

Sherman Indian High School

126 YEARS



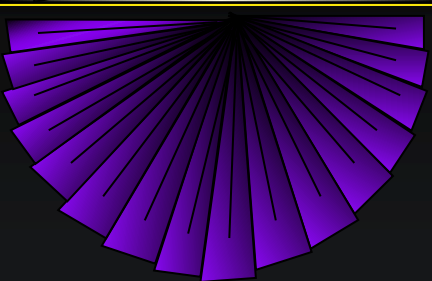
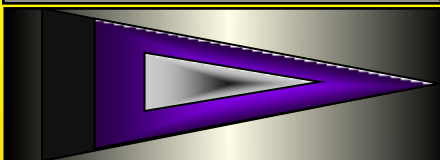
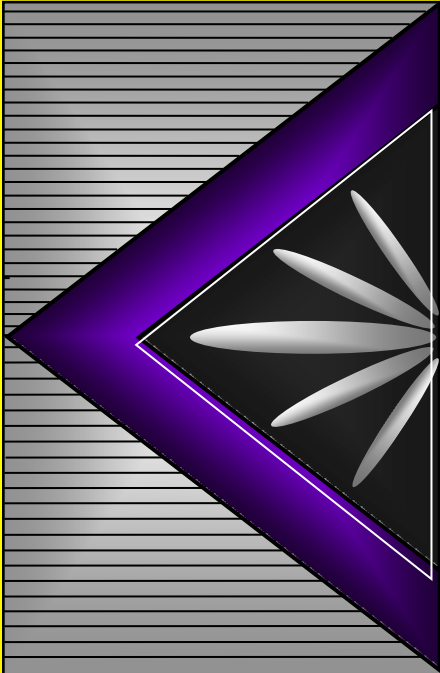
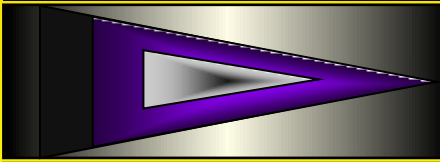
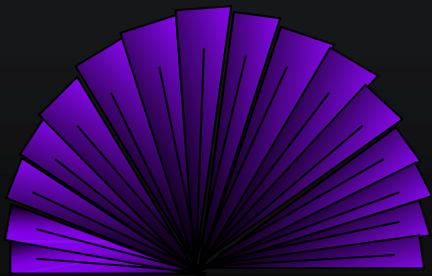
Est. 1892

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2021-2022 Student Guide to Success

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Administration

Lawrence Camacho
Acting Principal

Charlotte Longenecker
Tara Sherlock
Homeliving Specialist

Juan Patino
Acting Facility Manager

Tina Torres
Business Specialist

BUREAU OF INDIAN EDUCATION (BIE) VISION AND MISSION

I. Vision Statement:

Uniting to promote healthy communities through lifelong learning.

II. Mission Statement 925 C. F. R. 32.3):

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

III. Program Goals:

1. All students will meet or exceed academic proficiency levels in reading and/or language arts, science, and mathematics
2. All schools will provide a safe and secure environment by decreasing incidents of violence and substance abuse by a minimum of 2 % annually
3. Student attendance will meet or exceed the United States rural attendance rate
4. All schools will enhance the professionalism of all staff to improve education programs for student success through:
 - a. Requirements for staff to have appropriate certification;
 - b. Comprehensive systemic and on-going professional development;
 - c. Recruitment and retention of highly qualified educators; and
 - d. Development of leadership using best practices
5. High school graduation rates will be 95% or higher
6. Each school will provide curriculum and instruction in Tribal languages and/or cultures as approved by the local school boards

BUREAU OF INDIAN EDUCATION BOARDING SCHOOLS

I. BIE Plan

The BIE has developed a guideline/plan to support the Bureau Schools that relies on four foundational pillars.

Pillar I: Continuous Improvement using Data- use data from standards-based assessments and benchmarks to improve effective instruction, student learning, and achievement

Pillar II: Leadership and Decision-Making for Change – build leadership's capacity to implement innovative changes to foster student achievement

Pillar III: Curriculum and Instruction - develop a strong curriculum using Common Core Standards, and build teacher capacity to deliver effective instruction resulting in increased student achievement

Pillar IV: School, Parent, and Community – implement innovative strategies developed through the collaborative efforts of the school, parents, and community to support each child's educational experience

II. BIE PRIORITIES

In addition to the pillars, the BIE has identified four priorities for all BIE funded and operated schools. The priorities are:

1. Instructional Core
2. Leadership Plan
3. Plan for BIE and local school Partnerships
4. Sustainability (Budget) Sustaining Quality Education

Message on School Boards

The school boards and the BIE schools strive to ensure that every student graduates fully prepared for college, or career readiness. Each school board acts in accordance with the policies outlined in the 25 CFR and 62 BIAM to effectively support students, families, and community.

Message of Wellness and Child Abuse and Neglect

We encourage students and their families to practice traditional concepts that promote their physical, mental, and spiritual well-being. In addition to academic instruction, the schools will take measures to provide nutritious food and expose students to structured physical activities at a minimum of one hour every weekday, and two hours on Saturday and Sunday. Further, the residential program will provide native language and cultural activities. We encourage students and their families to eat healthy, exercise, and maintain their mental health so that students can reach their full academic potential.

All suspected cases of child abuse and neglect will be reported in accordance with the BIE's Suspected Child Abuse/Neglect (SCAN) Reporting Protocols. For access or further information on the protocol, contact the building residential supervisor, or visit the Bureau of Indian Education website at:

<http://www.bie.edu/Programs/SSS/index.htm>. The website will explain the Suspected Child Abuse/Neglect Reporting Protocols.

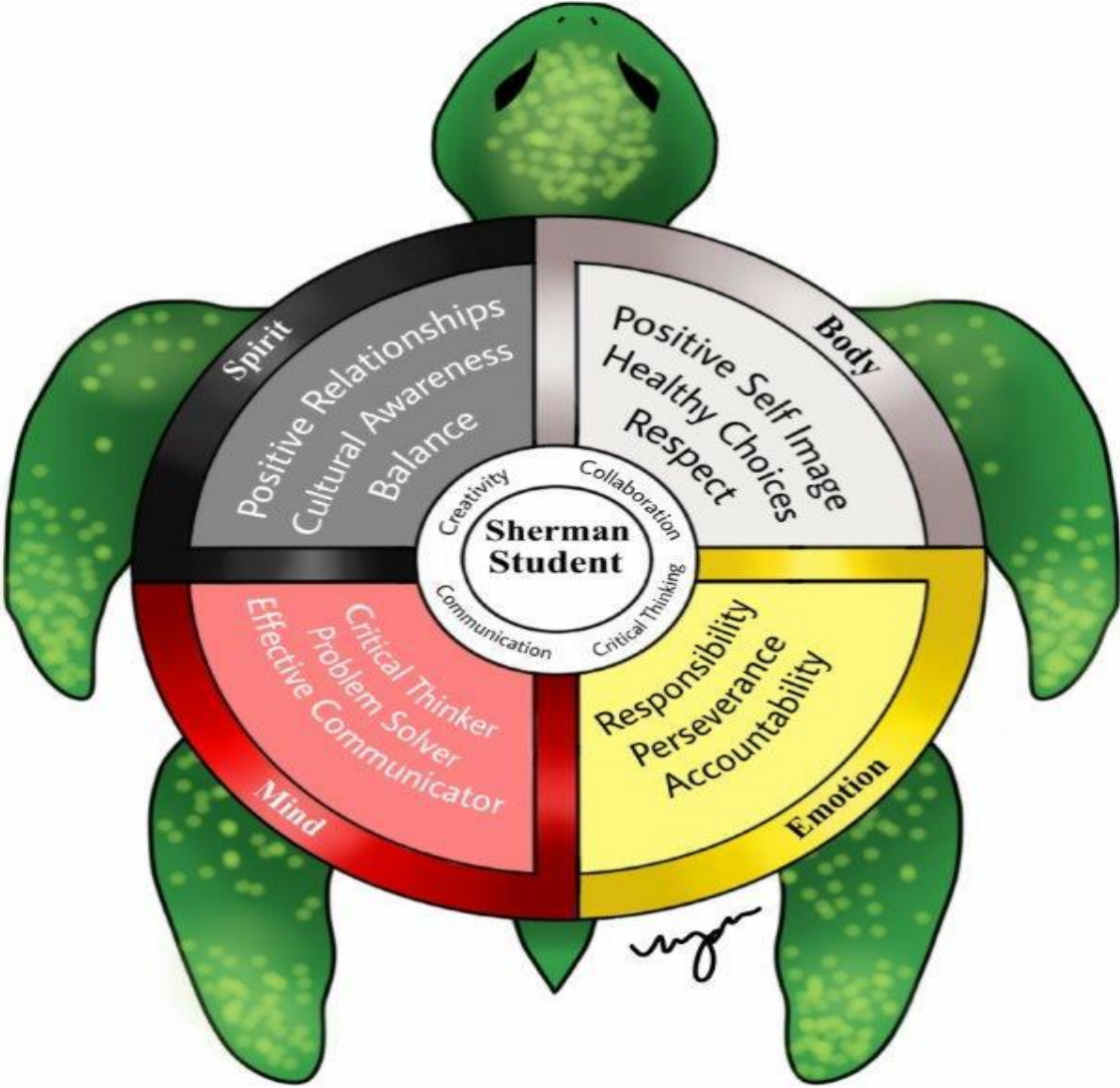
Compliance with Anti-Discrimination Laws

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

Confidentiality

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

SHERMAN INIDAN HIGH SCHOOL
SCHOOL LEARNER OUTCOMES



ALMA MATER

The Purple and Gold

Beneath Sierra's mountains high
With crested peaks of snow,
Here waves the Purple and the Gold
At the foot of Rubidoux.

Who's Cross on high against the sky
Our talisman shall be,
In hours of strife all through our lives
Will bring sweet thoughts of thee.

O Sherman, Dear Sherman,
We never shall forget;
The golden haze of student days
Which clings about us yet.

These happy days will soon be o'er
But through our future years
The thoughts of you, so good, so true,
Will fill our hearts with cheer.

INTRODUCTION

This manual provides information for parents, students, community members, and staff about what is expected and offered at the Sherman Indian High School. This Handbook is promulgated in accordance with 25 C.F.R. Part 36.

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

The Academic and Residential staff is committed to supporting each student's success and personal development. Every student will; 1) have regular and punctual attendance; 2) potential for academic success; 3) be a positive member of your dorm; and 4) maintain appropriate behavior. Every student is a Sherman community member and is willing to help in maintaining a safe and healthy environment, when using our buildings, grounds, and equipment.

SHERMAN INDIAN HIGH SCHOOL HISTORY

In 1890 Mr. Horatio N. Rust was instructed by the Commissioner of Indian Affairs to find a suitable site in Southern California for an Indian training school. In 1892 the first Indian school in Southern California was located in Perris. The school was located on the corner of Perris Blvd. and Morgan St., south of the Ramona Expressway. The school building faced Perris Boulevard and the dormitory faced Morgan Street behind the palm trees. The student population was primarily from California Indian tribes. There were also eight Pima students (Southern Arizona) who attended the Perris School.

In 1897 Superintendent Harwood Hall realized the need for a better location, as the water supply at Perris was inadequate. Mr. Hall appealed to James Schoolcraft Sherman, Chairman of Indian Affairs in the U.S. House of Representatives (later Vice President of the United States) for funds to build a school in the area of Riverside, CA. On May 31, 1900, Congress authorized \$75,000 for the construction of Sherman Institute on its present site.

On July 18, 1901, the cornerstone of the old school building was laid. The school was named for James Schoolcraft Sherman who had been responsible for making this project a reality. Nine buildings were completed and officially accepted in May 1902. In the fall of 1902, eight grades were in operation. Later, agriculture and industrial arts programs were added to the school's curriculum.

By 1908, 550 students were enrolled. The campus has expanded to thirty-four (34) buildings. The junior high school program included academic subjects and industrial training, such as carpentry, painting, cabinetmaking, black-smithing, wagon-making, shoe and harness making, and tailoring, as well as agriculture, home economics, and home nursing. The "outing system" was also inaugurated at that time.

The Sherman Farm of 110 acres, near the present community of Home Gardens on Magnolia Avenue, was not only a training ground, but also a source of food for the school. The government no longer owns the property in this area; however, a small area is set aside as a school cemetery and is owned by the U.S. Government.

In 1909, forty-three (43) tribes were represented on the school roll, with Indians not only from California, but also from the Pacific Northwest, the Southwest, and the Plains. Education was limited to grades one to eight at that time. Later, in 1916, pupils were enrolled in grades one to ten. By 1926, the school offered a complete elementary and high school curriculum, as well as a course in cosmetology. The enrollment reached 1,000 students in 1926. An enrollment of 1,256 was recorded in 1930, and in 1932 Sherman became an accredited high school. During the depression years, from 1930 to 1936, the enrollment decreased, in part due to the integration of California Indians into the growing number of California public schools.

In 1946 the desperate need for education among the Navajos guaranteed the continuance of Sherman as an educational institution. October 1946 marked the opening of the "Special Program" for 350 Navajo young people, ages 12 to 20, who had never experienced a formal education. By 1948 the regular elementary and high school programs were discontinued. The Special Program was in operation for more than fifteen years. Each year the school made gradual changes to meet the needs of the students. During this time no California Indians were permitted at the school.

In the fall of 1963, the ninth and tenth grades were revived. Sherman re-opened enrollment to other tribes, including California Indian tribes. The school again moved in the direction of providing a comprehensive high school program, adding a grade each year until the school began graduating classes in 1966.

In 1967 eight (8) buildings were deemed unable to withstand a major earthquake. One of the last buildings to be razed was the old school building in 1970. The old cornerstone from this building and its contents were saved and placed in the Sherman Museum (the Administrative Building, the last of the original buildings). In 1971 Sherman was re-accredited as a comprehensive high school. Its name was changed shortly afterwards from Sherman Institute to Sherman Indian High School by the Senior Class of 1969.

The Museum houses records from the school's early days to the present. Over two thousand cataloged items and artifacts of American Indian origin are housed there. These items were acquired from friends of the school and museum. On October 20, 1974, the Sherman Indian Museum was designated as Riverside Cultural Heritage Landmark Number 16. It was entered into the National Register of Historic Places on

January 9, 1980. In 2017 thanks to a grant given to the University of California at Riverside has a grant to produce digital representation of all items in the present Museum.

STUDENT GUIDE TO SUCCESS: SCOPE & INTENT

Sherman Indian High School is a residential school. *All* students reside on campus and participate in both academic and residential programs.

The ***Student Guide to Success*** was developed by Sherman Indian High School administration, faculty, staff and students to serve as a code of conduct for all students who are accepted for enrollment at Sherman Indian High School. Each student, regardless of age, and each student's parent or guardians agree to abide by the school rules and regulations as a condition of admittance. Noncompliance with these rules and regulations may result in expulsion, suspension, and restriction of privileges, counseling, or the assignment of demerit points.

Everyone at Sherman is responsible for student success. The school administration, faculty, and staff acknowledge their responsibility to provide educational opportunities and students acknowledge their responsibility to contribute to a school atmosphere where people can live and learn with dignity and respect for one another.

The Sherman Indian High School Principal and School Board approve this document, the 2020-2021 ***Student Guide to Success***. This document takes precedence over all documents (produced by the site) in determining students' rights and responsibilities while attending Sherman Indian High School.

The codes in the ***Student Guide to Success*** are developed in accordance with the Code of Federal Regulations, Title 25, Subchapter E, Part 42 (revised as of April 1, 2005), Bureau of Indian Affairs Manual 62BIAM 0.11A, and the [California Laws Related to Minors](#) (see California Education Code and California Penal Code).

Each dorm personnel will go over the ***Student Guide to Success*** booklet with every student. Each student will sign a Student Commitment Form and agree to adhere to Sherman's code of conduct – ***The Student Guide to Success***. The school administration, faculty, and staff are required to adhere to the ***Student Guide to Success*** as well.

The Principal or designee is the only official authorized to alter the rules established by this document with School Board approval.

**School Colors: Purple and Gold
Students, faculty, and staff are encouraged
to wear School colors every Friday**

**On Wednesday's faculty, staff, and students
are encouraged to wear college apparel.**

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS	STUDENT RESPONSIBILITIES
a. The right to an education.	Attend all classes regularly except when ill-or properly excused. Meet all class, dorm, and school obligations.
b. The right to be free from unreasonable search & seizure of one's property.	Have nothing in one's possession leading to search & seizure, such as drugs, alcoholic beverages, stolen property, and weapons. Any behavior forbidden by this handbook is consistent with federal laws & regulations. Students' electronic devices are subject to reasonable search.
c. The right to a reasonable degree of privacy.	Respect the privacy and peace of others.
d. The right to a reasonably safe and secure environment; freedom from fear of being molested by others, freedom from having possessions stolen.	Live in peace & harmony with fellow students and school employees, respecting their possessions, safety, and well-being.
e. The right to freedom of religion and culture.	Respect the right of self and others to express their freedom of religion and culture.
f. The right to freedom of speech & expression including freedom of choice, speech, appropriate dress, length of hair, and display of culturally sensitive buttons, armbands or posters. (See 393 U.S. 503, <i>Tinker v. Des Moines Independent Community School District</i> (1969).	<p>Express opinions & ideas respectfully so as not to slander, defame, or use abusive language with others. Express oneself in such a way as not to be disruptive to the educational process or classroom or dorm procedures. Respect the codes as written in the <i>Student Guide to Success</i>.</p> <p>In 478 U.S. 675, <i>Bethel School District No. 403 v. Matthew N. Fraser</i> (1986), the U.S. Supreme Court decided two main issues as petitioned by the school district: (a) schools may set guidelines for the expression of speech in a manner that the speech is not obscene, defamatory, injurious, nor interferes with normal school business; and (b) schools are not required to specify every rule or possible sanction they may need to impose as a result of students' behavior ("We [the Supreme Court] have recognized that "maintaining security and order in the schools requires a certain degree of flexibility in school disciplinary procedures, and we have respected the value of preserving the informality of the student-teacher relationship." <i>New Jersey v. T.L.O.</i>, 469 U.S., at 340, 105 S.Ct. at 742. Given the school's need to be able to impose disciplinary sanctions for a wide range of unanticipated conduct disruptive of the educational process, the school disciplinary rules need not be as detailed as a criminal code which imposes criminal sanctions. Cf. <i>Arnett v. Kennedy</i>, 416 U.S. 134, 161, 94 S.Ct. 1633, 1647-1648, 40 L.Ed.2d 15 (1974) (REHNQUIST, J., concurring).</p>
g. The right to freedom of the press except where materials in student publications are libelous, slanderous, or obscene.	Write opinions and ideas, but not if they are untrue or may hurt another person. Any material intended for distribution through print, digital, or other means must be approved by school administration in advance.
h. The right to freedom from discrimination.	Respect the rights of self and other students and other persons in regard to all the freedom of rights as guaranteed by law.
i. The right to peaceable assembly and to petition for the correction of grievances.	Schedule meetings so as not to disrupt the educational process, nor interfere with approved school activities. Gatherings of any kind may not disrupt normal school processes or have the potential for raising physical danger or the compromising of property.

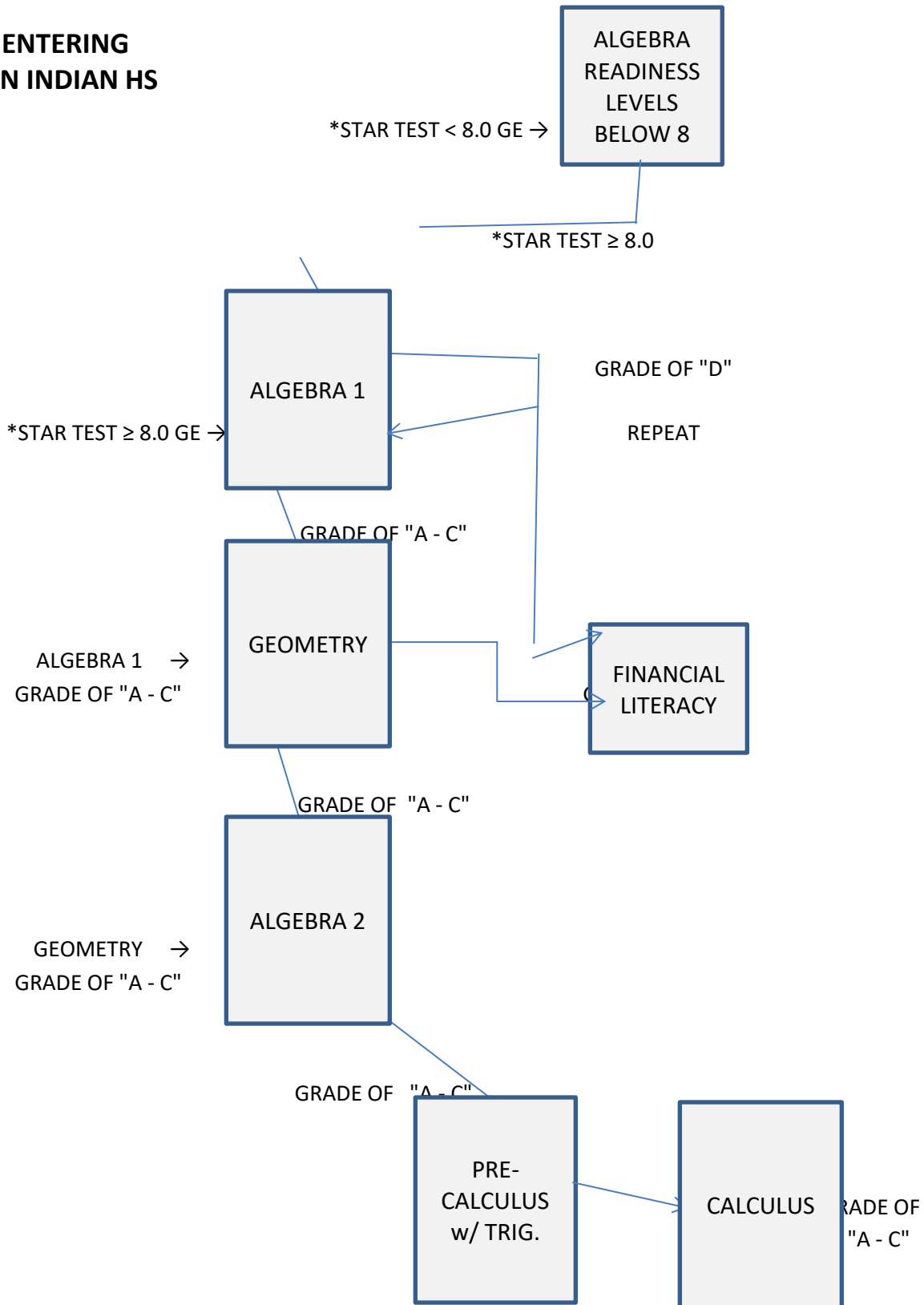
<p>j. The right to access student records.</p>	<p>Access is confined to authorized school staff, the student or parents or guardians. Except when required by law, persons outside the school system (or its agents or partners, such as Indian Health Services) shall not have access to any student's records without a written request by her or his legal guardians or by the student if he or she is classified as an adult. All persons having access to records shall be instructed that the information contained therein must be kept confidential.</p>
<p>k. The right to due process. (see 25 CFR 42.7)</p>	<p>Every student is entitled to due process in every instance of disciplinary action for alleged violation of school regulations for which the student may be subjected to penalties, suspension or expulsion. The only exception to this rule is the use of <i>emergency suspension</i> to protect life or property in times of emergency.</p> <p>As students mature while working towards graduation and post-secondary vocation (higher education, the civilian world or work, or the military), the goals and philosophy of discipline are consistent with and are derived from the Bureau of Indian Education's tenets (25 CFR 42) in that they suggest students develop their own self-discipline with less need for external (adult imposed) corrective discipline as students' progress. Most correction by staff is basic re-direction that requires little if any formal documentations (see the work of H. & R. Wong; 25 CFR 42). Repeated disruptive, or serious incidents, however, require schools to have a formal disciplinary process to either correct negative behavior and restore the student to good-standing, or to provide the means for maintaining order and a safe learning environment overall. The informal mode of re-directing (the immediate addressing of minor infractions or holding brief conferences, etc.) is consistent with the Alternative Dispute Resolution (ADR) framework (25 CFR 42.2-5).</p> <p>In cases in which informal correction (ADR level) has not resulted in sufficiently improved behavior or for instances in which the violation is serious (compromising other students ability to learn in an orderly and caring learning environment or causes or has the potential to have a negative impact on the school's ability to maintain order and decorum), the school may use formal disciplinary measures within the framework that safeguards the rights of students and their guardians (25 CFR 42.6-11). The safeguarding of these rights is commonly referred to as <i>due process</i>. The term <i>due process</i> is defined in legal court proceedings. The definition within an administrative school setting is similar but there are subtle differences. Schools, for example, have broader discretion in conducting searches. The required elements of <i>due process</i> are incorporated into SIHS's formal disciplinary process (25 CFR 42.7).</p>

MOVING THROUGH MATH

2021-2022

(3 years required with Algebra 1)

**UPON ENTERING
SHERMAN INDIAN HS**



*The STAR Math Test is from the Renaissance Program.

Students who have transcripts showing proficiency in Algebra 1 or above are placed according to their post-secondary plan.

ACADEMIC SERVICES AND INFORMATION

GRADUATION REQUIREMENTS

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

1. Successfully complete a minimum of 215 credits.

AND

2. Successfully complete the specific requirements as indicated below:

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

Sherman is on the Semester System. Grades are posted on the transcript in December and May. Each class at Sherman is worth 5 credits. Each semester students are working to earn 35 credits. A's, B's, C's and D's are worth 5 credits each. 'F's are worth no credit.

DETERMINING YOUR GRADE LEVEL

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

Freshman (Class of 2025):	A student who is beginning high school for the first time is considered a freshman.
Sophomore (Class of 2024):	A student is a sophomore if he or she is in his or her second year of high school.
Junior (Class of 2023):	A student is a junior if he or she is in his or her third year of high school.
Senior (Class of 2022):	To be considered a senior, a student must have 12 or fewer classes to complete during the student's senior year and he or she must be able to complete the classes in the correct sequence. Any student who does not meet these requirements will NOT be considered a senior.

ACADEMIC ASSESSMENT TOOLS USED

- ACT (Juniors & Seniors)
- Department and Individual Teacher Tests
- Mathematics: STAR Math - Renaissance Learning
- SAT (Juniors & Seniors)
- Reading: STAR Enterprise, Accelerated Reader – Renaissance Learning

CYBER HIGH

Cyber High is the alternative program Sherman Indian High School implemented to promote student success towards high school graduation. Enrollment is limited. The School Counselors place students into Cyber High. The purpose is to:

1. Make-up credits to meet Sherman Indian High School's Graduation Requirements;
2. Earn a higher grade in classes for a-g requirements (only if the grade is a D or F);
3. Allow new students who enter Sherman near the end of a grading period to have an easier transition into a "regular" schedule of classes;
4. To keep students academically engaged if they are required to be out of school for a period of time due to cultural or health reasons.

PROGRESS GRADES

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

Each course grade indicates the cumulative grade of academic progress, citizenship, and work habits. If a student has nine (9) unexcused absences noted on the last progress report, the progress report is notification of a potential no credit (NC) grade for excessive absences. Progress report cards are mailed home one (1) week after the close of the grading period. Students and the Dorm Manager are also given a copy of the progress reports.

HOMEWORK POLICY

Sherman Indian High School views homework as an extension of class work that correlates with the objectives of the current curriculum.

Homework is a tool to promote learning, and foster students, and strengthen the self-discipline students need to concentrate. The cooperative efforts of parents, dormitory staff, faculty, and administration in monitoring homework can provide an excellent opportunity for educational partnerships. Homework assistance and computer lab is available after school in the academic building. The Technology Temple hours are posted in the Dorms and the Academic building.

Objectives of Homework

- To review, reinforce independent production, and extend classroom learning by providing practice and application of knowledge gained
- To teach students responsibility and organizational skills
- To promote wide and orderly use of time
- To provide opportunities for enrichment activities

Teacher Responsibilities

- To make specific homework assignments and to make sure students know what is expected of them
- To include within the homework assignments activities that relate to classroom lessons
- To evaluate homework assignments and to share these results with the student
- To post grades in NASIS (student information system) once a week

Parent/Dormitory Responsibilities

- To encourage and to support the student's efforts by being available for questions, but to remember that homework is the student's responsibility
- To establish a regular "homework time" to help the student better organize her or his time
- To provide a quiet, well-lighted place for the student to study

Student Responsibilities

- To complete and hand in all assignments, on time, as directed by the teacher
- To know the purpose, deadline, and instructions of the homework assignments
- To take home any materials and information needed to complete the assignment
- To ask about and complete work missed during an absence from school
- To develop good work and study habits

**Teachers will be available before and after school.
When you need help, make an appointment with your Teacher.**

Students who have below of 65% will receive an “IN DANGER OF FAILING NOTICE.” 65% IS A MIDLLE ‘D’. Students and parents are being notified that attention to be given to the student to put in the extra effort to improve his/her grade.

SEMESTER GRADES, TRANSCRIPTS & CREDIT CONFIGURATIONS

Grades matter. Students are building their high school grade point average (literacy), college GPA, and maintaining eligibility to participate in high school athletics and clubs/organization and eligibility for scholarships. Semester grades indicate progress for the full semester and are recorded on students’ transcript (permanent records). Credit is gained by passing courses (with at least a D). Failing grades at the semester may affect the 4-year plan or graduation status.

The school year is divided into two semesters; 1st semester ends in December and 2nd semester ends in May. With each semester, teachers will issue report cards showing subject grade, conduct grade, and a work habits grade. Teachers also have the option to include up to two comments per course. Report cards are mailed home one (1) week after the close of the grading period and students are given a copy by the Residential Staff.

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

<u>Regular Academic Grades:</u>			<u>Honors Academic Grades:</u>	
A	Superior	4 grade points	90 – 100%	5 grade points
B	Above Average	3 grade points	80 – 89 %	4 grade points
C	Average	2 grade points	70 – 79%	3 grade points
D	Below Average	1 grade point	60 – 69 %	2 grade points
F	Failing	0 grade points	59% and below	0 grade points
NC	No Credit	0 grade points	Excessive absences	0 grade points

STUDENT & PARENT PORTAL

Parents and students can access current class assignments, grades, unofficial transcript, attendance, and behavior at <https://bie.infinitecampus.com/campus/portal/sherman.jsp>

Students: To log onto the portal: Your user name is “<first name initial><last name initial> your ID number. The password is “<first name initial><last name initial><birth date MMDDYYYY>” an example for john doe born on 7/21/1997 would be jd07211997. If you have problems logging onto the portal, please see Terry Longenecker at the Technology Temple or Tina Torres at the front office.

Parents: Please call or email Terry Longenecker at ext. 253 (Terry.Longenecker@bie.edu or Tina Torres at ext. 206 (Celestina.Torres@bie.edu).

WITHDRAWAL GRADES

Sherman Indian High School does not post withdrawal grades on a transcript.

TRANSCRIPTS

Student transcripts are available from the Registrar’s office, at ext. 382. Official transcripts must be requested in writing addressed to the registrar. In the official request include your name, address, phone number and year of graduation. Official transcripts will be sent out within 72 hours if the transcripts are available on site. Unofficial transcripts may be faxed to the individual. Unofficial transcripts may be sent within 48 hours. (See “Table of Credits” and discussion in the “Academic Culture” section.)

TRANSFER OF STUDENT RECORDS

When a student transfers to another school, this school shall forward a copy of her or his mandatory permanent records as requested by the other district or private school. The original or a copy of this record shall be retained permanently by this school (California Code of Regulations, Title 5 Section 438)

Student records shall be updated before they are transferred. (California Code of Regulations, Title 5, Section 438)

Student records shall not be withheld from the requisitioning district because of any charges or fees owed by the student or parents. (Title 5, Section 438) If students have unpaid fees, student records will not be given to individuals.

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

POST SECONDARY LIFE

The School Counselors require students to have a Plan A, Plan B and Plan C upon high school graduation. The School Counselors will have conversations with students about college, the military options and career interests. We want students to start preparing for a career they will enjoy going to each morning.

Sherman hosts an annual College/Career Day. Throughout the year, campus visits are scheduled to the University of California at Riverside (UCR), UCLA, Riverside City College (RCC), California State University Long Beach, Cal Poly Pomona, California State University San Bernardino, and other campuses. There are over 7,000 colleges and universities in the United States. There is a college, university, technical college, trade school, or branch of the military that will be a good match for each student. The job for you, a Sherman student, is to do his or her best to prepare for the college or career of his or her choice.

The California Education Code (51100-51102) states that students and parents have the right to be informed of college entrance requirements. Our School Counselors will help students understand the process for preparing for college and assist with college application process and applying for scholarships. It is essential that students take an active role in applying to colleges by meeting all deadlines for colleges (deadlines among colleges vary) and by completing associated tasks such as submitting any paperwork and online financial aid documentation.

The “a – g” subject requirements by the Regents of the University of California and California State University are generally considered the most rigorous. Colleges/Universities have Admission Requirements. They look at the “a-g”, your GPA, college entrance exams, and most will require a personal statement/essay. It is important for students and parents/guardians to realize that **merely meeting the minimum GPA for college entrance will not ensure college entrance.** Gaining admissions into a 4-year college/university is a highly competitive process. Students are encouraged, beginning as a 9th grader, to find the colleges/universities they are interested in, print the Freshman Admission Requirements, and schedule an appointment with their School Counselor, Mrs. Clifford (Last names A – L) or Mrs. McMorris (Last names M – Z).

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

- * English - 4 years (composition/literature based)
- * Math - 4 years – Algebra I, Geometry, Algebra II and one course requiring Algebra II as a prerequisite
- * Laboratory Science – 3 years total
(1 year each from any or the following areas are accepted: Biology, Chemistry, Geology and Physics)
- *Social Science – 2 years (including one-year American History)
- *Language Other Than English– 2 years (same language, but note that 3 years are recommended)
- *Fine Arts – 1 year

Applicants must also meet at least one of the following:

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

Sherman Indian High School classes which meet the “a-g” Subject Requirements

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

College Entrance Exams Recommended Testing Schedule	Take the PSAT 8/9	Take the PSAT 10 June- If required by your college/university, take the World History and other SAT subject Tests, if required by your college/university	October- Take the PSAT/NMSQT February– Take the ACT Plus Writing April – Re-take the ACT Plus Writing, if necessary March- Take the SAT Test May- Re-take the SAT Test if necessary June- Take the U.S. History and other SAT Subject Tests, if required by your college/university.	Re-Test as needed in: October November December
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KCa-gR9/14/16, R2017, R2018, R2019, RJ2019, R2020

Students interested in attending Colleges/Universities in Arizona, are required to take 4 years of Mathematics and 3 years of laboratory science.

Students interested in attending College/Universities in other states are encouraged to print the *Freshman Admission Requirements* and make an appointment with Mrs. Clifford (A-L) or Mrs. McMorris (M-Z).

D and F grades: Courses used to satisfy the “a-g” requirements in which the student earns a D or F grades must be repeated with a grade of C or better. Special Rules are used for Languages Other Than English and Mathematics.

Meeting the minimum admission requirements does not guarantee you spot in college. Applying to college and being accepted to college is a highly competitive process. Colleges/Universities have Admission Requirements. They look at the “a-g”, your GPA, college entrance exams, extra-curricular activities and some will require you to write a personal statement/essay. You are encouraged, beginning as a 9th grader, to find the colleges/universities that you are interested in, print the *Freshman Admission Requirements*, and schedule an appointment with Mrs. Clifford (A-L) or Mrs. McMorris (M-Z).

SEVENTH AND EIGHTH GRADE COURSES- for College Admissions

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

D AND F GRADES- for College Admissions

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

GRADE POINT AVERAGE

Universities calculate GPA in the a-g subjects by assigning point values of the grades earned. Points are assigned as follows: A=4 points, B=3 points, C=2 points, D=1 point, F or NC= 0 points. Honors classes are as follows: A=5 points, B= 4 points, C= 3 points. A grade of D in an honors course does not earn extra points. To calculate GPA: (1) total the points earned in “a-g” courses; and (2) divide by the number of “a-g” courses; (3) = college GPA.

ACT AND SAT

It is highly recommended that students take the ACT with Writing and the SAT Reasoning Test during the spring of their junior year and if necessary, re-take it by December during their senior year. Students must create an official account in order to register for the SAT (www.collegeboard.org) and ACT(www.actstudent.org).

ACT and SAT Registration Workshops are hosted by the School Counselors. Sherman Indian High School is a test site for the October and April ACT. Sherman’s students take the SAT at Ramona High School.

ELIGIBILITY IN LOCAL CONTEXT PROGRAM (ELC) at the University of California

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

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

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

As part of the Sherman application process, parents/guardians provide consent for transcripts to be sent to the University of California.

CALIFORNIA HIGHER EDUCATION SYSTEMS

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

CALIFORNIA RESIDENCY FOR POST-SECONDARY EDUCATION

A student who is a graduate of any school located in California that is operated by the U.S. Bureau of Indian Education¹, including but not limited to Sherman Indian High School, shall be entitled to residence classification for college. This exception shall continue as long as continuous attendance is maintained by the student at a California educational institution (notwithstanding 68062). (Added by Stats 1989, e424, @ 1 Amended by Stats. 1993, e 8 (A. B. 46) @ 16 effective April 15, 1993).

¹ The language within the CA Education Code refers to the BIA, but Sherman Indian High School is within the BIE or Bureau of Indian Education after the BIE was created by Congress.

FAFSA (during the senior year)

The month of November kicks off the financial aid process. It starts with the **Free Application for Federal Student Aid (FAFSA)**. It costs no money to fill out the FAFSA. It is the first step in the financial aid process. The federal government uses this form to determine eligibility for federal financial aid for colleges which may include grants, scholarships, work-study, and loans. The School Counselors host FAFSA Workshops in November, December, January, and February. Completing the FAFSA will require teamwork. There are sections for the senior to fill out and there are sections for parents/guardians to fill out (We call this the adult stuff).

IMPORTANT THINGS TO KNOW:

- ✓ In the United States, K-12 is free. College is not. This makes having to pay for college a change in mindset.
- ✓ The federal government and states do seek to make a college education more attainable.
- ✓ Submitting the FAFSA is the responsibility of student and parents/guardian.
- ✓ There are 2 ways to submit the FAFSA: electronically or paper. The FAFSA must be signed by the student and a parent/guardian and the FAFSA must be submitted.
- ✓ You will be asked to provide tax information.
- ✓ There are FAFSA deadlines. The college/s your child has applied to has a FAFSA deadline. The state the college is in—has a deadline. It is your child's responsibility to know and meet both deadlines. We highly recommend a December deadline.
- ✓ Most tribes require students to submit the FAFSA and provide a copy of the Student Aid Report (SAR) as part of the Tribe's higher education scholarship application.
- ✓ The **2021-2022 FAFSA** will be available on-line at www.fafsa.ed.gov starting October 1st.

ACADEMIC AND RESIDENTIAL STUDENT AWARDS/RECOGNITIONS

HONOR SOCIETY

Sherman Indian High School has a school Sherman Indian High School Honor Society for students who have achieved a GPA of 4.0 and higher for the term and no grades of D or F. These students are rewarded at an honor roll banquet. Students can have no more than one period of Independent Study to qualify.

ACADEMIC PRINCIPAL'S LIST

The Academic Principal's List is for students who have achieved a GPA of 3.5 or higher for the term and no grades of D or F. Students can have no more than one period of Independent Study to qualify.

ACADEMIC HONOR ROLL

The Academic Honor Roll is for students who have achieved a GPA of 3.0 or higher for the term, and no grades of D or F. Students can have no more than one period of Independent Study to qualify.

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) pays tribute to students who exhibit the qualities of scholastic excellence, service, leadership, and character. Nation-wide there are over 14,000 chapters and SIHS joined the NHS in 2004. The Sherman Indian chapter of the NHS defines scholastic excellence as a 3.2 cumulative GPA for all years of high school attendance, leadership in a club either at Sherman or home and service (10 hours per year). Sophomores, Juniors and Seniors are eligible when they meet the criteria for membership and receive pins and certificates at the Induction Ceremony.

Once inducted, members are expected to maintain these standards. Any NHS student receiving a major referral will have a hearing. The hearing will decide on probation or dismissal. A second major will have a hearing and dismissal from NHS. Any student with a GPA that falls below the required 3.2 will be or has not started their service component are placed on probation for the period of one semester. If the GPA is not raised above the required level or started service component, the student will be removed from NHS. Students removed from the society must return pins and certificates immediately upon dismissal.

VALEDICTORIAN AND SALUTATORIAN

Students who are considered for the honor of Valedictorian or Salutatorian must have a minimum GPA of 3.5 and must have attended Sherman Indian High School continuously their *junior and senior year*. Candidates must complete high school *within four (4) years* and must not have been suspended or expelled from Sherman Indian High School during their junior and senior years. Candidates *cannot have any major referrals* during their senior year. Final selection is based on final grades through the end of the second semester of the candidate's senior year, so those selected will not be announced until the final grades have been verified. The Valedictorian is awarded to the student with the highest GPA and Salutatorian is awarded to the student with the 2nd highest GPA.

RESIDENTIAL & ACADEMIC SUPPORT

GIFTED AND TALENTED EDUCATION

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

SPECIAL EDUCATION

An Individualized Education Plan (IEP) will be created for students with identified special academic needs.

TITLE I

Title I funding is school-wide. It provides funding for: Title I of the Elementary and Secondary Education Act, as amended (ESEA) provides financial assistance to schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards.

TITLE VI - INDIAN EDUCATION GRANT

This grant is funded through the U.S. Department of Education, the Office of Indian Education. The 2020-21 grant will provide funds for:

- Culturally Responsive Professional Development
- School-wide Cultural events
- SAT and ACT fees
- College application fees and college placement exams
- AVID

EXTRA CURRICULAR PARTICIPATION.

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

504 PLAN

A 504 plan is a legal document falling under the provisions of the Rehabilitation Act of 1973. Within a school setting, it is designed to plan a program of instructional services to assist students with special needs who are in the regular education setting.

STUDENT ACCOUNTABILITY SHEET /DAILY FLIGHT CHECK

This is a specific instrument used to identify students who are having serious academic difficulties. Its application is initiated by administration. Each teacher records his or her observations on a daily basis. Students turn in their forms as directed.

ATTENDANCE

ATTENDANCE POLICY

Every student has a right and a responsibility to educational opportunities that will enable her or him to develop to her or his fullest potential. Sherman's attendance policy is based on the principle that regular school attendance maximizes the student's interaction with her or his teacher and peers. Furthermore, good attendance is a major component of academic success. Improved school attendance generally increases student achievement and reduces the dropout rate. Sherman's attendance policy provides for easy identification of attendance patterns and effective interventions for success. Successful implementation of any attendance policy requires cooperation among all members of the education community: parents, students, teachers, dorm staff, administrators, all support staff, and facilities staff.

Note: It is the student's sole responsibility - during all excused and unexcused absences – to meet with the Teacher and make arrangements to make up any missed schoolwork.

Sherman requires students to respect the fact that education is of the first and foremost importance while at Sherman. This requires all students be on time for each class. *On time* means that the student must be in the classroom when the late bell rings.

Sherman has a ten-minute passing time between classes with a one-minute warning bell.

Student responsibility

- Attend all assigned classes every day that school is in session including any courses offered outside of what might be considered the conventional school day.
- Be aware of and follow the correct procedures when absent from an assigned class.
- Request and complete any missed assignments due to an absence.
- Have a current student ID in his or her possession at all times.

Parent or guardian responsibility

- Encourage the student to attend school.
- Work cooperatively with the school and the student to solve any attendance problems that may arise.

Teachers' responsibility

- Take daily attendance and to maintain accurate attendance records.
- Be familiar with all procedures governing attendance and to apply these procedures uniformly.
- Provide any student who has been (or prior) absent with assignments and assistance upon the request of the student and/or guardians.
- Inform the student's parent or guardian of the student's attendance; and work cooperatively with them and the student to solve attendance problems.

Dormitory responsibility

- Encourage the student to attend all classes.
- Work cooperatively with the Academics Department and the student to solve any attendance problems that may arise.
- Inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

Administrator's responsibility

- Determine excused and unexcused absences.
- Be familiar with all procedures governing student attendance.
- Distribute the school's attendance procedure through the *Student Guide to Success*.
- Inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- Meet with students who are having academic difficulties.

TARDIES

Tardies are defined as being 30 minutes or less late to a given class after the tardy bell has rung. Being tardy does not show respect to oneself or one's teacher.

- Tardy consequence(s) will be addressed at teacher discretion for the class period in which they were received.

ABSENCES

Excused Absences

Any student who is absent from classes, either excused or unexcused, for ten (10) consecutive instructional days will be considered withdrawn from Sherman Indian High School (BIE ISEP Policy). A student's absence may be excused subject to certain conditions that are stated in California Education Code 48025 and attenuated modified for students attending SIHS:

- 1) For the purpose of having medical, dental, optometric, or chiropractic services rendered with proof of appointment and signed medical release.
- 2) For illness: If the student is treated at home for illness, the student must submit a medical release that he or she is ready to attend classes. This statement must be presented to the Attendance Office for such absences to be considered excused. The dates of medical care must be included in the medical statement.
- 3) For Parental Counseling, traditional ceremonies, and religious services: Students may return home for any form of counseling and ceremonies that the parent deems appropriate for the student. Leave for attending the funeral services of an immediate family member is considered Parental Counseling. Note: this type of **leave is limited to five instructional days per semester**. Parental counseling requests must be approved by the school administration seven (7) days ahead of travel. **All Travel expenses will be paid by the family**, not by the school.

Unexcused Absences

Unexcused absences undermine the educational rights and responsibilities of each student. Parents and guardians can access attendance information through the NASIS Portal. This allows parent or guardians to know when their child/ren are not actively engaged in the educational process. Counting unexcused absences will begin from zero each semester.

- Each truancy from any class will result in a minor referral.
- A student who is truant from any class three (3) times will receive a major referral.
- Any student caught off campus during the academic day may be written up for being AWOL.

If a student fails to report to Choice Dorm he/she will receive a major referral.

Ten (10)+ Home Leave Absences

A student missing more than ten sessions of a semester class without acceptable excuses will receive **no credit (NC)** and will not receive credit for the course(s). However, a student is expected to continue to attend class and complete assigned class work and homework.

Notification of unexcused absences may also be sent to relevant probation officers, social workers, and caseworkers.

EARLY LEAVE – Home Leave Absences

Sherman understands there may be rare or unusual occasions (to be presented for admin approval) in which a student may need to leave early, such as before holidays and at the end of the academic year. The parent or guardian who requests early leave for the child must:

- Have the Principal's or designee's approval **seven (7)** days ahead of time prior to the student's departure.
- Have the student complete any exam(s) or final exam(s). However, teachers are not mandated to provide or make special accommodations for students who request early leave.
- Adhere to the **ten** or fewer days of unexcused absences (including days missed due to leaving early) to receive credit in classes.
- If a student is leaving school for a holiday (Thanksgiving and Easter), the parents or guardians must submit a request by fax no later than one week (7 days) prior to the student leaving.
- Students leaving for the Thanksgiving holiday cannot leave any earlier than Tuesday after school, and need to return to campus by 6:00 pm, Monday after Thanksgiving.
- Students leaving for the Easter holiday cannot leave any earlier than Wednesday before Easter and must return to campus by 6:00 pm, on Monday after Easter.
- Students leaving early due to discipline may not receive credit for their classes.

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

Also note the following:

- Parent or guardian is responsible for all transportation costs as a result of leaving early.
- Student is responsible to make-up any missed work during absence. It is the student's responsibility to inform his/her teachers of early leave and obtain any assignments.
- Students leaving more than 10 days before the end of the term (for unexcused reasons) will not receive credit.
- Any leave: to diminish the risk of COVID 19 exposure and transmission, students will be required to quarantine in the quarantine dorm for 7 days. Students will be released to their dorm upon a negative COVID-19 test result on the 7th day.

TRUANCY

A student is truant from class at 31 minutes after the tardy bell has rung. A student who is truant from class three (3) times will receive a major referral.

Three truancies can be from the same class period or multiple class periods in the day.

AWOL

Any student caught off campus during the academic day will be written up for being Absent Without Leave (AWOL).

Any student not accounted for (whereabouts unknown) during the academic day will be written up for AWOL.

Three (3) class periods of AWOL will result in disciplinary action. Students meeting these criteria will be recommended for suspension for the duration of the semester, and due process procedures will be applied. In the event the student is suspended, they may reapply to attend the following semester at Sherman.

SCHOOL VACATIONS

Vacations during the school year are discouraged and hinder instructional continuity and will be harmful to the students' educational development. a student who takes a vacation during the year or extends school vacations may jeopardize her or his academic achievement and progress towards graduation. The winter break for students is three (3) weeks long this school year.

HALL PASSES

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

INDIAN HEALTH SERVICES (IHS)

INDIAN HEALTH SERVICE CLINIC (IHS)

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

PRIMARY CARE SERVICES

The Health Clinic is open Monday through Friday during school hours. There is a possibility of extended hours sometimes during the year.

Monday through Friday students may request a same day appointment to see the Nurse Practitioner, Behavioral Health provider; or request medication refills.

Procedure:

- During passing hour or free time, students may request a clinic appointment through the Attendance office. The student will then go to class and wait for an appointment pass except in urgent/emergency cases.
- The clinic staff will schedule the appointments and report them to the Attendance Office.
- The Attendance Office will bring an appointment pass to the student in his or her classroom.
- At the time of their appointment, the student must check in with Attendance Office before going to the clinic. Following their appointment, the student must check in with the Attendance Office before returning to class.

Students may not wait in the clinic without an appointment pass.

Minor illnesses and injuries can be treated at the IHS health care center. Students with a chronic condition (diabetes, asthma, hypothyroidism, high blood pressure, anemia, depression, and acne) can receive routine follow-up and prescription refills. Please bring medical documentation of all chronic conditions and all prescriptions with dosing instructions to the Indian Health Clinic at the beginning of the school session. Please bring a two (2) week supply of all current medications to allow time for the Clinic to re-order or refill the medications.

DENTAL OR OPTICAL SERVICES ARE NOT PROVIDED AT SHERMAN INDIAN HIGH SCHOOL

Dental and optical services are referred to the nearby tribal health clinic on a space available basis. No orthodontic services are available at the Sherman Indian Health Clinic or the tribal Health Clinic. Please speak with your orthodontist if your student is on a treatment plan. As stated in the Welcome Letter, students should have optometry, orthodontic, and dental examinations, and updates before starting school.

INFECTIOUS DISEASE CONTROL POLICY

The following guidelines were developed by the BIE in collaboration with Indian Health Services to reduce the spread of communicable diseases in the dormitory. These guidelines will be followed in any communicable/infectious disease situation. If a student is believed to have a communicable or infectious disease the residential staff will immediately notify, the home living supervisor or designee. The home living supervisor or designee in charge will:

- 1) Take the student to the nearest hospital (Indian Health Services or Private) for an evaluation.
- 2) Contact the Student's parent/guardian.
- 3) Work with Indian Health Service (IHS) or other appropriate medical personnel to determine if isolation/separation of any student is necessary.
- 4) If necessary, place the student in a designated isolation room in the dormitory and ensure the student is checked every 10 minutes.
- 5) Control the transmission of the communicable disease in the dormitory.
- 6) If appropriate notify parent/guardian in writing of:
 - a) The disease to which the child was exposed, and whether this is one case or part of an outbreak.
 - b) Signs and symptoms of the disease that the parent should watch for in the child.
 - c) How the disease is spread.
 - d) The incubation period of the disease (when they might see symptoms appear).
 - e) How many days or weeks the disease can spread from person to person (period of communicability).
 - f) Disease prevention measures recommended by a Public Health Nurse or Sanitarian.
 - g) The control measures implemented at the school.
 - h) Positive COVID-19 test result: A student will be placed in isolation for a minimum of 10 days or recommended by the IHS clinic. Students will be delivered meals and will be monitored closely.

MEDICATION

When a student is taking an "over the counter" [OTC] or prescribed medication, Sherman dorm staff will make every effort to ensure students receive medications as directed. It is the parent/guardian's responsibility to continue administering prescribed or OTC medications while a student is in the parent/guardian's physical custody. If the student decides to stop taking medicine or does not take it correctly, it can be harmful; therefore, it is important parents or guardians are ready to intervene if there is a problem. Students can be sent home from school if they refuse to take their medication for certain conditions; failure to follow medical or other health directives may also result in a medical release from the school.

All medications, whether prescription or non-prescription, must be held in the dormitory staff office or designated place. This is for the health and safety of *all* students. Students may not have any medication prescription, over-the-counter drugs, or herbal

supplements in their possession or in their room. It is the parent's responsibility to notify the school of any medications sent to the student via mail.

MEDICAL ISOLATION/SEPARATION POLICY

All residential students will be transported by school personnel in an approved school vehicle for basic medical, dental, vision and other health services. Parents/Guardians will be notified of any medical appointments or medical issues. External transportation services may be used (e.g., ambulance, fire truck, helicopter, etc.) for emergencies. There are designated isolation rooms for girls and boys. If medical personnel determine that a student should not remain in a dormitory setting, the student's parent/guardian will be contacted to come get the student, or if necessary, a staff member will transport the student home. Students will remain in the isolation room until a parent/guardian can be contacted and arrangements made to transport the student. When a student is placed in the isolation/separation room he/she will be monitored closely. At the minimum, visual checks on the student will be made every ten minutes. If a student is checked out, he/she will be required to quarantine for 7 days upon return to campus and will be released to their dormitory with a negative COVID-19 test after 7 days. If a student tests positive for COVID-19, he/she will be required to isolate for a minimum of 10 days as recommended by IHS. He/she will have meals delivered and be monitored closely.

IMMUNIZATIONS

Immunizations required for high school are generally universal in all states, but California has some specific requirements that are different from other states. In addition to the primary series received before kindergarten, **additional IMMUNIZATIONS are needed** for Sherman Indian High School. The COVID-19 vaccine is recommended and encouraged.

MEDICAL INSURANCE INFORMATION+

Students will be covered by IHS while enrolled at Sherman Indian High School. However, if the student is covered by private insurance or Medicaid, Medical or AHCCCS, it is required that this information of insurance coverage be provided. Please send a copy of the student's card with the student's application packet. The information on this coverage will be used to bill for payment for students seeking medical services. Students requiring routine, urgent or emergency services after Clinic hours will be referred to local IHS Purchased and Referred Care. All associated medical paperwork received from IHS Purchased and Referred Care must be forwarded to the Sherman Indian High School IHS Health Clinic.

SELF REFERRALS made by a parent or student to outside health care agencies will **not** be covered by IHS. There may be times where the parent will be asked to set up their own logistics for transportation of the child to the SELF REFERRAL appointments, if transportation is overtaxed by other commitments.

MEDICAL REFERRAL & MEDICAL RELEASE POLICY

At times students at Sherman Indian High School have medical and/or behavioral health circumstances or conditions that are best addressed in the student's home settings or in other locations. Should the on-site Indian Health Service staff (including other providers employed by IHS (or on a contract with IHS) make such a determination, the affected student will be referred to a clinician in his or her community or to another provider. While this action may result in having the student leave the campus for an indefinite time, this action is not disciplinary in nature. Such a decision is based on the best clinical advice available through IHS and it is intended to benefit the affected student's physical or mental health. Should a student be away from campus for more than ten (10) consecutive days, the student will no longer be enrolled at SIHS, but the student will be eligible for reinstatement in good standing at SIHS pending the recommendation from IHS and written clearance from the student's home health care provider.

HEALTH AND SAFETY

Students who are not compliant with IHS treatment may be sent home for Health and Safety reasons. Health and safety issues may arise if students are not compliant with prescribed medication regimens, attendance at medical/dental appointments, individual or group counseling or treatment of orthopedic injuries with casts/splints/crutches and activity limitations or in compliance with COVID-19 policies and procedures.

BEHAVIORAL HEALTH SERVICES

Behavioral Health services by Licensed Mental Health professionals are also available to the students on campus by Indian Health Service. Students are seen for a variety of reasons including adjustment problems, relationship problems, behavior problems, academic problems, anger, grief and loss, aggressive/assaultive behavior, depression, thoughts of suicide, and substance abuse.

Sometimes a teacher, dorm staff, and/or academic counselor will refer a student who they perceive might be having difficulties and sometimes students themselves will request to be seen. Parents or guardians who have any concerns about their child can call the clinic directly at (951) 276-6326 ext. 300 and discuss it with the clinician who can then see the child. In addition, the clinic staff is involved in the school application screening process, and based on the information provided, may identify at risk students and request to see them as soon as possible.

Behavioral Health services include assessments, consultations with Sherman Indian High School staff, individual, couples, and group therapy. Family therapy is also possible. Including the family is an integral part of providing services to the students, and parents will be involved as much as possible by telephone or in person when possible. Parents or guardians must provide consent for students under the age of 18 to be seen by signing the application consent form.

If a student needs to be seen by a Psychiatrist for a medication evaluation or follow-up, the student is first seen by the clinician and if needed will be referred to the Psychiatrist. If at any time a student is determined to be at imminent risk for self-harm and/or harm to others, he or she will be transported to health care facility with a higher level of care available for a psychiatric assessment. Based on the assessment, the student may require hospitalization for stabilization to ensure their safety. Parents will be notified if their child requires psychiatric hospitalization.

SCHOOL WIDE SERVICES

ATHLETICS

Sherman Indian High School is a proud member of the California Interscholastic Federation – Southern Section (CIF). The Athletic Program offers students the opportunity to compete on teams in ten different sports: Baseball, Boys & Girls Basketball, Boys & Girls Cross Country, Football, Boys & Girls Track and Field, Girls Volleyball, and Girls Softball. Girls may participate in football and baseball. As a member of CIF, we agree to participate fully competing with other schools in the league.

The coach establishes team rules for his or her players. To be eligible, each athlete must meet the following requirements.

- He or she must be under 19 until June 15th.
- He or she must have been in high school no more than four years.
- He or she must maintain a GPA of 2.0 prior to and throughout the term(s) of sports participation.
- He or she must have amateur status.
- He or she may be required to submit a grade/behavioral check.

AVID

WHAT IS AVID?

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

AVID'S MISSION AND PROVEN SUCCESS

AVID's mission is to close the achievement gap by preparing all students for college readiness and success in a global society.

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

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

THE AVID STUDENT PROFILE

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

WHAT HAPPENS IN THE AVID CLASS?

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

WHEN DID AVID BEGIN?

AVID was implemented at Sherman during the 2017-2018 school year.

CHOICE PROGRAM

The Choice Program is **an intervention program for students who are assigned** to serve as a **setting for additional structure and intervention** for students who have committed a major violation of school policy. Students who commit one major violation will automatically be referred to this program. Students are placed in the Choice Program for a set number of days as defined by administration: In the event that the choice program is not available a student will be placed in and in-dorm restriction, community service or another type of intervention.

Alcohol/Drugs/Violence/Fighting

- First Offense – 14 days
- Second Offense – 14 days and Academic/Behavior contract
- Third Offense - Refer to discipline committee for further disciplinary action which may result in suspension or expulsion

Other Majors

- First Offense – 7 days
- Second Offense – 7 days
- Third Offense - 7 days and a referral to discipline committee for further disciplinary action which may result in suspension or expulsion

All Choice Program students are restricted to the Choice Program. Visitors are not allowed except for parents/guardians. Parents or their legal guardian may check out students in the restrictive dorm. The Choice Program students have no other privileges. CDs, stereos, iPods, radios, cell phones, televisions and any other electronic equipment are not allowed. Students will be escorted to all meals, group activities and school. While in the Choice Program, students must follow a schedule and procedures and will not be allowed to participate in athletics, social events, clubs, fundraisers, dances or food delivery from off campus, or be in the quad or the Student Center.

The Choice Program supersedes all other activities/events, including prepaid activities. (The school is not responsible for reimbursements.) Additionally, students who are checked out during Choice Program are not permitted to attend school activities. Any time missed due to check-out will be made-up upon returning to school. Note: The Choice Program will be closed on Wednesday and Thursdays.

REFUSAL TO ATTEND THE CHOICE PROGRAM AT THE TIME ASSIGNED WILL RESULT IN IMMEDIATE ADMINISTRATIVE LEAVE AND DUE PROCESS HEARING.

STUDENT TRAVEL

Sherman Indian High School is responsible for the following student transportation:

- To the campus for the student's initial enrollment (fall or spring semester)
- Home for the Winter break
- Return from the Winter break
- Home at the end of the academic year

Please note that Sherman does not have a spring break.

Parents/Guardians **must make** travel arrangements out of the following locations **ONLY:**

- **Transportation IS AVAILABLE ONLY to Ontario Airport, San Bernardino Greyhound station, and the Riverside Amtrak train station.**

Sherman Is **Not Responsible** For:

- Transportation funding to or from leave
- **Absolutely no transportation will be provided to Los Angeles International Airport (LAX), John Wayne/Santa Ana/Orange County airport or Los Angeles Union Station.**

- Any luggage is the parent and student's responsibility. Sherman is not responsible for shipping costs incurred to receive or return items to the student.

Students will be required to take a COVID-19 test upon return to campus. They will also be sent to the Quarantine/Isolation Dorm and will be required to re-test 7 days later.

SCHOOL-WIDE STUDENT PROGRAMS

SHERMAN INDIAN HIGH SCHOOL CULTURE PROGRAM

Cultural Afterschool Activities and Events:

- Indigenous language study groups
- Traditional arts and crafts: beading, leatherwork, and basketry
- Traditional field games
- Indigenous medicine room, Talking Circles
- Indigenous fashion and design projects
- *Indigitize Film Project* with Pitzer College film class
- Guitars and piano are available for use at Clarke Culture Center
- *Indigenous Youth Environmental Justice Program*
- *Daughters of Tradition Program*
- Native Pride Fashion Show, Indian Day Celebration, Alumni Day Celebration and Earth Day Celebration
- Indian Flower Day at school Cemetery
- Native American guest speaker series
- Natural Beauty, Hand Drum making workshops
- Fireside storytelling, hand games, song/dance sharing and ceremonial fire
- Board games, video games, books, tribal music, movies and documentary library
- Crochet, knitting, embroidery, macramé, and painting supplies are available

**located in the Clarke Center (building 5A), Bennett Memorial Hall (building 55), Native Traditions, Indigenous Language Center/Classroom (building 62 room 101103)*

Religious services

- The **American Indian Religious Freedom Act**, Public Law No. 95-341, 92 Stat. 469 (Aug. 11, 1978) (commonly abbreviated to AIRFA), codified at [42 U.S.C. § 1996](#), is a [United States federal law](#) and a joint resolution of [Congress](#) that was passed in 1978. It was enacted to protect and preserve the traditional religious rights and cultural practices of [American Indians](#), [Eskimos](#), [Aleuts](#), and [Native Hawaiians](#).^[1] These rights include, but are not limited to, access of sacred sites, freedom to worship through ceremonial and traditional rights and use and possession of objects considered sacred. The Act required policies of all governmental agencies to eliminate interference with the free exercise of Native religion, based on the [First Amendment](#), and to accommodate access to and use of religious sites to the extent that the use is practicable and is not inconsistent with an agency's essential functions. It also acknowledges the prior violation of that right.
- There is sweat lodge conducted for students/staff on campus. Students must have parental permission. For information, please contact the school and we will give you the sweat lodge coordinators information.
- Open Smudge Circle for students and staff will be posted weekly with location, days, and times.

Talking circles

- Talking circles will begin the first week of school topics will vary according to needs of students requesting them. Choice Dorm Talking Circles are held at Clarke Culture Center on Mondays and Fridays from 5:00pm – 6:00pm. Please listen for announcements and check the flyers posted.

Sage, cedar, sweetgrass, pollen and other prayer plants

- Students may smudge in their dorm rooms with the permission of dorm staff using safe practices.
- When smudging in classrooms it must be with faculty present and consideration must be observed for students and staff who may have allergies or affected in other ways by the smoke. When this is done throughout the school building for a cleansing purpose upon request all present should be notified after administrative approval.
- Students may keep their traditional prayer plants in their personal property if they use it respectfully and inform staff when they will be using it.

- There is sage available at the museum, Clarke Culture Center, Mr. Hathaway's, Dorm Supervisors, Museum and at the Native Traditions classroom. We also do fieldtrips to gather sage throughout the school year. We have 4 sage plants on campus we can also harvest from.

Ceremonial fire

- Must always be under the supervision of staff, notify supervisor in charge and call the City of Riverside dispatch to notify as a courtesy the start and end time of the fire. (951) 787-7911 or (951) 354-2007
- Must have shovel, water hose on site and thoroughly extinguish the fire at the end of use

Tobacco uses

- Casual commercial tobacco use on campus is not allowed for any staff student or visitor.
- Traditional use of tobacco may be used in the following ways:
 - Tobacco pouch used for prayer and traditional uses only. (not smoked) Students must inform your staff that you have it. They must not abuse it in any way, if so, guardian will be informed, and student will be asked to send it home or put away by staff until they return home.
 - Tobacco pipe ceremonies must be cleared by administration and done in a respectful traditional manor.
 - You are encouraged to use native tobacco rather than commercially processed tobacco. There will be times when we can do field trips to go and gather it.

Sharing of cultural traditions

- Students are encouraged to learn and share their Native traditions with our school and with the public.
- We have many events on and off campus where students are requested to share their culture. They should be in good academically and in Homeliving to attend off campus event.
- If students did not bring their traditional regalia, they are encouraged to send for it. There are opportunities to make their own regalia at the Native Traditions Classroom on request after school. Your regalia can be stored in a safe place please ask your dorm staff, Clarke Culture Center, or the Museum.
- Our Annual Powwow and Miss Sherman Pageant held in April. Students are encouraged to participate and help with the planning and preparation of it by joining the Powwow Club or volunteering.
- Talking Circles will be held as needed or requested.
- Daughters of Tradition meetings are held twice a month at the Native American Resource Center at the San Manuel Indian Health Clinic. We take 14 girls each meeting who sign up to attend this group meeting and participate in cultural, healthy thinking and healthy activities lead by elders and staff.
- Cultural Workshops and Tribal Language Study Groups with Lorene Sisquoc will be on Tuesdays & Thursdays from 7:15pm – 8:15pm and scheduled weekends at the Clarke Center and/or the Native Traditions Classroom.
- Powwow/Culture Sharing Night is held on Wednesdays from 7:00pm – 8:30pm at Bennett Hall.
- Late Night Culture Traditions activities will take place once a month on a scheduled Friday or Saturday from 8:30pm- 11:00pm. Museum activities/events, Native Movies in the auditorium, speakers, traditional teachings, or fieldtrips will be scheduled and posted each week.
- Teachers and staff are encouraged to volunteer, participate, and share any culture traditions they may have with our students. Faculty and staff are encouraged to participate in events and activities as part of culture awareness and personal development. Students will appreciate your efforts to be part of the afterschool cultural activities while they are away from their families.

Sherman Indian Museum is open for class tours, individual student research, for teachers and students during the school day. Tours need a one- or two-day advanced notice.

Usual museum hours for public are Tuesday – Thursday 1-4:30PM. (Subject to change)

Cultural resources topics include:

- Native Plant uses (medicinal, cordage, foods, soaps, etc.)
- Southern California Tribal cultures
- Boarding School History
- Sherman School History
- Basketry
- Rock art
- Traditional uses of tobacco
- Traditional values (elders, spirituality, environment, etc.)
- Toys and games

- Soapstone and shell carving
- Music and instruments
- Native Leader and culture bearer speakers

Cultural resources field trips include:

- Sherman Indian Museum
- Centennial photo exhibit in the auditorium lobby
- Sherman Indian High School Memorial Park
- Sherman Indian High School Historic Landmark Tour
- Sherman Indian Cemetery
- Riverside History and Sherman's connection (Magnolia to downtown, Mission Inn or Mount Rubidoux)
- Mockingbird Canyon archeological site (rock art, grinding rocks, native plant uses)
- Local tribal reservations, museums and culture centers
- Local civic museums and nature centers including Riverside Metro Museum, Mission Inn Museum, Riverside Art Museum, Center for Social Justice & Civil Liberties and *Ya'i heki* - Lake Perris Regional Indian Museum.

"Native languages and cultures are not only a means to achieving higher academic achievement, but also a means to better connect Native students to their own past and to help prepare them for a future in which education and learning are more important than ever. We know that individuals who are strongly rooted in their past...are often best equipped to face the future."

INTER TRIBAL COUNCIL (ITC) – Student Government

Student Government; Inter-Tribal Council (ITC) is Sherman’s student government. ITC plans and implements various school-wide activities and events throughout the year, including pep assemblies, blood drives, spirit week, homecoming events, dances, movies, Miss Sherman, Pageant, Pow Wow, scholarships for seniors, and other theme activities.

ITC monitors and oversees all club activities, events, and sales. An ITC meeting is held once a week and is open to all students. ITC represents Sherman’s students to the administration, the School Board, and the community by demonstrating leadership and pride in their heritage and education.

Officer Positions

- | | |
|--------------------------------|---|
| 1. President | Plans the agenda for council meetings, delegates’ responsibilities, monitors notifications, reports business items and the progress of the council. |
| 2. Vice President | Assists President with duties and acts as an alternate for the President. |
| 3. Secretary | The official note-taker of council meetings; prepares agenda and minutes for each meeting. |
| 4. Treasurer | Keeps accurate and complete records of all money collected and spent and reports regularly to the council. |
| 5. Sergeant at Arms | Maintains order in council meetings and is responsible for any duties assigned by the President. |
| 6. Pep Commissioners | Makes daily announcements and encourages school spirit through activities. |
| 7. School Board Representative | Prepares reports for the school board on school-wide events, and activities and suggestions or concerns of the student body. |
| 8. Public Relations | Liaison to the community and is responsible for any duties assigned by the President. |

Eligibility:

- All ITC Officers/members must maintain a 2.0 GPA with no Fs for all Quarter and Semester grading periods.
- All ITC Officers/members must not receive any major referrals.

MISS SHERMAN

A candidate and the reigning Miss Sherman must have been a student at Sherman for one year prior to the pageant. Miss Sherman is the elected Cultural Ambassador of Sherman Indian High School. She is responsible for representing the school at all official school functions, assemblies, the greeting of visitor and community outreach. She is responsible for representing/planning at the Miss Sherman Pageant. Responsible to work with the Cultural Traditions Leader to plan, implement and coordinate school-wide cultural activities and events. She will assist other officers with various duties as assigned. In addition, all candidates must be in good standing in seven areas of the student’s life at the time of application:

1. Academics –
 - Cumulative GPA must be a 2.5 overall with no D's or F's
 - On track to graduate with class
2. Age—must be under the age of 18 until May 30th.
3. Enrollment – must have Sophomore or Junior status and attended SIHS for a minimum of one year
4. Attendance – must have good attendance.
5. Dorm – must be a positive example to others in the dorm.
6. Behavior – may not have *any* discipline referrals during the academic year.
7. Character Clause—must maintain a positive image, use appropriate language and behavior as specified in the Student Learning Outcomes.

Failure to maintain the above criteria will result in the removal of her crown and position.

CLUBS

All students are encouraged to participate in the many extracurricular activities available. Each organization stresses leadership, cooperation, organization, and cultural growth. Within the first two months of school, many students and club sponsors renew their club's plan of operation through ITC. Clubs are re-organized yearly and new clubs are formed based on student interests. Each club must submit a plan of operation to the Administration for approval, then to the school bank to ensure the legality of raising and spending funds, and to the ITC to ensure successful operation and cooperation of all organizations. Club sponsorship depends in part on available funding and the viability of the membership.

Class Clubs:	Freshmen, Sophomores, Juniors and Seniors
Inter-Tribal Culture Clubs:	Drum, Dance, White Rose Singers
Dorm Clubs:	Ramona Club, Wauneka Club and Winona Club
Athletic Clubs:	Football, Baseball, Softball, Basketball, Letterman, Volleyball, and others
Recreation:	Rec. Council & Skaters
Other:	Spiritual, Tribal, Cooking, Music Curators, Crochet

For additional information please refer to the ITC Plan of Operations.

EXTRACURRICULAR ACTIVITIES (due to COVID-19, trips off campus will be limited)

- Powwow Nights – Once a week after supper
- Clark Center Activities – beading, speakers, dance demos, etc.
- Sherman Museum
- Sweat Lodge – with parental permission
- Shopping Trips off campus
- Dorm sponsored activities (on and off campus)
- Educational and social trips off campus (Loma Linda University, CBU, Western University, beach, etc.)
- Off campus trips

DISCIPLINARY PROCESS, PROCEDURES AND REGULATIONS

DISCIPLINARY REFERRALS and PROCEDURES

When a member of the administration, faculty, or staff observes a violation of school rules, he or she will notify the student of her or his action and the violation of the Code of Conduct in the **Student Guide to Success**. The staff member will complete a disciplinary referral after the incident. A copy of the disciplinary referral will be turned in to Discipline Coordinator or designee as soon as possible.

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

The student will be asked to sign the referral. Signing a referral does not indicate guilt of a violation: signing only acknowledges that the student understands a referral was written. If a student refuses to sign the referral, it will be noted on that referral. An attempt to notify the student's parent or guardian of the disciplinary referral will be made by phone by the person writing the

referral, and a copy of the referral will be provided to the student and to the parent or guardian of any minor student. A hard copy of all expellable, major, and minor disciplinary referrals will be kept on file and within the school database.

STUDENT APPEAL

A student has a right to appeal any major disciplinary referral that he or she has been accused of violating. **The student will have 24 hours, one (1) day to appeal and will be placed in the Choice Program immediately when a decision is made.**

The student must provide a written appeal to have the disciplinary referral reviewed by the Principal, Homeliving Specialist or Designee within one (1) day of being written up for a violation of the *Student Guide to Success*. The **Student Appeal Form** will provide the student the opportunity to explain the misconduct and exactly why he or she feels that the incident should not have received a disciplinary referral.

Appeal forms will be available in our Administrative Lobby (front desk). All completed forms **MUST** be returned to the Administrative Lobby.

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

If the student needs an appeal form after 4pm or on weekends they need to see the Homeliving Specialist in the Homeliving building.

DUE PROCESS

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

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

DUE PROCESS RIGHTS

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

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

Due Process Procedure:

1. Written notices of charges will be sent to the permanent address of the student and the parent or guardian of a minor student. The parent or guardian is encouraged to participate throughout the process. Notice of the charges shall include reference to regulations allegedly violated, the facts presented that constitute the alleged violation, and notice of the right to access all statements related to the charge and to those parts of a student’s school record which shall be considered in rendering a disciplinary decision.
2. A fair and impartial hearing will be held before any disciplinary action is imposed.

The disciplinary hearing is held by teleconference or on campus (when practical). All parties will be sent notice of the hearing date and time within ten (10) instructional days of the date that notice of the charges is provided. The disciplinary hearing will be with ten (10) working days after notification of the hearing.

3. Parents or guardians are welcome to attend the hearing. Students can request an advocate or representative with written notice signed by parent/guardian. This notice must be received five (5) days prior to a hearing. Failure to submit notification will result in rescheduling of a hearing. All expenses incurred related to the attendance of the hearing are the sole responsibility of the parent or guardian.
4. If proper documentation can be produced that shows the student and her or his parent or guardian have been properly notified of date, time and place of the hearing and telephone contact cannot be established, the hearing will be held in absentia. It is the responsibility of the student to notify the hearing secretary if rescheduling needs to take place prior to the hearing date. A due process hearing will only be re-scheduled one time, if necessary.
5. The student has a right to a written copy of the charges against him/her, including the date, time, and place of the incident that is the subject of the charges.
6. The student has a right to have the chairperson postpone the hearing for a reasonable amount of time (not to exceed ten calendar days), if the student believes he or she has not been given enough time to prepare an adequate defense or enough time to have parents/guardians participate.
7. The Disciplinary Hearing Board shall hear cases involving rule violation and shall suggest recommendations of disciplinary action on a majority vote, based solely on the facts presented at the hearing.
8. The Disciplinary Hearing Board shall be made up of two employees and a chairperson (employee or contract), who are unbiased and are not involved in the situation. A Hearing Board member may not be a witness in the proceedings, nor may he or she be the individual bringing the charges. A student may request an advocate (student or employee) to be present or participate in the hearing.
9. The Disciplinary Hearing Board shall meet in private and render its recommendation.
 - a. **Expulsion** of the student from the school. Expulsion concerns a critical matter of health or safety to the student or other members of the Sherman community. Expelled students may re-apply one calendar year after date of expulsion. All semesters of the expulsion must be met before re-admittance is considered. This may result in loss of academic credit earned for the semester.
 - b. **Suspension** of the student from school for a specified amount of time. Suspension concerns a serious matter of health or safety to the student or other members of the Sherman community. Suspended students may reapply through the regular admissions process. Students suspended will be excluded from enrollment for a period of one semester; or the remainder of a current semester; or a time period determined by the Disciplinary Hearing Board. This may result in loss of academic credit earned for the semester.
 - Students reapplying during the same academic year must complete a new application. The Sherman Indian High School's Admissions Committee must receive the application by the second semester deadline date. No phone calls will be accepted in lieu of the application.
 - Failure to meet the terms of the suspension may result in a re-admittance application being denied.
 - Reapplication of a suspended student does not automatically mean that a student will be readmitted.
 - A student returning to Sherman from a suspension (during the same academic year) may be responsible for the cost of return travel.
 - Students returning to Sherman MUST provide conditional documentations as stated or specified in the Suspension Exit papers.
 - c. **Dismissal of charges**
10. Upon determining the findings of fact and conclusions, the Board shall make one of the above recommendations (a, b, or c) to the Principal or the Principal's designee.
11. Only the Principal or Principal's designee may take the disciplinary action leading to the expulsion or suspension. Written recommendations from the Disciplinary Hearing Board are due to the Principal or the Principal's designee within 72 hours (3 academic school days) of the hearing. The Principal or designee will act on the recommendations within 72 hours (3 academic school days).
 - a. The student and parents/guardians may appeal the Principal's decision, within ten (10) school days of receiving the decision, to the Area Education Program Administrator.

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12. Any student engaged in a due process proceeding will not be allowed to participate in any school activity, and any student who has been *suspended, expelled, administratively released, or parentally withdrawn in lieu of suspension or expulsion* will not be allowed on campus nor be allowed to participate in any school-sponsored activity, including but not limited

to Pow Wow, Intertribal Ceremony, and Graduation. Sherman is not responsible for reimbursement of prepaid activities.

DESCRIPTION OF REFERRALS

EXPELLABLE DISCIPLINARY REFERRALS

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

Expellable Behaviors

CODES	VIOLATIONS	CODE DESCRIPTIONS
[1297-00101]	AWOL	Absent Without Leave <u>off</u> campus.
[1000-00102]	Alcohol/Drug Products/Possession or Use	Possession, purchase, or use of significant amounts for personal use, consumption, or intent to sell or furnish will result in an expulsion and the school contacting local law enforcement.
[1100-00103]	Arson	Causing or attempting to cause a fire.
[1300-00104]	Assault or Battery	Causing or attempting to cause serious injury against administration, faculty, staff, or student.
[2710-00105]	Bomb Threat	A threat, usually <u>verbal</u> or <u>written</u> , to detonate an <u>explosive</u> or <u>incendiary device</u> to cause <u>property damage</u> , death or injuries, whether or not such a device actually exists.
[1810-00123]	Bullying	Incidents that <i>may</i> escalate to actions serious and offensive enough to be declared criminal.
[9000-00107]	Felony	Arrested and charged by law enforcement in the local community.
[1820-00108]	Gang Related Activities	Inappropriate behaviors which include, but is not limited to, wearing “colors” or other clothing styles that indicate or copy gang membership (bandanas, jackets, caps, flashing signs, making gang type marks/graffiti, intimidation of students or staff/threatening bodily harm.
[1820-00109]	Hazing	The <i>California Education Code</i> Section 32050 specifically defines hazing as activities that cause “bodily danger, physical harm, or personal degradation or disgrace.” Also note that the <i>CA Education Code</i> Section 48900 specifies hazing as an expellable offense.
[9000-00110]	Health and Safety	Any incident that threatens the health and safety of students, staff, or self. This includes refusing to take prescription medication or failure to follow COVID-19 rules and policies: wearing masks, testing, social distancing.
[3600-00111]	Major Off Campus	Any major violation while engaged in any off-campus school activity.
[1500-00124]	Non-Sanctioned Assembly	Participation in a non-sanctioned assembly that is disruptive of the educational process.
[2440-00112]	Print/Image/Video or Audio Misuse/Social Media	Participating, recording, transferring, or facilitating use of technology devices that display, transfer, or download inappropriate materials through Internet, videotape, photography, audiotape, cell phone or any other medium not listed that could damage the reputation of a student(s), a community, the school, or the government.
[2720-00113]	Safety Equipment	Tampering with any fire alarm, smoke detector, fire extinguisher, etc.
[2800-00114]	Sexual Assault or Battery	Committing or attempting to commit
[1900-00115]	Sexual Harassment	Committing or attempting to commit.
[2900-00116]	Sexual Offense	Participating in a sexual relationship with a minor who is more than three years younger than the perpetrator. The Riverside Police and Child Protective Services will also be notified.
[9000-00117]	Tattoo Paraphernalia	Use or possession of tattoo machines or tattoo paraphernalia.
[3200-00118]	Threat/Intimidation	Threats to administration, faculty, staff, or students.

[3400-00119]	Trespassing	Accessing or allowing access to an unauthorized area where the student safety can be in danger.
[9000-00122]	Unauthorized Use or Possession of Government Property	Such as electric carts, keys, walkie-talkies, cell phones, vehicles, and documents. The preceding list is not an exhaustive list; it is merely illustrative.
[3500-00120]	Vandalism	Causing or attempting to cause damage <u>over \$500</u> to school or personal property. Students who damage school property will be held fully financially accountable for damage caused. This will also include a minimum administrative fee of \$25.00 for addressing the situation. School discipline and contacting law enforcement are also options the school may pursue in addition to monetary damages.
[3700-00121]	Weapon	Possessing, selling, furnishing, or using any weapon or any replica of a weapon. The principal or designee will refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3) or weapon to school to the criminal justice or juvenile delinquency authorities. Firecrackers not allowed as well.
3600-00204	Refusing Choice Program/or other Intervention	Refusing to participate Choice dorm Program (student has committed a major whereby student is refusing choice dorm.)
3600-00205	Refusing Substance Abuse Test	Refusing to take a substance abuse test when student has suspicious of using substance abuse.

When a student is on campus, he/she must be free of all alcohol and chemical influences *no matter when or where their use occurred.* For example, if a student uses drugs or alcohol off campus and subsequently fails a drug/alcohol test he/she will receive a major referral.

MAJOR DISCIPLINARY REFERRALS

Each major disciplinary referral will result in:

- A meeting between the student and Discipline Coordinator. This meeting will include a review of the incident, and Sherman's staff will ascertain if the student is aware of her or his right to due process.
- If no space is available in the Choice Program or it is not open, the student will be subject to dorm restriction pending space availability.
- Assignment to the Choice Program for a specified period of time (administratively determined maximum of 21 days).
- No matter what infraction landed a student in Choice Dorm, all students must pass a drug test to exit Choice Dorm. If the test results are positive the student will remain in Choice Dorm for 1 week and take another test, if results are negative the students may leave Choice. If the results are positive, the student will be in Choice until the negative test occurs.
- No extracurricular activities such as club participation, off-campus trips, athletics, or recreational activities. This does not include evening classes, counseling commitment or religious activities.
- All documentation will be mailed home to parents/guardians.

Refusal to attend the Choice Program when directed will result in Administrative Leave and will result in a hearing.

Major Behaviors (Deemed to be less serious than *Expellable* case)

CODES	VIOLATIONS	CODE DESCRIPTIONS
[3600-00300]	25 Demerits in Dorm	Any student who received 25 accumulative demerits in the dormitory
[3600-00302]	Acceptable Use Policy	Misuse/abuse of electronic resources and technology. In physical, network, or software damage to a computer or digital system will result in disciplinary action. Law enforcement may also be involved. The school will also assess full monetary damages to correct situation including a minimum administrative fee of at least \$25.00 (NOTE: this amount may be higher depending on the amount of damage done).
[1600-106]	Alcohol and Drugs/Products/	Possession, purchase or use of bags, rolling papers, vape pens, wax pens, cartridges, burners, chargers, straws, razors, butane lighters,

	Possession or use	mirrors, aluminum, foil, edibles, or other items used for illegal substances, including but not limited to items associated with alcohol (bottles, empty bottles, shot glasses, etc.).
[1200-00317]	Attendance	Unexcused absences – 6 times in any class in a semester.
[1297-00101]	AWOL on Campus	Absent Without Leave on campus.
[1810-00304]	Bullying	Intimidation or harassment against any person on a repeated basis.
[2200-00322]	Defiance of Authority (continuous)	One time or repeatedly defying administration, faculty, or staff
[1500-00305]	Disruptive Behavior (continuous)	Any behavior one time or repeatedly that hinders the efforts of school officials or other students to maintain order and to pursue activities, to the school, classroom agriculture/animals, campus and dormitory settings (behaviors considered to be 5 similar missed minors; missed check ins/missed maintenances, unsatisfactory rooms, etc.) that has been addressed and documented by SIHS staff. As noted in the CA Educational Code, repeated disruptive or defiant behavior (see CA Education Code 48900 (k)) may be constitute a suspension or expulsion from school.
[9000-00306]	Dishonesty	Cheating, plagiarism, forgery or falsifying of any tests, information, official documents, identification, or student work in academics or Homeliving (see section, <i>Honesty & Integrity of Students</i>).
[3600-00307]	False Allegations	Against students, staff, faculty, or administration.
[1700-00308]	Fighting	Except in self-defense. (Self-defense does not permit aggression against another person.)
[3600-00309]	Guilt by Association	Knowingly participating in a violation taking place, which may include simply being present during the commission of a violation, responding to negative remarks/posts on social media.
[1670-00311]	Paraphernalia: Alcohol or Drug Related Products	Possession or abuse of bags, rolling papers, vape pen cartridges, wax pens, burners, chargers, straws, razors, butane lighters, mirrors, aluminum, foil, or other items used for illegal substances, including but not limited to items associated with alcohol, drugs.
[2200-00321]	Possession of ID	Continual failure to possess and show student ID to staff upon request.
[3600-00312]	Refusal of Academic Testing	Refusal to participate in standardized testing.
[2400-00313]	Sexual Misconduct	Continual display of inappropriate affection or sexual activity to include touching, fondling, hickies, unclothed, intercourse.
[3100-00314]	Theft/Shoplifting	Any value
[3300-00315]	Tobacco	Use, possession and selling cigarettes, cigars, chewing tobacco, e-cigarettes, vape pens, wax pens, vape machine, etc.
[3400-00316]	Trespassing	Entering or allowing a student to enter unauthorized area/areas.
[1240-00317]	Truancy	A student who is absent from class or fails to attend In-dorm Restriction (or another mandated study hall forum) without a valid excuse.
[9000-00318]	Unauthorized Use of pass	Using any pass for purposes other than what it was written for.
[3500-00319]	Vandalism	Causing or attempting to cause damage under \$500 to the school or personal property. Students who damage school property will be held fully financially accountable for damage caused. This will also include a minimum administrative fee of \$25.00 for addressing the situation. School discipline and contacting law enforcement are also options the school may pursue in addition to monetary damages.

MINOR DISCIPLINARY REFERRALS

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

Minor Behaviors

CODES	VIOLATIONS	CODE DESCRIPTIONS
[1810-00408]	Bullying	Intimidation or harassment against any person to a lesser degree than a major or expellable referral.
[2200-00400]	Defiance of Authority	To administration, faculty, or staff.
[1500-00401]	Disruptive Behavior	Inappropriate behavior or actions that violate or are inappropriate to the school, classroom agriculture/animals, campus, and dormitory policies.
[3600-00407]	Electronic Devices	Possessing electronic devices that interfere with day-to-day operations such as cell phones, iPods, MP3 players, walkie-talkies, two-way radios, etc. (These will be confiscated and returned at the discretion of the administration.)
[2460-00403]	Inappropriate Language or Gestures	Hateful, obscene, vulgar, or offensive language.
[2410-00402]	Inappropriate Affection	Public display of inappropriate affection after being requested to refrain.
[2200-00405]	Possession of ID upon request	Failure to possess student ID.
[3600-00406]	School Policy and Rules	Failure to follow Academic, Cafeteria, Homeliving policy and rules or refusal to comply with Choice or In-dorm Restriction programs such as not participating in or being disruptive in study hall or other tutoring settings or not complying with other terms of the Choice and/or In-dorm Restriction programs.

Any minor disciplinary referral committed in Homeliving will include a (5) demerit value in place of a minor referral. Demerits must be worked off in the student's dorm by 9pm on Thursday or late night and off campus privileges will be restricted. At twenty-five (25) demerits the student will receive a major disciplinary referral.

Violations of the disciplinary code as described in this handbook are not limited to items specifically addressed in the referral section. Administration reserves the right to apply due process procedures in special circumstances not listed below. The list of offenses is not intended to cover every possible type of offense and is not to be interpreted as precluding discipline if the charge is not specifically mentioned. This provision is similar to the California Educational Code reference 48900(k):

This citation of the California Education Code parallels that of other state's codes in that schools or school districts are not required to list every conceivable situation or incident that would or could disrupt school activities.

SCHOOL-WIDE POLICIES AND RULES

ADULT STUDENTS DATING MINORS

Any student who is 18 years or older (an adult) who engages in an act of unlawful sexual intercourse with a minor who is more than three years younger than the perpetrator is guilty of a felony according to California law (CA Penal Code 261-269). Such persons will be turned over to the Riverside Police Department. Consent of the minor does not negate a misdemeanor or felony. In such a case, a child abuse report will be filed with the Riverside County District Attorney Juvenile Division, (951) 358-4140 and a Suspected Child Abuse and Neglect (SCAN) report is filed according to Bureau guidelines. This act may be considered a major or an expellable referral.

ANIMALS

At times various animals both domestic and non-domestic live on the Sherman Indian High School campus. Each animal has a right to the respect as a living being on this earth. However, animals as pets are not allowed to residents in the dormitories. This may be a matter of health and the potential spread of disease or allergic reactions. Due to concerns any pet in the dormitory will be confiscated immediately. No pets are allowed to be brought back to campus from any off-campus event. Pets include: (fish, water turtles, cats, dogs, hamsters, etc.) Note: Animal cruelty (hitting, kicking spitting etc. will not be tolerated and may be subject to disciplinary action.

CELLULAR PHONES AND OTHER ELECTRONIC DEVICES

Students **WILL NOT** be allowed to make phone calls during instructional school hours. If you have an emergency during the school day, please contact the front office at Ext 200 or 210. Phones can be used before school, during lunch and after school only.

At Sherman Indian High School, we believe in creating an environment that cultivates the talent of every student. We are committed to upholding academic integrity while providing a safe learning environment free from distraction. Students attending SIHS are limited in their use of cellular phones and portable electronic devices. A Portable Electronic Device (PED) is any piece of lightweight, electrically powered equipment. These devices are typically used for communicating, data processing, but not limited to, cell phones, headphones, ear buds, MP3 players, pager, glasses, watches with cellular phone connectivity/ reception, iPods, iPads, tablets and other electronic audio, photo, or video recording devices. Laser pointers are not permitted at SIHS premises at any time. The following guidelines are as follows:

1. These PED's are not to be powered on or visible during the regular school day or when their use is otherwise prohibited by school personnel. PED's will be stored in their dorm, backpack, or cell bag during the regular school day.
2. Students may not use PEDs to bully or harass other students, faculty, or staff in any way, including social media (Facebook, Twitter, Snapchat, IM etc.). Violations to this policy will result in loss of their PED privileges for the entire school year AND possible suspension or expulsion. The student's PED will not be returned until a parent conference is held with the student and his/her Parent/Guardian.
3. Students may not use PEDs to photograph other students or staff members. Written permission to photograph any minor student must be obtained from their parent/guardian and approved in advance by the Principal or designee. The use of photographic equipment (including not limited to camera phones, devices, apps) in school bathrooms, locker rooms, dressing rooms, or anywhere that students and staff have an expectation of privacy is prohibited.
4. There shall be no PEDs used during assessments, exams, or any type of testing.
5. If a student is required to come to an academic study hall or class phone will also need to be put away or turned in to be sent home.
 - 1st offense the school will confiscate and store the electronic device for 3 weeks
 - 2nd offense the school will confiscate and store the electronic device for 4 weeks
 - 3rd offense the electronic device will be confiscated and sent home by certified mail

CHECK-OUT PROCEDURE

School Activity

Students must have authorization from an appropriate authority to attend campus activities or community visits that occur both before and after school. Students must receive a pass from a dormitory manager or staff so that the student may be located in case of need or emergency. **(See Memorandum dated November 20, 2014, "Student check-out Procedures" from Dr. Charles M. Roessel, Director, Bureau of Indian Education.)**

Student Check-Out: due to COVID-19 student check-outs are not recommended, however; parents/guardians are the only ones who are authorized to check out their child. Authorization is given on the check-out form that is sent in the Sherman acceptance packet. This authorization must be on record at each dormitory, in writing, setting the conditions and restrictions the parent or guardian wishes the school to uphold.

Authorization of other persons not included with the original application packet to check-out a student must be in writing to the Principal or to the Homeliving Specialist stating conditions and restrictions of the check-out authorization.

Students 18 years old or older may not check themselves or others out.

Overnight check-outs will be allowed during the school week only with parent or guardians (Sunday through Thursday) and with the approval of the Principal or Homeliving Specialist.

Any person who checks students out must:

- 1.) Be a parent/guardian only.
- 2.) Parents and guardians are the only individuals allowed to check out students with the approval of the principal and/or Homeliving Specialists.
- 3.) Provide a valid driver's license.
- 4.) Provide proof of vehicle insurance.

Terms of Check-Out

- 1.) The parent/guardian who physically checks out a student must be the same person who physically checks the student in **at the dorm**. The parent/guardian who checked the student out must inform the dorm staff that the student has returned. **Note: students will be required to be dropped off at the guard shack where a staff member will meet you.**
- 2.) The parent/guardian who checks out the student must bring the student back at the specified time on the check-out form. A student may be checked out after the academic day and returned before the next academic day.
- 3.) The parent/guardian checking the student out must have **two working contact phone numbers**.
- 4.) In the event that a student will not be returned to Sherman at the specified time on the check-out form, the authorized adult must contact Sherman immediately and give an estimated time of arrival.
- 5.) The student must remain in the physical custody of the person authorized to check out the student **at all times**.
- 6.) The person checking out a student assumes full responsibility for the student's safety and well-being.
- 7.) The person checking out the student must report any incidents or possible compromises of the student's well-being immediately to the student's dorm (such as illness, accident, interactions with law enforcement, drug, or alcohol use, etc.).
- 8.) Students returning to campus **at any time** during their weekend pass will be considered checking in and will no longer be considered on leave.
- 9.) Students not returning to their dormitories by the time noted on the checkout form may be considered AWOL.
- 10.) Failure to abide by the above policies will negate the possibility of continuing to check-out students.
- 11.) All check-outs must conclude by 9:00pm curfew unless pre-approved by staff in charge at the time of check-out.
- 12.) If a conflict arises concerning the student check-out process, the school supervisor or acting designee reserves the right to revoke any check-out privileges.
- 13.) Any student, regardless of age, shall not be authorized to check themselves out (e.g., self-check-out) even if the student is 18 or older. Students may not be checked-out by an adult less than 25 years of age or by anyone (including family members) under the influence of alcohol or drugs. The two exceptions to the 25-year age requirement will be if the parents/guardians are under 25 year of age, or if the student is under the custody of a family member who is under the age of 25. If the adult's age is in question, the school personnel will verify the adult's age.
- 14.) Students will be required to be dropped off at the guard shack upon return. A staff member will meet the student there. The student will be required to quarantine for 5 to 7 days and will be required to take a COVID-19 test before being released to their dormitory.

The Principal, Homeliving Specialist, or designee reserves the right to deny student check-outs.

Check-Out by Administration, Faculty or Staff

School personnel who are identified as family members of the student will not be allowed to check a student(s) out.

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

Check-Out during Academic Day

Check-outs during the academic day by school personnel will not be allowed due to COVID.

Check-Out Denial

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

CLOSED CAMPUS

Sherman Indian High School is a closed campus for the health and safety of our students.

COMPUTER POLICY

COMPUTER/INTERNET USAGE

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

- 1) The system administrator and the school principal have determined what constitutes inappropriate use of the school's computer system and equipment. Inappropriate use includes but is not limited to the following activities:
 - a) Sending or displaying offensive/ pornographic/threatening/subversive images and messages;
 - b) Accessing, viewing, or transmitting material related to drugs, alcohol, gangs, sexual activity, or hate groups;
 - c) Tampering with or damaging school computer equipment and/or system;
 - d) Violating copyright laws;
 - e) Allowing others access to username and password;
 - f) Using another user's username and password. Trespassing in another user's account, folders, and/or files;
 - g) Intentionally wasting limited resources, such as forwarding chain letters; streaming internet radio or video; downloading music, video, or software;
 - h) Using a proxy server to bypass system network filters and controls;
 - i) Using the schools BIE Internet system for commercial activities, or making personal purchases;
 - j) Participating in chat rooms or other live communication;
 - k) Cyberbullying which may include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.
- 2) Violations will result in loss of access, confiscation of equipment, and/or further disciplinary or legal action, and:
 - a) Any cost/expense incurred by the user becomes the liability of the user.
 - b) The user will be billed by the school for loss/damage to the computer system and/or equipment as a result of inappropriate use as listed above.
- 3) All computer network usage is subject to BIE/Federal filtering and monitoring. Therefore, be reminded there is no expectation of privacy.

ACCEPTABLE USE POLICY

This policy describes the appropriate use of computers and other technology available at Sherman Indian High School. Any misuse of computers or other forms of technology, including, making any changes to a computer in any way, viewing or attempting to view any site deemed inappropriate by policy, posted rule, or staff articulation can result in complete restriction from use of technology at Sherman or a written disciplinary referral. This is in addition to all AUP posted rules related to technology. A signed copy of the Acceptable Use Policy is required prior to accessing of SIHS's computers and network.

SANCTIONS FOR NETWORK/INTERNET ABUSE

Any user violating the SIHS Acceptable Use Policy, state laws, federal laws, posted classroom rules, or school rules is subject to loss of all campus-wide computer privileges, disciplinary actions as outlined in the **Student Guide to Success**, and may also be punishable by criminal law. The Sherman Indian High School Administration and the Technology Department will make the determination as to what constitutes unacceptable use, and the decision will be final.

In physical, network, or software damage to a computer or digital system will result in disciplinary action. Law enforcement may also be involved. The school will also assess full monetary damages to correct situation including an administrative fee of at least (and quite possibly a higher sum) \$25.00.

COUPLE ABUSE

Couple abuse is a behavior pattern that is not acceptable at Sherman. If abuse is suspected or observed between dating couples by staff members, an Incident Report will be written. The students will be counseled on the appropriate behavior of couples. The safety of each individual is of primary importance. If couple abuse is critical or behavior does not change after counseling,

Administrative Leave may be required for either or both students for their safety. Referral may be made to appropriate authorities (i.e., law enforcement) for investigation.

DATING

Dating students will conduct themselves in a manner that will convey a positive image about themselves, their tribes, and their school. Administration, faculty, and staff are requested to counsel students whom they believe are not meeting these standards.

ELECTRONIC DEVICES

Electronic devices include but are not limited to the following:

- Cell Phone
- Digital Camera
- Electronic game devices (e.g., Gameboy, PSP)
- Handheld Video Camera
- Personal iPad/Tablet
- Personal Music player/iPod/Speakers
- Portable DVD Player
- Personal Laptop
- Ear Buds
- Watches with connectivity
- TV/Monitors (may not be larger than 24")

Electronic devices Not allowed

- Laser Pointer-For safety reasons, laser lights are prohibited on the school campus.

Any misuse of electronic devices will result in the electronic device being confiscated, turned in to the Homeliving Supervisor/school security, or designated school administrator, and returned to the student/parent at a designated time as determined by the school administrator. Violations may also result in disciplinary action as outlined below. The school is not responsible for loss or damage to students' personal property brought onto the school campus.

HEADGEAR

Bandanas (except ceremonial), and du-rags will be subject to confiscation. Students will be required to wear masks if needed.

THINGS NOT TO HAVE ON CAMPUS

The following items must stay at home (also, these items are not to be acquired while attending SIHS) and not be brought on campus. These items are subject to confiscation and the school does NOT assume responsibility for maintaining:

- No big stereo systems.
- No transparent, see-through, bare midriff, strapless, corsets, muscle shirts, low-cut clothing with slits, or tops, mini-skirts or shorts and outfits that provide minimum coverage.
- No slogans or advertising on clothing which, by their controversial or obscene nature, disrupts the educational setting. This includes any clothing which advertises tobacco, alcoholic beverages, drugs, is gang related (i.e., Insane Clown Posse, blue or red clothing, (visible gang signs), sexually explicit/inappropriate or promotes racial bigotry. This includes hats, bandanas (except ceremonial) and footwear.
- No items, clothing accessories, jewelry, pins, badge, moniker, belt buckle, emblem, symbol or pictures that have either of the following: profanity and/or vulgar language, advertises tobacco, alcoholic beverages, drugs, is gang related (i.e., Insane Clown Posse, blue, or red), or endorses the satanic/occult, or is sexually explicit or promotes racial bigotry, will be allowed.
- No spikes or studded jewelry, chains, gloves (boxing, UFC type).
- No marking pens or markers.
- No drugs, alcohol, e-cigarettes, vaping, nicotine and non-nicotine devices, hookah devices, cigarettes, or drug paraphernalia (rolling papers, baggies, pipes, etc.).
- No personal refrigerators, coffee makers, microwaves, and TV/monitors larger than 24".
- No plain red or blue T-shirts.

Note: The school administration reserves the right and authority to attenuate this list.

GANGS AND GANG ACTIVITY

The visibility of gangs and gang-related activities can cause a substantial disruption of school activities. Gangs and gang-related activities are prohibited on SIHS school property or at SIHS school-affiliated activities. Students will be required to sign a contract in the Student Enrollment Application stating they will not be involved in any gang activity as a condition of enrollment at SIHS. Students who violate this policy will be subject to appropriate consequences, such as referrals, suspensions, or expulsion. Students involved in any gang activity on, or off campus will be referred to law enforcement.

DRESS CODE POLICY

Students are required to conform to the school's dress code from the time they arrive on school property until they depart from school property. This includes the school bus, academic building (if not a peripheral dormitory) and dormitory.

- Logos/graphics on clothing (tops/bottoms) and accessories (backpacks, purses, bags, belts, shoes, wristbands, shoelaces, coats, head gear, gloves) must NOT contain foul language, skulls, sexual innuendo, references to sex, drugs, alcohol, violence, and/or death;
- Bottoms/ Lower Body Clothing (pants, short cuts, and skirts) must fit at the waistline and shall not be more than 3" above the knee;
- Tank/Muscle Tops and Tube/Halter tops are not allowed;
- Clothing must cover cleavage, bellies, shoulders, backsides, and undergarments should not be visible;
- Leggings/jeggings can be worn under a tunic, skirt, or dress but not alone;
- Students should wear proper footwear;
- Gang-related attire, accessories, insignia, and colors are prohibited;
- Chains, spikes, brads, adornment, or any other accessories that may be used as a weapon or damage school property are NOT permitted;
- Face painting, masks, and excessive makeup that hide one's face is not allowed;
- Hair styles or body modifications that cause distraction to the education process are not permitted;
- The use of non-prescription decorative contact lenses (e.g., cat eyes, vampire eyes) that causes distraction to the educational process is prohibited;
- The use of sunglasses that causes distraction to the educational process is prohibited;
- Head gear (hat, hoodie, beanie, and visor) is not to be worn in any building on campus during school hours;
- Personal headphones/ear buds are to be kept out of sight while in any building on campus.

GROOMING

Dress and hair choices are a matter of personal taste. But personal choice may interrupt the education process or endanger the health and safety of students or staff. Personal hygiene must be a part of a young adult's daily ritual, which includes showering daily, washing hair with shampoo, cleaning rooms, and washing clothes. Students must also wear shoes on and off campus including class time and other scheduled activities during the weekends. Pajamas and similar clothes and slippers are not to be worn outside the dormitory setting.

HONESTY & INTEGRITY OF STUDENTS

The principle of honesty must be upheld if the integrity of student assignments, projects, and testing is to be maintained by the high school academic community. Sherman Indian High School expects both teachers and students to honor this principle and to protect the fairness of student grading. For students, all homework, tests, quizzes, long-term projects, and other forms of student work (including any work created through computer resources), will be completed by the student to whom it is assigned, without copying the work of another person without explicit authorization.

For example:

- No student shall plagiarize or copy the work of another person and submit it as her or his own work; this includes using any information from computers, USB drives, disks, Internet, etc.
- No student shall complete any examination or assignment for another student.
- No student shall alter graded class assignments or tests and then resubmit them to be re-graded unless requested to do so or submit substantially the same material in more than one course.
- No student shall knowingly obtain, provide, or accept any unauthorized material that contains questions or answers to any test, quiz, or assignment to be given by a teacher at a subsequent time.
- No student shall knowingly allow another student to copy or use his or her work on computer files and submit that work on file or modification of it the borrower's work.

- Students shall not work together on an assignment (unless authorized by the teacher), and then submit individual copies of the assignment as each person's individual work.

Students engaging in dishonest acts should be aware of the consequences of their actions.

- 1st Offense: The student will receive a major referral.
- 2nd Offense: The student may receive NO credit in the class, but the student will be expected to attend class for accountability purposes.

NO SMOKING/VAPING POLICY

Sherman Indian High School is a tobacco and vape free environment. The use or possession of tobacco products is not permitted by any student, regardless of age, and will result in a major referral. Smoking and or vaping is not allowed on campus (by students, administration, faculty, staff, and visitors). Studies indicate that the practice of smoking and or vaping is injurious to the health of the individual.

The no-smoking and or vaping policy applies to participants in all events held on campus or school sponsored off-campus event (i.e., trips to the beach and Disneyland or field trips).

OUT OF BOUNDS

Sherman Indian High School is situated on 88 acres of land. For the safety and security of students, it is necessary for the school to designate out-of- bounds areas. These areas included but are not limited to the football, softball, and baseball fields, along the campus fence, all parking lots, the auditorium entrances, area between recreation building and gym-Auditorium entrance, all ramps, the Sunset Apartments, behind the academic buildings, the shop area, the museum, and the facility management offices, and any other unauthorized area. If a student is caught in these areas without prior permission, he or she will be considered trespassing. Students may be in these areas if authorized and supervised.

PERSONAL PROPERTY OF STUDENTS

All students are given a drawer which can be padlocked with padlock provided by student. However, locked items remain subject to random searches. This is so that students may have a secure area to keep her or his valuables. It is the responsibility of individual students to take appropriate care of their personal property (this includes cash, debit or credit cards, room keys).

Sherman Indian High School is not responsible for the replacement of lost, damaged, or stolen property of the students.

ROOM KEYS

Students are responsible for their own room keys. The first room key is given to you free of charge. If you lose or misplace a room key, you must pay \$3 for a replacement. All keys should be returned if you will not be returning to campus. If you are found to be in possession of another campus key that does not belong to you; you are subject to disciplinary action.

SCHOOL FUNCTIONS

Sherman Indian High School reserves the right to set minimum dress and grooming standards as a condition for attendance or participation in various functions (prom, dances, field trips, recreation activities, honor lunches, church, etc.). **Students who have been suspended, expelled, administratively released, or parentally withdrawn in lieu of are prohibited from attending any on or off campus functions and Sherman is not responsible for reimbursement of prepaid activities.**

SEARCH AND SEIZURE

In order to protect the safety and welfare of students and school personnel and to maintain order and discipline on school property or at school sponsored activities or events, school authorities may search a student's person, room, locker, desk, electronic devices, cell phones or personal property under the circumstances described below and may seize any illegal, unauthorized, or contraband materials or evidence as described in the accompanying regulations.

- The Principal or Principal's designee (Vice Principal, Academic Department Head, Administrative Intern or designee, Homeliving Specialist, campus supervisors, all staff, etc.) may conduct searches when that official has reasonable grounds to suspect that the search will uncover evidence of a violation of school policies, school rules, or federal, state, or local laws.

- The extent of the search of a student's person or personal effects and the measures used in conducting the search must be reasonably related to the objectives of the search and must not go beyond what is warranted by the nature of the suspected violation and must respect privacy considerations in light of the age and gender of the student.
- Dorm rooms, lockers, desks, and other storage areas provided for a student's use on school premises are school property and remain at all times under the ownership and control of the school and are thus subject to inspection at any time. A student's personal space will be respected unless there is **reasonable suspicion** for concern about student safety or about rule violations
- Whenever possible, students will be present during the entry to their rooms and during search and possible seizure procedures.
- Non-aggressive, passive searches by detection canines capable of locating controlled material such as illegal substances, alcohol, gunpowder, and other medications deemed legal and illegal, may be brought to Sherman Indian High School on a random, unannounced basis. **Areas checked out by the canines may include classrooms, dorm rooms, personal property, and other areas common to students. The canines will not directly check a student's person.**
- The Supreme Court has ruled that the detention and questioning of students by school official on school grounds, and the search of a student's person, room, and property does not offend the Constitution as long as the officials have "reasonable suspicion." The courts have also upheld the right of schools to use detection canines to passively check areas, rooms, and property.

Reasonable Suspicion for search and seizure of illegal, unauthorized, or contraband items is defined as:

- A positive indication by a detection canine;
- Reasonably credible information from another student;
- Reasonably credible information from any individuals other than another student;
- Staff detecting the smell of drugs or alcohol;
- Behavior or physiological indicators characteristic of intoxication (red eyes, staggering, etc.);
- A positive drug test;
- Alcohol, paraphernalia, or drugs observed by staff

Students and baggage will be searched: (other items listed above will be searched as needed)

- Upon entering campus
- Leaving campus
- Returning after any off-campus leave/Student Activity or dorm trip.

Students may also be required to take urine, blood, drug screen or breathalyzer tests and/or saliva tests if there is **reasonable suspicion** that they have been using drugs or alcohol.

Any prohibited item may result in an arrest by local law enforcement officers, referral, suspension or expulsion or a combination thereof.

LAW ENFORCEMENT

Law Enforcement may be contacted by the school authorities regarding incidents of illegal activity.

MEDICATION

Refer to the "medication policy" listed under Indian Health Services

USE OF DOGS

School authorities are authorized to utilize specifically trained canines (accompanied by trainer) for sniffing out contraband on school-owned property and automobiles parked on the school property. An indication by the dog that contraband is present on school property or an automobile will be reasonable cause for a further search by the school officials.

USE OF METAL DETECTORS

School policy and law prohibit weapons of any nature on school property or at school functions. 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.

SKATEBOARDERS/ROLLER BLADES/LINE SKATERS/SCOOTERS/BIKES

Skateboard use will be allowed so long as the SIHS Skateboard Rules are adhered to and decorum is maintained in accordance with this policy. The Student Skateboard Liability Waiver must be signed by the student and parent/guardian.

Skateboards, skates, scooters, and bikes will be subject to confiscation and disposal at the discretion of school administration in instances of non-compliance. Such items must be locked in the student's room or another area so designated. Students may take such equipment to an off-campus venue under the direction of SIHS staff. All applicable safety regulations at any such venue must be followed. Safety equipment, as appropriate, helmets must be worn at all times. Students are not allowed near or around employee or government vehicles.

Parents and guardians understand that SIHS assumes no liability for the safe keeping of such equipment. SIHS assumes no additional liability for any kind of personal or property loss, damage, or injury in conjunction with the use of such equipment.

VEHICLES

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

VISITOR POLICY: due to COVID-19 visitors are not allowed at this time

The safety and security of staff and students at Sherman Indian High School is of the utmost importance. A critical part of creating a safe campus environment is for the administration to have advance knowledge of all visitors. School administration must know who is on campus at all times and reserves the right to refuse entry to any visitor. Any visitors (individuals not currently enrolled at or employed by each Sherman) must sign-in at the Home Living office upon arrival to receive an official Visitor's Pass. Visitors are not allowed beyond the front entrance of the dormitory without an escort or proper clearance. Students and staff are expected to inform the residential staff of the presence of any unregistered visitor on campus.

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

During the school year, school sponsored closed events (such as the dances/prom) are only for current enrolled school students and approved guests. Visitors at such events are subject to prior approval by the school principal. Unapproved visitors will be escorted off the premises either by school personnel, or by local law enforcement authorities. Students who are in the Choice Dorm will not be allowed to leave for school activities, including the Prom.

Recent Sherman Indian High School graduates will only be allowed at the Guard Shack or Front office with administration approval.

OTHER INFORMATION

COMPLAINT PROCESS (need to add form/who has it?)

Complaint against any academic faculty or staff member:

If a student has a complaint about inappropriate behavior or other perceived violation of the student's rights, the following procedure is the method used to address the complaint:

- Complete the complaint form.
- Keep one copy and give a copy to the staff member's supervisor.
- The supervisor will verbally address the complaint with the student. If the student is not satisfied with the response, the student may ask the supervisor for a written response so that the student can take it to the next higher supervisor in the chain of command.

Complaint against school administrators:

If a student has a complaint about inappropriate behavior or other perceived violation of the student's rights, the following procedure is the method used to address the complaint:

- Complete a complaint form.

- Keep one copy and give a copy to the principal.
- If not satisfied, send the form to the Education Line Office in Phoenix.

Complaint against the Principal:

- Complete a complaint form.
- Keep one copy and send a copy to the Education Line Office in Phoenix.

All forms will be available in the following departments or personnel:

- Homeliving Office
- Dorms
- Principal, Homeliving Specialist or Designee
- Guidance Center
- Attendance

Note: Any false allegations against any students, staff, faculty, or administration is a major referral. (Code 3600-00307)

DEBTS TO THE SCHOOL

Students are issued various pieces of equipment and supplies in the Homeliving and Academic settings. All equipment and supplies have a proper use within the classes in which they are enrolled, for Academic and Homeliving activity participation. Normal wear and tear is expected, but lost, stolen, destroyed, or misused Academic or Homeliving equipment and supplies will result in a student fine. Students will not be issued replacement items until their debts to the school are cleared, and library privileges will be denied if there are excessive overdue fines or misuse of library books or material. Seniors will also not receive their diplomas until these debts are cleared. (See “school property and personal property of others in the definitions section of this guide.)

Students who damage school property will be held fully financially accountable for damage caused. This will also include a minimum administrative fee of \$25.00 for addressing the situation. School discipline, including contacting law enforcement, are options the school may pursue in addition to monetary damages.

Parent Liability (Hold student property pending repayment)

The following activities or items if damaged will result in holding the student or students financially responsible:

- Tagging or graffiti
- Making holes in walls, windows, or screens
- Damaging phones, light switches, sprinklers, cameras, or doors
- Losing or damaging books – textbooks, resource books, library books
- Damaging calculators
- Misusing art or vocational supplies
- Misusing classroom supplies
- Damaging or losing any electronic equipment
- Damaging or losing uniforms
- Damaging or losing locks
- Damaging employee cars or personal property

EMERGENCY PROCEDURES AND CONTACT NUMBERS

FIRE ALARMS

If the fire alarm goes off, the building will be evacuated immediately by the home living supervisor or designee in charge. Students must follow the directions of the residential staff. The fire alarm box will be checked to determine the source of the alarm. The staff will go to the source indicated to assess the risk. The staff will report the situation to the supervisor and the security guard and call for emergency response if appropriate.

FIRE DRILLS

Two fire drills will be conducted during the first month of school (August), and one fire drill will be held each month for the remainder of the school year and summer school. During a fire drill the building will be evacuated rapidly, and in an orderly manner. Occupants of the building will not be allowed to stop and pick up personal belongings or re-enter the building. Once the occupants are outside of the building, an accurate account will be made of all the students, staff, and visitors. The time it took to evacuate will be noted. Evacuation plans are posted in every room, and in the hallways. Fire drills will be conducted at random times (afterschool, evening, and night).

EMERGENCY MANAGEMENT AND CONTINUITY OF OPERATIONS PLAN (COOP)

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

FOOD ORDERING

Students are allowed to order pizza from only - Pizza Hut and Dominos - on Friday from 3:30 – 5:45 Saturday from 2:00 to 4:45 and Sunday from 2:00 to 4:45.

Students are not allowed to order from UBER eats or any other delivery service.

JUDICIAL FINES

Students subject to judicial fines are fully responsible for paying the fines. Students and parents are also responsible for any fees or fines resulting from detention (e.g., shop lifting, the helmet law, etc.)

LAW ENFORCEMENT JURISDICTION

Local law enforcement has the responsibility of upholding the city and state laws on the campus. Sherman is within the Riverside city limits. The Riverside Police Department may be called, and the student will be responsible for any behavior that may be considered illegal with the state of California.

Interview by Law Enforcement

Notification will include written or verbal confirmation to the school supervisor. Permission shall be given only after the parent or guardian and the student have had their rights explained to them in a language that is clearly understood by the parents. If the student is interviewed, the school supervisor or designee must be present during the questioning. This right is only guaranteed to students who are interviewed on school premises.

The Federal Bureau of Investigations (FBI) may interview a student concerning legal or criminal acts on his or her home reservation. Parents/guardians need not be present. However, a student may refuse to speak to law enforcement officials who do not have a subpoena or a warrant for an arrest.

It is the parent's responsibility to pick up his/her child from any detention center if a student should be detained for any reason.

STUDENT BANK

The student bank will cash money orders, cashier checks, and state and government checks if they are made out to "SHERMAN INDIAN HIGH SCHOOL BANK" care of STUDENT NAME. The bank will also take the last employment check from student summer work. **Please do not send cash through the mail. No personal checks will be accepted at the school bank.**

Students are encouraged to open a bank account rather than carry large sums of cash. Students should not have more than \$100 on their persons at any time. Parents/guardians may send money orders or cashier's checks directly to the student bank, and parents/guardians may request that the bank allow a student to receive the money at a specific rate.

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

If a student wants money in a hurry, the parent can send it through Western Union or Money Gram. The parent may also set up an account with a local bank and give the student an ATM card. This allows parents to monitor their children's accounts. If you have any questions, please call the school banker at (951) 276-6326, ext. 209.

STUDENT MAIL

All incoming student mail is subject to inspection. Incoming mail will be sorted by the front office and will be forwarded to the residential supervisor or designee. The residential supervisor or designee will distribute mail daily Monday-Friday. All mail not picked up within 30 days will be returned to the sender.

When sending your student mail, please be sure to put his/her name and dorm name on the envelope or box. Please certify your mail if you are sending anything of value to your student. If your student does not receive their mail, please call the post office. The school mail is routed through the Arlington Station, and their number is (800) 275-8777.

Example: **Sally Student**
DORM NAME
9010 Magnolia Ave.
Riverside, CA 92503

STUDENT IDS

Student ID cards are a means of identifying a student as a member of the Sherman Indian High School student body. ID cards are required for entrance to school functions, not to mention a means of identifying students in the event of an emergency. One ID card is issued to students at no charge each school year. If a card is lost or damaged, a replacement fee of \$5.00 will be required. Students are required to carry their ID cards at all times. Disciplinary consequences may be given to students not carrying ID cards.

STUDENT RECORDS

Mandatory permanent student records, which shall be kept indefinitely, include:

1. Student's application
2. Certificate of Indian Blood
3. Birth certificate
4. Immunization record
5. Transcripts
6. Information on participation in special education programs (maintained in a separate file)
7. Results of standardized tests given within the past three years
8. Disciplinary notices

All cumulative records maintained on a student are confidential and are open only to the student, staff, and the parent or guardian. Sherman Indian High School adheres to the Family Education Rights and Privacy Act of 1974 (Public Law 93-380).

This statement notifies parents/guardians and students of the student confidentiality of all identifiable information and education records. (25 CFR Part 43)

1. Parents and eligible students may inspect and review educational records or request a copy of records at no charge.
2. Parents and eligible students must give written consent for release of identifiable information to the registrar.

The cumulative records of the student, including social security numbers will be current and filed in the registrar's office. Proper safeguards will be taken with these records. Permanent folders are kept in a locked filing cabinet in a locked room.

Parents/Guardians Rights to Access Student Records (25 CFR Part 43)

If parents are divorced or legally separated, the parents having legal custody of the student may challenge the content of a record, offer a written response to a record, or consent to release records to others. Either parent may grant consent if both parents notify the school, in writing, that such an agreement has been made.

Once a student reaches the age of 18 or attends a post-secondary school, he or she alone shall exercise rights related to her or his student records and grant consent for the release of records. (Education Code 49061)

For each student's record, the school custodian of records (the registrar) shall keep a log identifying all persons, agencies or organizations requesting or receiving information from the record. The log does not have to be signed by parents, adult students or school personnel who have direct need of the information.

School officials or employees who have legitimate educational interests shall have access to student records. A log of who had access to records shall be accessible only to the legal parent or guardian, eligible student, adult student, dependent adult student, custodian of records and certain state/federal officials. (Education Code 49064, Title 5, Section 432)

Access Rights

Access to parents shall be provided within five days during school hours. (Education Code 49069) Access to student records and information shall not be denied to a parent because he or she is not the child's custodial parent. (Family Code 3025)

Persons, agencies, or organization specifically granted access rights pursuant to state law shall have access without written parental consent or judicial order (Education Code 49076) Persons, agencies, or organizations not afforded access rights may be granted access only through written permission of the adult student or the parent. (Education Code 49075)

Retention and Destruction of Student Records

No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent or adult student.

Mandatory permanent student records have to be kept in perpetuity. Records are kept on campus for five years. They then are transferred to a federal archive. All transcripts are requested through the registrar's office.

Procedures for Challenging the Content of Student Records

The parent or guardian of any student may submit to the Principal or designee a written request to correct or remove from her or his child's record any information concerning the child which he or she alleges to be (Education Code 49070):

1. Inaccurate
2. An unsubstantiated personal conclusion or inference
3. A conclusion or inference outside of the observer's area of competence.
4. Not based on personal observation of a named person with the time and place for the observation noted.

Within 30 days of receiving the request, the Principal or designee shall communicate with the parent or guardian and with the employee (if still employed) who recorded the information in question. The Principal shall then sustain or deny the allegations. If the allegations are sustained, the Principal shall oversee the correction or removal and destruction of the information. (Education Code 49070)

The right to challenge becomes the sole right of the student when the student becomes 18 or attends a post-secondary institution. (Education Code 49061)

Informal Proceedings

Sherman Indian High School may attempt to resolve differences with the parent of a student or the eligible student regarding the content of the student's records through informal meetings and discussions with the parent or eligible student. (25 CFR Part 43)

Right to a Hearing

Upon the request of Sherman Indian High School, the parent, or and eligible student, a hearing shall be conducted. Such procedures shall include at least the following elements:

- (a) The hearing shall be conducted and decided within a reasonable period of time following the request for the hearing.
- (b) The hearing shall be informal, and a verbatim record of proceedings will not be required. Interpreters will be utilized when necessary.
- (c) The hearing shall be conducted by a Sherman Indian High School administrator who does not have a direct interest in the outcome of the hearing.
- (d) The parents or eligible student shall be given a full and fair opportunity to present evidence relevant to the issues raised.
- (e) Within a reasonable period of time after the hearing ends, the hearing official shall make his or her recommendation in writing to the head of Sherman Indian High School. Within 20 days after receipt of the recommendation, the head of the institution shall issue his or her decision in writing to the parent or eligible student.

Right of Appeal

If any parent or eligible student is adversely affected by the decision of Sherman Indian High School that party shall have appeal rights as given in 25 CFR Part 2. However, each official decision shall be issued within 30 days from receipt of the appeal.

GRIEVANCE PROCEDURES

Student/Parent - Employee

If a parent and/or a student has a conflict with staff, the following process should be used. This section does not apply in the case of any physical or sexual abuse. Physical or sexual abuse (including verbal sexual harassment) should be immediately reported to the principal, and/or local law enforcement. If the differences are not settled informally between student/parent and staff, it is the right of the parent/student and/or the staff to go to the employee's supervisor who will act as the mediator. Both sides of the dispute have the right to present a written or verbal statement and answer to the grievance.

Student - Student

If a conflict arises between students, the student should report the conflict to a staff member for advice on how the conflict can be resolved. If students' differences are not settled informally, it is the right of the student to go to a teacher/counselor, Principal, or the Residential Supervisor. Both sides of the dispute have the right to present a written or verbal statement and answer to the grievance.

DEFINITIONS

ADMINISTRATIVE LEAVE: When it is determined by the Principal or designee, when a student is a clear and present danger to them self, to others, or school policies, that student may be placed on Administrative Leave. All Administrative Leave will result in a Due Process Hearing except in the event of a parental withdrawal. Parents/guardians have the right to parentally withdraw (in writing) their student from Sherman prior to a hearing, but the student will be subject to conditions for re-admission in accordance with the disciplinary process.

AGGRESSIVE/OUT OF CONTROL: Examples of aggressive behavior include but are not limited to physical behaviors directed toward another person such as kicking, hitting, biting, shoving, tripping, or slapping. This also includes physical behavior directed at an object.

ALCOHOL: A depressant which includes beer, wine, whiskey, rum, gin, or other fermented liquor.

APPEAL: Students who have had a decision rendered as the result of a formal or informal hearing have the right to ask for reconsideration.

ASSAULT: Unlawful attempt, coupled with a present ability, to commit a violent injury upon another person.

ATTENDANCE POLICY: A student not in class cannot receive the benefit of the teacher and classroom teaching if he or she is not present. The Attendance Policy requires attendance of all students in all classes at all times. Excessive absences will most likely result in failing classes.

AWOL ABSENT WITHOUT LEAVE/TRUANCY: A student who is not at the appropriate place during a specifically designated time.

BATTERY: Willful and unlawful use of force or violence upon the person of another.

BLOOD ALCOHOL CONCENTRATION (BAC): The ratio between alcohol and blood. For example: a 0.10% BAC means there is one drop of alcohol for every 999 drops of blood or 1 part per thousand. In most states, a BAC of 0.08% is considered legally intoxicated; however, **any** BAC level is unacceptable and will result in intervention and disciplinary action.

BULLYING/CYBER BULLYING: Bullying is defined as intentional written or verbal expression, or physical act or gesture, or a pattern thereof that takes place on or off school property, in school vehicles, at a designated school travel, or at any school-sponsored event that: 1) causes physical harm or distress to a student, staff member, or other person; 2) damages a person's property; 3) has the effect of substantially interfering with a student's education; 4) is severe, persistent or pervasive enough that it creates an intimidating or threatening educational environment; or 5) has the effect of substantially disrupting the orderly operation of the school or dormitory.

Examples of bullying may include:

- Physical attacks including pushing, hitting, punching, hair pulling, scratching, spitting, etc.
- Verbal abuse such as name calling, racist or discriminatory remarks, or teasing. This includes using words to hurt or humiliate another.
- Social exclusion such as ostracism, ignoring, or alienating another student.
- Psychological abuse including acts that instill a sense of fear or anxiety.
- Any act that has the effect of insulting or demeaning any individual or group of individuals in such a way as to cause distress, reluctance to attend school, a decline in work standards, or problem behaviors.
- Damaging the victim's property.
- Group bullying: Includes excluding or rejecting another from social activities or connections. Purposely leaving others out at the encouragement of another student.
- Reactive participants: Includes those who intentionally encourage a bully to harass so as to provoke the bully into action, fight back, and claim self-defense.

(See BIE "Bullying Prevention Training," Redhouse Training & Consulting, page 24, SY 2008-2009)

CALIFORNIA INTERSCHOLASTIC FEDERATION (CIF): Governing body of high school athletics.

CASE CONFERENCE: Intervention by the Principal, Vice Principal, Academic Department Head, Administrative Intern or designee, Homeliving Specialist, or designee, with the student, to establish a plan to improve academic or social behavior.

COMPLAINT PROCESS: Procedures for a student to follow if he or she feels that he or she has been treated unfairly.

DEMERITS: A point system entailing a loss of privileges. Twenty-five demerits will result in a major referral.

DAMAGE TO SCHOOL PROPERTY: Students willfully destroying or defacing government property by writing on or scratching doors, lockers, furniture, computers, walls, government vehicles, breaking windows, cutting window screens or curtains are responsible for payment or replacement of the property. In addition, intentional vandalism will be reported to Law Enforcement. Students with restitution balances owing may have school records withheld until payment in full is made.

DORM EXPECTATIONS: Expectation's students are expected to follow on campus and can result in disciplinary action if not adhered to. See attached addendum (will add)

DRUGS: Includes controlled substances like narcotics, stimulants, depressants, hallucinogens, and marijuana; the illegal use of alcohol and tobacco; and the harmful abusive or addictive use of substances, including inhalants and anabolic steroids. This includes any substance which is used to alter a person's mood or behavior. For example, over the counter (OTC) and prescription drugs prescribed for self or others.

DUE PROCESS: Procedures followed by the school when a student is facing the possibility of serious disciplinary action, e.g., suspension or expulsion

EARLY CHECK-OUT: Absences that occur when a student is checked out before the end of the school day are not school approved. The absence will count towards the students allowable 10-days per semester.

EXCUSED ABSENCE: An absence due to illness or approved school activities.

EXPULSION: A release of enrollment for a minimum of one calendar year. The student may not return to campus or attend any school functions until re-instatement.

GANG/GANG-RELATED ACTIVITY: Inappropriate behaviors which includes, but is not limited to, wearing "colors" or other clothing styles that indicate or copy gang membership (bandanas, jackets, caps, flashing signs, making gang type marks/graffiti, intimidation of students or staff/threatening bodily harm.

HARASSMENT/INTIMIDATION: Threats, statements, or actions directed towards individuals that cause another person to feel mental anguish or jeopardize personal safety/property of another person.

HATE VIOLENCE: Causing, attempting to cause, threatening to cause, or participating in an act of hate violence may be subject to suspension or expulsion. Hate violence is a specific crime that is committed because of the victim's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation or because the defendant perceives that the victim has one or more of those characteristics. (Ed. Code, #48900.3)

HAZING: Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of at Sherman Indian High School (CA Penal Code 245.6). In addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student or staff member or agent of Sherman Indian High School will be considered hazing.

Hazing is an expellable offense at Sherman Indian High School as noted elsewhere in the *Student Guide to Success*.

Hazing activity includes birthday spankings, human auctions, or any hazing activity associated with Halloween, and other situations in which students are placed in uncomfortable situations in which they are expected to submit in order "to belong."

Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. **Apathy or acquiescence in the presence of hazing is not a neutral act and is also a violation of this section.**

INSTIGATION: Encouraging, causing, or provoking other student(s) to engage in activities that violate school regulations.

INTENSIVE RESIDENTIAL GUIDANCE (IRG): A program for student improvement of academic, social, and behavioral skills.

IN LOCO PARENTIS: Acting in the role of parent or guardian to oversee the health, welfare, and morality of students.

MEETINGS: Sherman Indian High School meetings may be mandatory for you to attend to include meetings in academics, Homeliving (unit meetings, dorm meetings, etc.) Consequences can be given for failure to attend.

MERITS: A student will be given merits in the form of an Eagle Feathers, phone calls, emails, "Good News" letters sent home.

PARAPHERNALIA: All equipment, products, and materials of any kind which are used in planning, providing, storing, concealing, ingesting, inhaling, packing, processing, testing, manufacturing, or otherwise for the purpose of introducing into the human body a misused, illegal, or controlled substance.

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

PARENTAL WITHDRAWAL: When a parent or guardian withdraws a student from Sherman, the parent or guardian is responsible for the travel costs. If the withdrawal is before the end of the semester, the student may lose her or his academic credit. Students must re-apply if they wish to return. A parental withdrawal request must be made in writing to the attention of the Principal or designee. Students, who are withdrawn from school for disciplinary actions, may not attend any school functions.

PUBLIC DISPLAY OF AFFECTION (PDA): At the discretion of the school staff, unacceptable PDA includes but is not limited to the following: Giving or receiving hickeys, passionate kissing, touching of private areas, lying on campus with one students' head in another students' lap, touching under clothing, hugging, walking, or lying together with full body contact (torso to torso, front to front, back to front), or sexual activity.

SCHOOL PROPERTY AND PERSONAL PROPERTY OF OTHERS: Library books, athletic equipment, and other school materials are owned by or under the control of the Federal Government. Students who damage or lose such materials or who cause a disruption to a school system (the computer network, for example) are subject to being held financially responsible. Such behavior may also result in disciplinary action by the school and law enforcement by various agencies. Until such time as the administration determines restitution has occurred, students (current and former) will have only limited access to records. See *Debts to the School* section.

SEXUAL ASSAULT/BATTERY: Rape or attempted rape; touching pinching and grabbing body parts; pulling someone's clothes off or taking your own clothes off; being forced to kiss someone or do something of a sexual nature.

SEXUAL HARASSMENT

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

- Sexual Harassment: Includes but is not limited to, any physical or verbal act of a sexual nature that is unwanted or not invited by the recipient. 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.
- Physical Abuse: Includes but is not limited to, any physical contact not invited by the recipient including hitting/kicking/pinching, spitting on someone, tripping/pushing, taking, or breaking someone's things.
- Verbal Abuse: Includes but is not limited to, any derogatory speech directed at an individual or spoken in a public setting. This includes vulgarity, cursing, and sexual innuendo (e.g., 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, or causing someone to be subject to public ridicule.

Examples of Sexual Harassment in Schools:

- Being cornered
- Sending sexual notes or pictures
- Writing sexual graffiti
- Making suggestive or sexual gestures, looks, jokes, or sexually demeaning verbal comments (including "mooning", "barking", or other noises)
- Spreading sexual rumors or making sexual propositions
- "Sexting"

Sexual harassment can happen once or many times. Being the target of sexual harassment may make it very scary to go to school or difficult to concentrate. Incidents of sexual harassment may cause the target to feel uncomfortable, embarrassed, or threatened.

Agreement isn't needed. Sexual harassment is based upon the impact on the victim, not the intentions of the perpetrator. The target of sexual harassment and the perpetrator (the one doing the harassing) do not have to agree about what is happening. Sexual harassment is subjective, defined by the person being targeted.

Some forms of sexual harassment are also crimes and should be reported to the police or district attorney so that the perpetrator(s) can be prosecuted.

SOCIAL DISTANCING: During this pandemic of COVID -19, you will be required to comply with policies and procedures set forth to include washing hands, social distancing of 6ft, wearing masks, etc.

SUSPENSION: A release of enrollment for a period of one semester, the remainder of a current semester, or a time period determined by the Disciplinary Hearing Board. The student may not return to campus or attend any school function until re-instatement.

TERRORIST THREATS: Making terrorist threats against students, school officials, or school property. A terrorist threat is defined as “any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of \$1,000 with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity or purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her own immediately family’s safety, or for the protection of school property or the personal property of the person threatened or his or her immediate family.”(Ed. Code 48900.7)

UNLAWFUL SEXUAL INTERCOURSE: An act of sexual intercourse with a minor who is not the spouse of the perpetrator if the person is a minor. (Minor is a person under the age of 18 years.) [Penal Code Section 261.5 (a)]

URINALYSIS (UA): A test performed on urine: it is one of the most common methods used for detecting illegal substances.

Appendix A

BUREAU OF INDIAN EDUCATION (BIE) VISION AND MISSION

VISION STATEMENT

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

MISSION STATEMENT (25 C.F.R. 32.3):

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

PROGRAM GOALS

- All students will meet or exceed academic proficiency levels in reading and/or language arts, science, and mathematics
- All schools will provide a safe and secure environment by decreasing incidents of violence and substance abuse by a minimum of 2% annually
- Student attendance will meet or exceed the United States rural attendance rate
- All schools will enhance the professionalism of all staff to improve education programs for student success through:
 - a. requirements for staff to have appropriate certification;
 - b. comprehensive systemic and on-going professional development;
 - c. recruitment and retention of highly qualified educators; and
 - d. development of leadership using best practices
- High school graduation rates will be 95% or higher
- Each school will provide curriculum and instruction in Tribal languages and/or cultures as approved by the local school boards

BUREAU OF INDIAN EDUCATION BOARDING SCHOOLS

BIE PLAN

The BIE has developed a guideline/plan to support the Bureau Schools that relies on four foundational pillars.

- Pillar I: Continuous Improvement Using Data- use data from standards-based assessments and benchmarks to improve effective instruction, student learning, and achievement
- Pillar II: Leadership and Decision-Making for Change - build leadership's capacity to implement innovative changes to foster student achievement
- Pillar III: Curriculum and Instruction - develop a strong curriculum using Common Core Standards, and build teacher capacity to deliver effective instruction resulting in increased student achievement
- Pillar IV: School, Parent, and Community - implement innovative strategies developed through the collaborative efforts of the school, parents, and community to support each child's educational experience

BIE PRIORITIES

In addition to the pillars, the BIE has identified four priorities for all BIE funded and operated schools. The priorities are:

1. Instructional Core
2. Leadership Plan
3. Plan for BIE and local school Partnerships

Sustainability (Budget) Sustaining Quality Education



United States Department of the Interior

BUREAU OF INDIAN EDUCATION

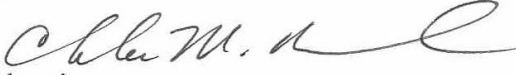
Washington, D.C. 20240

IN REPLY REFER TO:

NOV 20 2014

Memorandum

To: All Education Line Officers

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

Subject: Student Check-Out Procedures

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

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

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

1. A student wishing to have check-out privileges must have an original written permission signed by the parent or legal guardian stating that the school is released of any liability associated with the check out. The written permission should include, at a minimum, name of student, name and relationship of individual designated to check out the student, and if there is an alternate authorized by the parent/guardian to check out their child. Written permission must be submitted every academic year.
2. Check-out requests via telephone, telefax or email will not be approved except in situations where a family emergency has occurred due to serious illness or there has been a death of an immediate family member. An immediate family member can include mother, father, sister, brother, uncle, aunt, grandmother, grandfather, step mother, step father, foster parent, etc. Such requests will be followed up by a telephone call to the parent/guardian to verify the origin of the request, and will be approved by school personnel on a case-by-case basis. Written documentation will be submitted to the school after the check-out is approved. The ELO will be notified of the emergency check-out.

3. When there is evidence or a reasonable belief that the safety of the student may be at risk (e.g., either responsible party or student under the influence of drugs or other impairment), school personnel reserve the right to refuse the check-out request. If necessary, local law enforcement will be contacted.
4. If a conflict arises concerning the student check-out process, the school administrator, or his/her designee, reserves the right to revoke any student's check-out privileges. All conflicts will be reported to the ELO.
5. Student(s) must be in good standing and not on restriction in order to be checked out. However, exceptions will be made if the student requires medical treatment, or in the case of a serious illness or death of an immediate family member. School personnel also have discretion to make exceptions on a case-by-case basis when a student is on check out restriction. All restrictions will be reinstated when the student returns.
6. All students authorized for check-out are expected to return to the school campus at the specified time of return as stated in their approved check-out request. All student check-outs must be concluded by curfew unless pre-approved by staff in charge at the time of the check-out and noted on the School's Student Check-Out form.
7. Spell out the procedure for tracking and logging the student's departure and return to campus or his/her non-return to campus.
8. If a student has not returned to the school campus by curfew or return time, a phone call will be made to the responsible party for the check-out. If repeated attempts to contact the responsible party fail, and one-half hour has passed, a parent/guardian will be contacted, and law enforcement may be contacted.
9. Check-outs during the academic day by school personnel shall be restricted to sanctioned school activities that are approved by the school administrator or his/her designee.
10. Any student, regardless of age, shall not be authorized to check themselves out. No student check-out will be approved to an adult less than 25 years of age; however, exceptions will be made on a case-by-case basis that are approved by school personnel when the responsible party for the student's check-out or the student's parent/guardian is under 25 years of age.
11. Parents/ legal guardians may designate, in writing, immediate and non-immediate family members who are authorized to check-out their child overnight. The written document must indicate the specific family member by name and relationship.
12. School personnel will be allowed to check a student(s) out overnight with the approval of the school administrator or his/her designee on a case-by-case basis for each occurrence, when the parent/guardian consents.
13. In the event of local emergencies, i.e., natural disasters, fire or threatening weather conditions, any previously approved check-outs may be canceled without prior notice.
14. Students involved in inappropriate activity while in check-out status may face disciplinary action upon their return to campus. Students may have their check-out privileges revoked and check-out authority of individuals may also be revoked.

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

cc: Associate Deputy Directors

2021 - 2022 Bell Schedules

Regular Day Bell Schedule

1 st Period	08:00	09:30	90
2 nd Period	09:40	11:10	90
Lunch	11:10	12:00	50
3 rd Period	12:05	1:35	90
4 th Period	1:45	3:15	90

Minimum Day Bell Schedule (TBD)

1 st Period			
2 nd Period			
3 rd Period			
4 th Period			
Lunch			

Assembly Day Bell Schedule (TBD)

1 st Period			
2 nd Period			
3 rd Period			
4 th Period			
Lunch			
Assembly			

Late Start Bell Schedule (TBD)

1 st Period			
2 nd Period			
3 rd Period			
4 th Period			
Lunch			

Student Commitment 2021 - 2022

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

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

Print Student Name: _____

Student Signature: _____

Dorm Staff: _____ Date: ____/____/____

Dorm: _____

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