extracurricular activities;
- receive services that are comparable to those provided to students without disabilities;
- receive accommodations and/or auxiliary aids and services to allow for participation in school activities;

- receive auxiliary aids and services without cost to allow for participation in school activities. This does not include educational aids unrelated to your child’s disability for which fees are imposed on parents/guardians of all children; and
- receive special education services, if needed.

Educational Records

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

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

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

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

Telephone Numbers:

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

Section 504 compliance contact information at Riverside Indian School:

High School: Carla Whiteman
 Elem/JH: Sharon Sadongei

High School Athletics

Eligibility

Athletic eligibility is a student privilege for only four seasons in each sport. Students are eligible for no more than eight semesters after he or she enrolls in the ninth grade.

Fifth year students are not eligible to participate as athletes. Students who turn 19 years-old prior to September 1 are not eligible to participate. Students who turn 19 years old on or after September 1 are eligible to participate for that school year only.

Students, including incoming freshmen and transfer students, must have physical examinations on file and, when appropriate, medical clearances to participate. Forms are available from the registrar.

To participate in sports, each student must have a physical exam within the last year. Transfer students must complete relevant paperwork with the Athletic Director to apply for eligibility.

Grade Check

Student athletes and managers must pass all their classes to play, per OSSAA athletic association rules. The athletic director, coaches, and staff conduct weekly grade checks.

If a student is failing any class, the school places the student on the ineligible list for probation for the following week. If the student is failing any class at the next grade check, the student is ineligible for the following week. During ineligibility, the student may practice with the team, but they are not allowed to dress out or take part in scrimmages or athletic competitions.

Additional Ineligibility

Any unexcused absence, that is equivalent to more than a half-day, makes the athlete or student manager ineligible to participate in competition on the day of the absence. Any student who accumulates more than nine days of unexcused absences is ineligible to participate in competition. Any student caught using/possessing drugs, alcohol, paraphernalia, or tobacco will be suspended from athletics until the discipline process is complete.

Assigned Areas

Student athletes and managers will follow coaches' instructions and remain in assigned areas, such as the gym, sports fields, hotel rooms, etc., unless the coach indicates otherwise. Failure to follow this rule may result in immediate dismissal from the team, as well as additional forms of discipline.

Parent/Guardian Involvement Policy

The District strives to educate teachers, support staff, administrators, and school board members, with the assistance of parents/guardians, about the value of parent/guardian contribution and the necessity of reaching out to, communicating with, and working with parents/guardians as equal partners.

Specifically, the school strives to

- build ties between parents/guardians and the school;
- research, adopt and implement model approaches to improving parent/guardian involvement;

- develop appropriate roles for community-based organizations and local businesses in parent/guardian involvement activities and provide other reasonable support for involvement activities as parents/guardians may request.

Riverside believes that all parents/guardians and families want the best for their children. Educational research demonstrates that children do their best when parents/guardians play the following roles in their children’s learning:

- Parent/guardians as teachers (helping children at home)
- Supporters (contributing their skills to the school)
- Advocates (helping children receive fair treatment)
- Decision makers (participating in joint problem solving with the school at every level)

Riverside recognizes that parents/guardians are full partners with educators, administrators, school board members, and support staff working towards the best possible learning experience for each child. The school encourages a strong program of two-way communication with parents/guardians to promote a strong, meaningful, and productive connection between itself and the community.

To institute and maintain active two-way communication with parents/guardians, our schools

- continue to involve parents/guardians in the joint development of the school’s improvement plan;
- plan, implement, assess, and, as necessary, revise effective parent/guardian involvement activities to improve student academic achievement and the school’s overall climate and performance;
- build the school’s and the parents’/guardians’ capacities for strong parent/guardian involvement through collaborative school planning, ongoing two-way parent/guardian school communication.

The school publishes the findings of the annual evaluation and makes it available for parent/guardian review to design strategies for more effective involvement.

Student Handbook and Parent/Guardian Involvement Policy

The school distributes the Student Handbook to all students, and it will be available via school website to parents/guardians. The school’s administration develops a *School Plan for Parent/Guardian Involvement* that explains how the school implements and maintains the above bulleted items.

Parent/Guardian-School Compact

Both the school and the parents/guardians of children served by programs that the school improvement plan describes developed the Compact. The Parent/Guardian-School Compact outlines how parents/guardians, the school staff, and students share the responsibility to build and develop a partnership for student achievement.

Student Responsibilities

The school expects students to

- be in school every day and all day;

- provide supporting written documentation (e.g., an appointment slip) for any absences;
- follow the school's checkout policy as stated above;
- inform teacher(s) of impending absences;
- advocate for themselves and to stay informed about their academic progress; and
- know their obligations as set forth in this handbook and the resulting consequences for violating school policy.

Annual Meeting

As required by policy, Riverside will hold annual parent meetings to do the following:

- Inform parents/guardians of the school's intended School-wide Program Plan.
- Explain the requirements of programs.
- Answer questions about parent/guardian rights.
- Present annual assessment data.
- Summarize the content of the school's improvement plan and planned parent/guardian involvement activities, to include the following:
- Quarterly and semester report cards
- Parent/guardian-teacher conferences and other meetings with teachers and staff as appropriate and/or as requested by parents/guardian to formulate suggestions and to participate in decision relating to the education of their children, with the school responding to any such suggestion as soon as practicably possible