“You have a studious turn of mind and a fine sense of responsibility to your people. A man can waste a lot of time, and unless too tired from the day’s work, read, read, study, study; take notes, take more notes and file them methodically; look ahead, plan on paper (not just in mind), learn, observe, ask questions; and your increasing knowledge and experience will become invaluable to the people and the vehicle for your own personal advancement.”
Dr. Paschal Sherman, 1962
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# Class Schedules

## GENERAL INFORMATION
School Office hours: ............ 7:30 – 3:30  
School hours for students: ....... 8:00 – 3:00  
School hours for Staff: .......... 7:30 – 3:30

## PRIMARY SCHEDULE  
**GRADES 1–3**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:35 a.m.</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:00 a.m.</td>
<td>School Begins</td>
</tr>
<tr>
<td>8:30</td>
<td>Reading</td>
</tr>
<tr>
<td>9:50</td>
<td>Recess</td>
</tr>
<tr>
<td>10:05</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>10:45</td>
<td>Lunch/Recess</td>
</tr>
<tr>
<td>11:00</td>
<td>Kindergarten</td>
</tr>
<tr>
<td>11:05</td>
<td>Grade 1</td>
</tr>
<tr>
<td>11:10</td>
<td>Grade 2</td>
</tr>
<tr>
<td>11:15</td>
<td>Grade 3</td>
</tr>
<tr>
<td>1:30</td>
<td>Afternoon Recess</td>
</tr>
<tr>
<td>1:15</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>3:00</td>
<td>School Dismissed</td>
</tr>
<tr>
<td>3:10</td>
<td>Buses Leave</td>
</tr>
</tbody>
</table>

## JUNIOR HIGH SCHEDULE -

<table>
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<td>12:29</td>
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<tr>
<td>1:22</td>
<td>2:12</td>
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<tr>
<td>2:15</td>
<td>3:05</td>
</tr>
<tr>
<td>3:10</td>
<td>Buses</td>
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</table>

## EARLY RELEASE SCHEDULE FOR  
**GRADES K-9**

<table>
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<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
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<td>7:55 a.m.</td>
</tr>
<tr>
<td>8:00 a.m.</td>
<td>School Begins</td>
</tr>
<tr>
<td>10:00</td>
<td>10:15</td>
</tr>
<tr>
<td>10:15</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>11:45</td>
<td>12:20</td>
</tr>
<tr>
<td>12:30</td>
<td>School Dismissed</td>
</tr>
<tr>
<td>12:40</td>
<td>Buses Leave</td>
</tr>
</tbody>
</table>

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[Image]
Student Expectations

For student to be the very best they can be it is essential to have clear expectations. Staff, students, parents, and other community members have adopted the following school wide expectations to contribute to maintaining the school as a safe, secure, and positive center for learning.

Bus Expectations

While riding the Bus
1. We remain seated at all times.
2. We keep the bus clean.
3. We do not eat or drink on the bus.
4. We use an inside voice.
5. We respect each other and school property.
6. We follow all bus safety rules.
7. Remain Seated

Cafeteria Expectations

1. We wash our hands before each meal.
2. We walk slowly.
3. We use an inside voice.
4. We eat from each food group to grow healthy.
5. We use manners.
6. We keep our personal space clean.

Classroom Expectations

Daily Routine
1. We come to school prepared and ready to learn.
2. We help others and our self to learn.
3. We manage ourselves.
4. We treat others and our self with kindness and respect.
5. We take care of school property.

Playground Expectations

During Recess
1. We play in designated areas.
2. We use the equipment appropriately.
3. We return all equipment and report repairs.
4. We play respectfully.
5. We listen to playground supervisor.
6. We return to the classroom on the first whistle.
STUDENT SUPPORT SERVICES
Students are also supported in their efforts by a wide variety of individuals and agencies. The Support personnel provide many services to both children and families. The following is a list of services available to students at Paschal Sherman Indian School.

Progress Reports
The school year is divided into two semesters with two quarters each. To keep students and parents informed, midterm progress reports and report cards are issued. Parent/teacher conferences are held two times during the school year.

Academic Guidance & Counselor
P.S.I.S has a full time certified school counselor. The counselor can assist students in adapting to school, developing positive attitudes toward him/her self, teachers, school and community. Provide individual or small group counseling sessions and assist in social, emotional, and behavioral concerns.

Communication Specialist
The speech and language pathologist works with students having delays in speech and/or language development. When a child is identified as needing services, the Communication Specialist develops an individual educational plan with the family and other professionals. As with other support personnel, the Communication Specialist works closely with the classroom teacher.

Special Education/Section 504
Consistent with various federal and state regulations, PSIS provides a variety of specialized programs for students in preschool through ninth grade with learning, intellectual, speech, physical, health, vision, or hearing disabilities. There are two fully certified special education teachers who have and can provide many services. Any student with an identified handicap is eligible to receive services. Both teachers work closely with parents, regular classroom teacher, and other support staff members.
Parents concerned that their child’s school progress may be limited by one of the above handicaps may refer their child for a diagnostic evaluation. Students may refer themselves, but parental permission for evaluation is required if the student is not yet 18 years of age. Referrals should be directed to the special program director for special education, (509) 422-7590 EXT. 7588.

Gifted and Talented
The G/T program provides enhanced educational activities for highly capable students that meet the requirements of giftedness. Referrals are made by parents/guardian and teacher(s) in either one or more of these categories: Intellectual, academic, performing arts, creative, and leadership. Enhancement activities that are provided include: drawing, pottery, beading, native dancing, math, reading, annual art show, sewing, cooking, and several other classes.

Salish Program
Instruction in the Salish language is provided to grades Pre-9 grades. The language classes incorporate history, culture, dance, drumming, and other activities to enhance the learning of vocabulary and language in a natural context.
Behavior Management/ L.S.S Program
The Time-out room is a support program designed to provide behavior management and support for students. The Behavior Specialist helps student(s) solve difficulties they may be having on the playground, in the classroom, on the bus or during other times during the school day. The room is staffed by a person who works closely with the principal, special program director, teachers, and counselor in implementing consequences, providing follow-up, and/or making recommendations for counseling or other interventions. Please see the back of this hand book for the PSIS Progressive Discipline Plan.

Library Services
A librarian is available each school day. Classrooms have scheduled days to visit the library for library skills instruction and book checkout. Students are encouraged to check out books for reading during SFA (Success For All Reading), class transitions, and for reading at home.

Psycho-Education Groups
Paschal Sherman Indian School is an alcohol/drug free school in accordance with BIA policy, education groups will address use, misuse, and abuse of alcohol, drugs, tobacco, and inhalants as well as other inappropriate behaviors. Paschal Sherman Indian School has one full time Mental Health Professional. The PSIS counseling staff will provide counseling to students who need help in their adjustment here, by providing individual, group and family counseling when needed for their emotional, social, physical, and behavior problems.

Intimidating any Staff Member
RCW 28A.635.100
Intimidating any administrator, teacher, classified employee, or student by threat of force or violence unlawful — Penalty.

(1) It shall be unlawful for any person, singly or in concert with others, to intimidate by threat of force or violence any administrator, teacher, classified employee, or student of any common school who is in the peaceful discharge or conduct of his or her duties or studies.

(2) A person violating this section is guilty of a gross misdemeanor and shall be fined not more than five hundred dollars, or imprisoned in jail not more than six months, or both such fine and imprisonment.
Athletics

**Fall**
- Soccer
- Girls Basketball

**Winter**
- Boys Basketball
- Girls Volleyball

**Spring**
- Baseball
- Softball
- Track

* Other sports will be added when possible

**SCHOLASTIC EXPECTATIONS:** Student must meet the following requirements to participate in extracurricular activities.

Each student must maintain a passing grade in all classes to continue to participate in sports. In addition, students must meet required behavioral expectations.

Grade Check Watch is bimonthly. Monday (first day of scheduled school week) a grade check sheet for the students who are on grade check watch will be sent to their teachers for a progress report in their respective classes. These will be returned to the Athletic Director the same day. If all the class reports by the teachers are passing, the student is eligible to participate until the next grade check. Grade checks will be performed every two weeks.

**INFORMATION FOR STUDENTS & FAMILIES**

**Cafeteria Services**
The cafeteria serves breakfast and lunch. Breakfast is served at 7:35 a.m. There are four lunch periods.

- Primary: 11:00 a.m.
- Intermediate: 11:30 a.m.
- Junior High: 11:55 a.m.

Menus are written monthly and sent to the Omak Chronicle and radio station.
Dress Code
The school dress code is put into effect that is fair to all students at Paschal Sherman Indian School. These dress code guidelines have been implemented in an effort to provide a more positive and consistent school environment.

All Students are expected to adhere to the following:

Shoes should have a back or strap on the heel. For safety reasons, “flip flops” are not recommended, but may be allowed. Any shoes with wheels or steel toed shoes are not allowed. Also, for safety reasons, shoes MUST be worn at all times on school grounds. Please do not go “barefoot,” or wear socks without shoes.

Inside of the school building, sunglasses may not be worn, unless they are prescription photo gray or medically recommended. Bandanas or head scarfs or “do rags” are not to be worn in school. Also, inside of the building hoodies will be worn off the head and down on shoulders only. Hats may be worn. However, out of respect, hats should be removed during meals, during Salish Prayer, Pledge of Allegiance and other events as appropriate.

Personal attire may be in the style of the day, but clothing, accessories including makeup of a distracting character is unacceptable. This includes jewelry or articles of clothing with reference to drugs, alcohol, or tobacco products. No rude or disruptive words or symbols, no reference to illegal drugs or drug material, no sexual, racial or gang references, and no violence or destructive words or symbols will be allowed. Pants are to be worn with the waistband above the hips. At no time should undergarments be visible. Leggings are to be worn with a top or jacket that provides adequate coverage of the child’s bottom or at the Principal’s discretion. Skirts, dresses, shorts, etc. must be no shorter than 4 inches above the top of the knee or at least 1 inch below the fingertips, while in a standing position. Tops or dresses that show midriff will not be allowed, nor will tops or dresses that are backless or have large cut outs. Revealing clothing is not acceptable. Tank tops are acceptable (Principal’s discretion) however, tops with thin straps (less than one half of one inch) are not allowed unless there is a cover-up being worn on the shoulders. Strapless tops are not appropriate in school. Gang graffiti or any undesirable markings will not be drawn or worn on backpacks, notebooks, folders, papers, clothing, or any other object, or on the body of any student or person on school property.

These rules on personal appearance of students are meant to be a set of guidelines to enable students of Paschal Sherman Indian School to dress casually but reasonably. Nothing in these rules shall be construed to preempt the authority of the Principal, to act contrary to said rules, in specific cases where, in the Principal’s opinion, a student is attempting to use this policy to disrupt the educational process or good order and discipline of the school.

Student’s Personal Belongings: Paschal Sherman Indian School does not take responsibility for lost or stolen items. Any personal item that is used during the educational hours may be confiscated by a staff member and turned into the office. The item may be given back at the end of the day or pick up by the parent or guardian. To help identify lost items, please label or engrave the items with the student’s name. Students are not allowed to use electronics including cell phones during the school hours of 7:30am-3:30 pm.
Student Messages:
We need cooperation of both students and parents in minimizing messages to students during the school day. We will accept important telephone messages for students from parents only. Except in cases of emergency, students will be informed at the end of the class period and asked to return the call.

School Visitors:
Parents are always welcome, we do ask that you inform the Main Office when you arrive, sign-in, and receive a visitor’s badge. As a matter of building security, teachers are asked not to allow visitors into the classroom unless they have approval of a building administrator.

Financial Solicitation:
Students shall not distribute or display any material/items, which is of commercial nature. Students shall obtain authorization of the school’s administration prior to selling or distributing materials/items or engaging in activities, which solicit financial contributions from students or adults.

Child Abuse Reporting:
School employees who have reasonable cause to believe that child abuse has taken place are required by Washington law to report or cause a report to be made to appropriate agencies. Child abuse, as defined by Washington statutes, includes physical injury, mental injury, sexual abuse or exploitation, negligent treatment, or threatened harm.

Pets:
For health and safety reasons, personal pets are not allowed on the school grounds.
PASCHAL SHERMAN INDIAN SCHOOL
TECHNOLOGY ACCEPTABLE USE POLICY

Internet access, network access and staff email are made available for to all students and staff at PSIS. The internet, through computers, connects millions of individual users worldwide. Staff and students have access to electronic mail, information, research, news, weather, graphics, etc. relevant to educators and students.

Content filtering and logging has been established to monitor any and all internet and intranet transmissions for the security of students, staff, and network resources. No right to privacy shall be construed, nor do academic freedom issues apply.

The following guidelines are provided so that users are aware of the responsibilities of appropriate technology use. All PSIS users (and parents) are required to sign an Acceptable Use Policy, with agreements kept on file in the school office. The signatures on this document are legally binding and indicate agreement with the terms and conditions and understand their significance.

TERMS AND CONDITIONS OF USE

ACCEPTABLE USE

The purpose of technology at PSIS is to support research and education in and among academic institutions by providing access to unique resource and the opportunity for collaborative work. Your use must be in support of education and research and consistent with the educational objectives of the school. The use of chat lines is prohibited unless under teacher direction. Transmission of any material in violation of any national, state, or local regulation is prohibited. This includes, but not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Users granted computer access through PSIS's network assumes all responsibility and liability, both civil and criminal, for their use of this service. Complete and detailed network use guidelines and procedures can be found in the Parent/Student Handbook and in the computer labs and are covered under this Acceptable use Policy.

PRIVILEGES

The use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. Inappropriate use and/or content is at the sole discretion of the administration and their decision is final.

EMAIL

Understanding that Residential students at PSIS are away from their homes and families for extended periods of time, email is an option for students to keep in touch with friends and family. This email is to be done during free time, unless given permission by the teacher in charge. Students and staff are prohibited from sending, forwarding, or posting sexually explicit messages, profanity, and harassing or violent messages. Messages relating to or in support of illegal or inappropriate content and/or activities will be reported to authorities and privileges suspended.

SECURITY

Security on all computer systems is a high priority. You are under obligation to notify the system administrator if you become aware of any security problems. Use of another person's account is strictly prohibited. Use of proxy avoidance systems to bypass filters and blocks is prohibited. Unauthorized entry into any directory is considered a serious offence and is subject to disciplinary procedures.

PRIVACY

All data and personal files are the property of PSIS. Routine maintenance and monitoring of the system may lead to discover that a user has been or is violating this AUP, the student or employee code, Washington, or Federal laws. Such violations will be reported to Bureau IT Security Office and Supervisors. Privileges will be suspended until the situation is resolved.

VANDALISM

Any damage to technology equipment, access, resources, or data as a result of negligence or vandalism is the direct responsibility of the user. Repair or replacement of said equipment or resources and any costs construed is at the discretion of the administration and the responsibility of the user.
INFORMATION FOR STUDENTS AND FAMILIES continued

Buses:
School buses are operated for children in attendance at PSIS. We are committed to "safety, comfort, and promptness". Please go over our bus rules with your child/children. Students are to ride their regularly assigned bus. Students will not be allowed to ride another bus unless he/she brings a signed note from a parent or guardian or calls the main office. This note or phone call must be presented or received by the school secretary before 2:00 p.m. In the event there is a snow day or other emergency, please be familiar with your emergency route. Any questions regarding bus schedules, problems, etc., should be directed to the school office.

Attendance Office
Check in at the attendance office within the Main Office if you have been absent or late to school and when you are leaving school for any reason during the school day. Arrangements for guest passes or a prearranged absence are also taken care of here. If you are withdrawing from school, you need to contact the attendance office and complete a withdrawal form.

Tribal Attendance Ordinance
The Colville Tribe and Washington State Law have mandated school attendance. Absences are excused only for illness, medical appointments, and emergencies related to the student or his/her immediate family/guardians, or religious purposes. Absences may be excused by a written note or phone call and must be presented upon the student's return to school. The note must state the student’s name, reason for and date(s) of absence with parent/guardian signature. Any absences not reported to the school within 48 hours will become unexcused.

Excusing Absences
All absences require a phone call followed by a written note from the parent/guardian. The information given should include:
1. The date of the absence.
2. The reason for the absence.
3. Student’s full name.
4. Parent signature.

If a student is absent for more than 2 days a doctor’s note will be required.

A phone call may be made to the Attendance Office at 422-7590 between the hours of 7:30AM-3:30 PM.

The school will call home the day of an absence if a note or phone call from the parent/guardian is not received.

Truancy
Parent/Guardians who fail to notify the school of absences will result in counting the student as unexcused. Truancy will be filed through the Okanogan Juvenile Court System under the BECCA Bill for students who acquire five unexcused absences or excessive absences. Please contact the school for more information about the BECCA Bill.
BIE Attendance:
Any students who is absent from school for more than ten consecutive days will be dropped from the program. A student must reapply and be admitted to the school as a new student to attend.

Tardiness
You are tardy when you:
   1. Are not in your seat, ready to work, before the bell begins to ring.

Parent/Teacher Conferences
Formal parent/teacher conferences are scheduled twice yearly after the first and third grading period. However, parents are encouraged to schedule an appointment, if they have any concerns during any part of the school year.

Student Records
Parents have a right to review and know what is in their child’s record. Parent’s/guardians of Paschal Sherman Indian School students have the right to:

- Inspect and review the student’s educational records, and to obtain a copy at the cost of photocopy.
- See to correct parts of the education record, which he/she believes to be inaccurate, misleading, or otherwise in violation of student rights. This includes the right to a hearing to present evidence that the record should be changed if the school decides not to alter it according to the parent’s or eligible student’s request.
- Obtain a copy of the district policy on student record from the building principal.
- Report violations of the Family Education Rights and Privacy Act (FERPA), to the U.S. Department of Education.
- Be informed about FERPA rights.
- Have all rights and protections given parents under FERPA and PSIS policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school. The student then becomes an “eligible student”.

Parents Right to Know
Parents have the right under the NO CHILD LEFT BEHIND ACT to request information regarding the professional qualifications of their student’s teachers.

Student Records
It is the intent of Paschal Sherman to limit the disclosure of information contained in the student’s educational records to school certified staff who have demonstrated educational interest in the student except:
   - By prior written consent of the student’s parent or eligible student.
   - As directory information.
   - Under certain limited circumstances, as permitted under FERPA.
Homeless Students: Enrollment Rights and Services
To the extent practical and as required by law, the Paschal Sherman Indian School will work with homeless students and their families to provide stability in the school attendance and other services. Homeless students will be provided district services for which they are eligible, including district pre-school programs, Title I, similar state programs, special education, and school nutrition programs.
Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

A. Sharing the housing of other persons due to loss of housing or economic hardship
B. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations
C. Living in emergency hospitals
D. Are abandoned in hospitals
E. Awaiting foster care placement
F. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodations for human beings
G. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings
H. Are migratory children living in conditions described in previous examples

If you know of a homeless student please call the school.

Field Trips
Classes may expand learning experience by visiting sites off school campus or attending a special event or performance. Transportation for field trips is usually the school bus, but may occasionally use private cars for short trips. Permission slips signed by the parent/guardian are required for students to attend.

Telephone
Students may only use the school office telephone for emergency situations or to return a phone call from a parent/guardian.

Cell Phone
We prefer that students do not bring cell phones to school. Unauthorized use of cell phones during school hours will result in the phone being confiscated. If there is an emergency students need to ask permission from a teacher to make the call. PSIS is not liable for lost or stolen cell phones.

Valuables
All items of value should remain at home (i.e. money other than for lunch, electronic devices, I-PODs, cameras, and cell phones.) Be certain that your name is on expensive clothing such as jackets and shoes. The school cannot be responsible for these items if they are lost, stolen, or broken. It recommended that these items be left at home. Any personal item that is used during the educational hours may be confiscated by a staff member and turned into the office. The item may be given back at the end of the day or pick up by the parent or guardian.
BULLYING: PSIS Dorm will have zero tolerance of bullying behavior, which may be done to intimidate, threaten, or harm another person.

LAW RCW 26A.600.455

GANG ACTIVITY- suspension or expulsion

A student who is enrolled in a public school or an alternative school may be suspended or expelled if the student is a member of a gang and knowingly engages in gang activity on school grounds during the school year for any of the following reasons: behavior or threatened behavior that poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel, or to the operation of the dorm. Any serious violation affecting another student or staff member, or occurring in a building, in or on dorm or school property, or in conjunction with any dorm or school activity, including the possession of a weapon, explosive, or flammable material. (see RCW 9.41.280 pg __ WEAPONS LAW)

PSIS dorm manager and designees shall have authority to identify student behavior as gang related and may be allowed under dorm policy to treat such designated behavior as eminently dangerous to students and staff.

Students and parents should also be informed that PSIS has determined that parameters of freedom of expression and association in a dorm or school setting are different from society generally.

DEFINITIONS

GANG- means a group of people who form an allegiance and engage in a range of anti-social behaviors that may include violent or unlawful activity or both. These groups may have a name, turf, colors, symbols, or distinct dress, or any combination of the preceding characteristics.

GANG-RELATED ACTIVITY- means an activity or action approved by the gang (as defined by above statement) whether against dorm policy or not. The act may be a requirement of gang membership such as an initiation or it may simply be accepted gang behavior. It may be done to intimidate or threaten or harm non-members or used to coerce unwilling persons into joining the gang for protection. It may threaten the safety of the surrounding premises or persons.

WASHINGTON STATE WEAPONS IN SCHOOL FACILITIES LAW: RCW 9.41.280

(1) It is unlawful for a person to carry onto, or to possess on, public or private elementary or secondary school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools:

(a) Any firearm

(b) Any other dangerous weapon as defined in RCW 9.41.250;
Any violation of subsection (1) of this section by elementary or secondary school students constitutes grounds for expulsion from the state’s public schools in accordance with RCW 28A.600.420. An appropriate school authority shall promptly notify law enforcement and the student’s parent or guardian regarding any allegation or indication of such violation.

Upon the arrest of a person at least twelve years of age and not more than twenty-one years of age for violating subsection (1)(a) of this section, the person shall be detained or confined in a juvenile or adult facility for up to seventy-two hours. The person shall not be released within the seventy-two hours until after the person has been examined and evaluated by the county designated mental health professional unless the court in its discretion releases the person sooner after a determination regarding probable cause or on probation bond or bail.

Sexual Harassment
Sexual harassment is prohibited, and includes unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s performance or created an intimidating, hostile or offensive environment. Sexual harassment may include making unwelcome, offensive or inappropriate sexually suggestive remarks, comments, gestures, or jokes, or remarks of a person; or displaying offensive or inappropriate sexual illustrations of school property. Engaging in sexual harassment will result in appropriate sanctions. All staff members are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution.

Maintenance of School Property
Students and/or parents will be asked to make restitution for any damaged caused due to careless or deliberate acting when on school property. Students and/or parents will also be responsible for the restitution of school material, which are lost or damaged due to negligence by the student.

Lockers
Classroom and PE lockers are the property of the school and are provided for your convenience. You are responsible for any damage or vandalism to your locker and should report any problem to the office as soon as possible. DO NOT TELL ANYONE YOU LOCKER COMBINATION! The school does not assume responsibility for lost, stolen, or otherwise misplaced articles.

Internet Access
The Internet is to be used for educational purposes only. The Internet is not to be used for visiting chat rooms or viewing personal email. Students must sign a computer agreement prior to beginning courses. Violation of student computer agreement will result in loss of computer privileges.
ACADEMIC PROGRAM

Curriculum
Paschal Sherman Indian School’s curriculum is based on Washington State Standards. The
curriculum supports learning and student achievement and encourages challenging content and
performance standards for all students. The curriculum also includes innovative strategies and
research based methods with assessment procedures (Measurement of Student Progress MSP,
Measurement of Academic Progresses MAPs, or others)

Student Study Team/Teacher Assistant Team (TAT)
The student study team or teaching assistant team (TAT) is a group of qualified staff. The team
members meet with the parent/guardian at the request of the classroom teacher to discuss the
academic needs of a student and develop a plan of action for meeting the individual’s academic needs.
Our goal is to help the student become successful in school. Permanent team members are the special
program director, residential director, communication specialist, counselor, and resource room
teacher.

Homework
The staff at Paschal Sherman Indian School believes homework is valuable. Homework provides the
following:
1. Additional practice for skills and concepts.
2. Increase in student achievement.
3. Develops study skills and self-discipline.
4. Communicates the curriculum to parents.

Make up Work
Students with excused absences will be given the chance to make up work missed while they were
gone. It is the responsibility of the student to ask the teacher for missed assignments and complete the
assignments and turn them in within the required time as identified by the teacher.
If the student is absent for several days a parent/guardian should call the office and request
assignments.

Student Progress Reports
Student progress is reported to parents a minimum of four (4) times a year. Please inform the Principal
if you have not received a progress report on your child in any given quarter. Academic conferences
are scheduled with all teachers at the end of the first, third and ninth week grading periods.

Academic Probation
Students in 6th, 7th, 8th & 9th grades will be held accountable for grades. This is not meant as a
punishment, but rather an approach to help students to begin taking responsibility for their own
decisions involving grades.
Academic policy requires that:
• Students who are failing one or more classes; receive a mid-term progress report indicating
that they are failing one or more or their classes. Students will be required to take the
necessary steps required to improve their grades within the time frame as requested by the
teacher.
• Students and parents will be asked to meet with the teacher(s), counselor, and administration to discuss options for motivating the students to take responsibility for their work.
• Every effort will be made to motivate students by the classroom teacher(s) prior to intervention.
• If the student does not pass a course or courses after the intervention(s), the student will have the option to retake the course.

If the student chooses to fail two or more classes, his/her case is presented to a committee of administrators, counselor, teacher’s and parent’s. The committee can decide to:
• Retain the student in current grade.
• Require the retaking of failed courses.

Paschal Sherman Indian School
Grading Policy

Grades will be given in a consistent manner by all teachers to show a student’s progress towards meeting the Washington State Learning Standards or Course Objectives. Grades are awarded on clearly defined goals that give students, teachers, and educational professionals an accurate level of performance.

GRADING SCALE
The Paschal Sherman teachers have adopted the following grading scale:

<table>
<thead>
<tr>
<th>First through Third Grades</th>
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</thead>
<tbody>
<tr>
<td>4  Advanced- Working above grade level standards</td>
</tr>
<tr>
<td>3  Proficient- Meeting grade level expectation</td>
</tr>
<tr>
<td>2  Developing- Working toward meeting grade level standards</td>
</tr>
<tr>
<td>1  Below Basic- Grade level standards are being Introduced.</td>
</tr>
<tr>
<td>0  Lack of effort or no understanding of standard being taught.</td>
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</tbody>
</table>
STUDENT BEHAVIOR

Classroom Expectation
All teachers are expected to establish classroom expectations and to post them in their classroom.

Classroom Discipline Procedures
When a minor behavior problem occurs within the classroom, the staff will utilize some of the following interventions:

1. **Private Discussion**: The teachers will discuss the incident and re-teach and model appropriate behavior.
2. **Call to Parent/Guardian**: The teacher will call the parent/guardian to discuss the incident if the student does not modify his/her behavior.
3. **Intervention Plan**: The teacher may decide to have the student removed or see the counselor or request a parent/teacher conference.

Discipline Referral Forms
Documentation of discipline process is critical for effective discipline. The form is used to ensure that effective communication occurs between teacher, administration, counselors, and parents/guardians. Teachers are expected to complete the referral form for infractions and recording interventions. The referral form is then sent to the behavior specialist for review and filing. If the student continues to have repeat referrals or the referral is based on an exceptional misconduct issue, the student may then be referred for counseling with the school’s mental health professional, the school’s academic counselor, and/or the principal. If the incident is an exceptional misconduct or an incident resulting in administrative action, the principal will determine disciplinary action.

Staff and/or administrator will communicate with parents on both non-emergency and exceptional misconduct issues. A student may be removed immediately if there are sufficient reasons to believe the student’s presence poses to be an immediate and continuing danger to himself/herself, other students or school personnel or continuing to be a threat or substantially disruptive to a class, subject, activity, or the education process.

A *school wide discipline* plan has been developed for Paschal Sherman Indian School to provide a learning environment for students. To achieve our goal, it is important that each student respect the rights, privilege, and welfare of others. The plan includes the following types of behavior.
Consequences will be up to the discretion of the principal or residential supervisor bases the age of the student, disability, prior offences, severity, and other circumstances. Modification of discipline will be made for student with special education needs or 504 plans.

DEFINITIONS OF BEHAVIOR

For your reference and to further clarify levels of misconduct, we have included the following definitions of behavior and the category they fall under along with definitions of consequences. The general definitions of behavior are to assure students and parents/guardians have knowledge of the behaviors and the consequences that follow.

Category I: Minor misconduct, incidents requiring classroom discipline procedure with the exception of repeated offences which constitute loss of recess, lunch detention, or in-school suspension:

Inattentive/Off-Task/Acting Out
Not paying attention, sleeping, actively moving about the classroom without permission, throwing objects, or any inappropriate behavior that generally disrupts the education process or other activity being attended.

Tardiness
Not arriving to class on time.

Cheating/Plagiarism
The effort to improve grades by using or copying another person’s work or providing papers with the answers to another student to copy: Taking idea’s from another person’s work, writing them down, and submitting and crediting as one’s own.

Lack of Preparation
Not coming to class prepared with materials (i.e., notebook, writing instrument, textbook, etc.) and/or completing assigned homework.

Bus Rules Violation
Non-compliance of established bus safety rules: (i.e., standing/moving, improper seating, etc.)

Disrespectful
Engages in noncompliance behaviors that disrupts others and/or interferes with teaching and student learning.

Misuse of Technology
Inappropriate use of equipment or facilities as specified in handbook.

Truancy
Absent from school and required classes without parent/guardian permission. Skipping school.
Absence from assigned Area
On campus, but failure to be physically present where one is supposed to be without a pass or failure to make specific roll call.

Possession of Electronic Devices;
MP3 player, I-pod, cell phones, and other electronic devices during academic instruction without the permission of an instructor will be confiscated and brought to the office.

Category II: Major misconduct, incidents requiring time-out and/or other interventions which may include short-term or long term suspension.

Use of Abusive Language/Profanity
Negative statements, derogatory statements, or profanity in the presence of a teacher, adult or other student: This may appear either verbally, in writing, or as a gesture.

Fighting
Is the student being involved in a physical altercation with another student that is aggressive and involves the intent to hurt each other. This shall include kicking, spitting, shoving, slapping, pushing, wrestling, and punching.

Vandalism
Destroying or defacing school property and materials.

Bullying
Harassment is teasing, calling names, picking on, swearing at a person.
Intimidation is posturing, or speaking loudly to overpower a person.
Threatening is stating the use of physical harm or destruction of property.

Inappropriate Attire
Clothing that is revealing, suggestive, too tight, too small, too loose, and hazardous, conveys messages of drugs, violence, or gang affiliation, or is inappropriate for the weather. (i.e. shorts in the winter)

Public Display of Affection
Hand hold, hugging, kissing

Defiance of Authority
Is the failure to follow directions as requested by any staff member, administrator, or other school personnel.

Theft
Taking or being in possession of school or another’s property without the owner’s permission.
**Category III:** Exceptional misconduct, incidents resulting in administrative action, may involve legal/law enforcement referral and may include an emergency removal of the student to determine if a long-term suspension or expulsion is warranted.

**Major Destruction of Property/Stealing or Breaking and Entering**
Willfully destroying or defacing school or personal property of another, taking something that does not belong to you, entering an area that is off limits without permission, aiding and abetting a theft by willfully being present when someone else is destroying, stealing, or entering property that does not belong to them.

**Possession or use of Alcohol, Tobacco, or Chemical Substance**
The consumption or possession of alcohol, tobacco, chemical substance, and or drugs on school campus, school activities, or school bus:
This includes odor on the person’s breath or showing signs of being under the influence of alcohol, drugs, or sniffing and misuse or abuse of inhalants.

**Immoral/Vulgar or Lewd Conduct**
Public displays of inappropriate sexual behavior, including fondling, exposing, peeping, giving hickies, profane notes, pictures, objects, or videos.

**Sexual Harassment**
Sexual harassment consists of deliberate, intentional, or unintentional sexual advances, request for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Sexual harassment may include, but is not limited to the following activities.
- Verbal harassment or verbal abuse or pressure for sexual activity.
- Repeated remarks to a person with sexual or demanding implications.
- Unwelcome touch.
- Offensive jokes.
- Staring at body parts.
- Suggestion or demands for sexual involvement accompanied by implied or explicit threats concerning one’s academic grades.

**Gang Activity:**
Wearing or display any identifiable gang or gang related clothing, hand signals, insignia, colors, paraphernalia, writing, nicknames, or other gang related items. This includes any attire with the logos of ICP (Insane Clown Posse).

**Category IV:** Exceptional misconduct, incidents resulting in administrative action, may involve legal/law enforcement referral and shall include an emergency removal of the student to determine if a long-term suspension or expulsion is warranted.

**Sale of Illegal Drugs**
Conducting sales or transfers of controlled substances on school property or at school functions:
Possession of a Dangerous Weapon
Possession on person, in clothing, or property of student (i.e. locker, dorm room) of any instrument used as a weapon, (i.e. a sling shot, club, stun gun, metal knuckles, knife, firearm, dagger, sword, explosives) to cut, stab, crush, or produce bodily harm or warrants alarm for the safety of another person found. RCW 9.41.250

Assault/Physical Abuse/Public Endangerment
Behaving in a way that causes substantial physical or bodily injury, or intentionally causing or attempting to cause physical injury to another person, or intentionally behaving in such a way where a person knows their behavior could cause physical injury to another person or self.

Bomb Threat
Calling the school or any other authority and threatening to bomb the school or implying that there is a bomb within the school.

DEFINITIONS OF CONSEQUENCES
Restitution
To help students assume responsibility for damage to school property. They will be asked to pay restitution of lost or damaged materials, equipment, or other school property. Restitution cost will be provided through the maintenance staff.

In-School Suspension
Students may be assigned to in-school suspension for a full day or for a longer period of time depending on the level of misconduct.

Short Term Suspension and Long Term Suspension
The administrator or designee shall have the right to remove students from school premises for any single class or full day, not to exceed five (5) school days for short term suspension. Long term suspension shall mean denial of school attendance greater than five days.

Emergency Removal
If a situation creates an immediate and continuing danger to the student, other students, or school personnel, or an immediate and continuing threat or substantial disruption of the educational process, student may be isolated from the student population and/or be sent home. An Emergency removal may be given while an investigation process is underway, or until a hearing is held to determine if a long-term suspension or expulsion is warranted.

Expulsion
Expulsion shall mean the denial of school attendance for an indefinite period of time. Students are restricted from school grounds and school activities during suspension or expulsion.

Re-Entry Conference
A student who has been suspended or expelled prior to returning to school the parent/guardian shall schedule a mandatory meeting with the principal and re-admission team. The principal and team may recommend the student and parent/guardian sign a formal agreement that includes evaluation, counseling and other conditions.
CORRECTIVE ACTIONS AND PROCEDURAL DUE PROCESS

DUE PROCESS
This handbook explains the major area of inappropriate conduct and the consequences that may result for those students who do not follow the rules. All students are entitled to due process as it relates to discipline. No action will be taken until the student has an opportunity to explain his/her version of the event.

Designated PSIS employees may impose the following corrective actions for violations of the rules of student conduct:

- A student shall be given an opportunity to contest the facts leading to the corrective action. To contest the appropriateness of the corrective action imposed by disciplinary authority, or to allege prejudice or unfairness on the part of the school district of fiscal responsibility for the corrective action.
- Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources and cooperation with the student and his/her parent(s) or guardian(s).
- Once a hearing is required, the hearing authority may request the student and the parent(s) or guardian(s) to attempt reconciliation first, but if the student and parent(s) or guardian(s) decline this request, the hearing authority shall schedule hearing in accordance with these rules.

There are also procedures which students and parents/guardians must follow if they do not agree with the school’s action. Hopefully, students will never require the protection of due process. However if a student does become involved in a disciplinary action, both the student and parent/guardian, upon request to the principal, will be given a more detailed description of the due process. Call the school secretary or principal for a complete copy of the procedure of Due Process. It is important to use these procedures; they protect the student’s rights.
I Have a Question

1. **If I am absent?** Parents or Guardians will need to call the school office 422-7590 to excuse the absence before 9:00 AM. After 48 hours the absence will become unexcused.

2. **If I am going on a trip?** Prearrange your absence in advance by contacting the principal for approval and get makeup work prior to leaving.

3. **If I am late for school?** If you are late, go to the school office and get a tardy slip to enter in to class.

4. **If I am ill?** Check in with your teacher and ask for a hall pass to the health room. If seriously ill a parent/guardian will be called to take you home. Please bring a doctor’s note to school upon your return.

5. **If something is missing or lost?** Immediately report a theft to your classroom teacher. The teacher will notify the principal. Mark all personal possessions with your name in your desk. Lost and found items are placed in the school main office. Do not bring electronics to school.

6. **If I have a personal problem?** Check in with your teacher; ask for a hall pass for the counselor’s office. Complete a request form.

7. **If I need school supplies?** Ask the teacher to give you a pencil/paper and have your parents purchase supplies that evening.

8. **If my address/phone changes?** See the school secretary in the main office. It is important to keep your records up to date.

9. **If I am detained by a teacher and I will be late?** Ask the teacher for a pass to give to your homeroom teacher.

10. **If it snows?** Listen to the radio station KOMW, 92.7, 104.3 or local TV stations for school closure information for Paschal Sherman Indian School.

11. **If I put an announcement in the school bulletin?** You need a pass to get to the office by 2:00 p.m.

12. **If I want to file a complaint or concern?** Go to the classroom teacher or another adult and ask to speak with them regarding an issue.

13. **If I forgot something in the dormitory?** Tell the classroom teacher and ask them to notify dormitory staff.

14. **If I need to call home?** Tell the classroom teacher and get a pass and go see the school secretary in the main office.

15. **If I need to ride another school bus?** Provide a written permission from parent(s)/guardian to the main office.
TRANSPORTATION

Purpose of Transportation
The purpose of maintaining and operating a transportation system as part of the school day and residential program is to provide adequate and safe transportation to and from school and other field trips as deemed a part of the educational programs for every student in the established transportation territory.

Operation of the Transportation System
Adequate and “safe,” school buses are maintained to properly transport all students entitled to such services. “Safe” means that buses are inspected and licensed by Washington State Patrol.

Routes
All buses shall be operated on their assigned routes; the Principal will make destinations from the routes. The Principal shall be responsible for informing the public and the parents of the official bus routes and schedules for each academic year.

Please ask your bus driver about your emergency bus route in case of a snow day or emergency.

The Transportation Territory
The locations of the routes will be defined and be announced each year to meet the changes. The routes may be adjusted if the school administrator believes it necessary to meet the overall needs of the school. Please talk with your school bus driver about your emergency school bus route.

Residential Bus Policy
Residential students from Omak or Nespelem who are going home on any given day need to follow the current policy:
Students must check in/out with their dormitory supervisor(s). Students are allowed to go with a parent or legal guardian.
If riding the bus home, written permission must be submitted to dormitory supervisor(s) and the supervisor(s) will communicate with school principal.
Upon boarding the bus, the student must present the bus pass to the bus driver.

Alternative Transportation Arrangements
If a student is to ride a different bus or go home with someone else, the school must have a note from the parent or guardian. This is for the student(s) protection. If a student is to be picked up during the school day, the adult picking him/her up needs to check the student out with the principal or school secretary.

PSIS BUS RULES
At PSIS riding the school bus is a privilege, not a right! Bus safety is our main priority!

1. The bus driver has full responsibility for the bus and students. Students must comply with driver instructions. No unnecessary talking to the driver while driving.
2. Arguing/intimidating, distracting, aggressive behavior toward the driver or other students will not be tolerated.
3. Upon boarding students must find a seat right away and sit down. While driving students must remain seated, facing forward, and are not to stand up until the bus has come to a complete stop. Students must exit the bus in an orderly manner (no crowding or pushing).
4. Students must have nothing in their possession that could cause injury or damage to others or to bus property. Balloons are not allowed. Dangerous or nuisance items will be confiscated.
5. Ordinary conversation is acceptable. Loud voice, repetitive noise making, loud music or otherwise distracting activities are not allowed. Students must not throw things on the bus and must keep their hands and feet to themselves. Respect for other’s boundaries is expected.

6. Any student may be assigned to a specific seat by the driver (temporarily or permanently).

7. Wait times at individual stops are at the discretion of the driver, but to ensure route consistency for all students, maximum wait time should not exceed one minute. Drivers will not go back for late students. Consistent lateness will be considered a minor bus violation.

8. Parents/guardians must ensure that students, ten years old and younger, have appropriate home supervision after school (adult or sibling, relative or baby sitter who is at least 13 years old). If the driver determines that supervision is not available the student will be brought back to the school and the parent or guardian will be notified.

9. Windows are to be kept closed unless permission to open has been given by the driver. Students are not allowed to put heads, hands or arms out of a window, to talk or yell to others or to hand or throw anything through the window.

10. Students are expected to help keep the bus clean. No food or drinks on the bus. Personal belongings must be kept out of the bus aisle.

11. Students must have prior permission from parent or guardian to ride a bus other than their regular bus.

12. Students who receive a write up (Violations Report) must give the form to their parent or guardian to read and sign and promptly return the signed form to their bus driver before being allowed back on the bus.

Consequences for bus violations will be at the discretion of the Transportation Supervisor and/or School Administration and may include suspension from riding the bus. Major violations may result in additional disciplinary action.

CAFETERIA EXPECTATIONS

Breakfast and Lunch Program
A hot breakfast and hot lunch are provided for students. No student will be denied a meal as a means of punishment. Food service staff is fully trained in preparing and serving nutritional meals as established by the Washington State school lunch guidelines. Seconds will be available after everyone has been served.

Dining Room Behavior
Students will be expected to:

- Be seated upon being served.
- Talk in conversational tone.
- Refrain from pushing while waiting in line while being served.
- Clean up after self, clean up any spills or dropped food.
- Refrain from throwing food or milk cartons.
- Walk at all times.
- Refrain from removing food or utensils from dining area.

Refrain from bringing athletic equipment, toys, or electronic items into the cafeteria.
HEALTH AND SAFETY INFORMATION
The health office is staffed by a professional registered nurse. She/he is available on campus during the school day and on call and available for duty during the evening and over the weekend when the students remain on campus.

Day Student Policy
Parent/guardian will be notified if a student is requiring medical care by a physician. The nurse will take care of scrapes, cuts, bloody nose, and other minor incidents, not requiring medication and/or treatment. If the student becomes ill during the school day, he/she will be admitted to the health office until the parents or guardian can be contacted and transportation is arranged.
In case of an emergency when the parents/guardian cannot be contacted, the following procedures will be followed:

- The student will be admitted to the health office.
- The student will be taken to the doctor of the parent/guardian.
- The student will be transported home if the parent/guardian is available.
- If parents/guardian is unavailable, the student will remain in the infirmary until the closing of the school day, at which time he/she will be provided with transportation home.

Residential Student Policy
Nursing staff and/or physician (1/2 day per/week) is available for students during an illness or requiring minor health care, and the infirmary is available for students requiring bed rest.
After students leave the infirmary, they will receive follow-up care. All medication and/or treatment ordered by the physician will be given through the health office.
Parent(s)/Guardian(s) will be notified of all visits the doctor and illnesses requiring a stay in the infirmary.

Notification shall be by telephone and/or letter. Students with a disease of a contagious nature, which endangers the health of other students, will be sent home. He/she will remain in the infirmary until satisfactory travel arrangements are made.

Communicable Diseases or Illness
It is standard procedures to have day students sent home who become ill at school or show symptoms of illness. This is done for the protection of both your child and his/her classmates. Children who have communicable disease should remain at home until there is proof that is no longer contagious. The school nurse or your physician will gladly answer any questions concerning these illnesses or health problems. If your child is absent because of one these diseases, please notify the school nurse or school office.

Medication at School
If a child needs medication, including over the counter at school, PSIS MUST have a note signed by the parent/guardian and a medical doctor or dentist giving permission. The request by the doctor needs to include proper directional procedures to take the medication. PSIS will store the medication in the school nurse's office. The child will need a pass from the teacher to go and take his/her medication.
Immunizations
To be enrolled, immunizations are required. For further information, consult your family doctor or the Washington County Health Department. Please review your child’s immunization records carefully to determine whether he/she will be in compliance with the immunization law, which went into effect the spring of 1982. Immunization requirements are as follows:
For grades 2-12:
Measles must be at or after age 12 months.
Rubella must be at or after age 12 months.
Polio (3 doses), a fourth dose is required if one or more doses received prior to age 6 months.
Diphtheria/Tetanus (3 doses), containing vaccine, a fourth dose is required if one or more doses received prior to age 6 months.
For school enters (including Kindergarten, first grade, and out-of-state transfers):
Measles must be at or after age 12 months.
Rubella must be at or after age 12 months.
Mumps must be at or after age 12 months.
Polio (4 doses).
Diphtheria/Tetanus (4 doses containing vaccine) and fifth dose is required if the fourth dose was given prior to age 4.

HEAD LICE
All PSIS students will be checked at least once monthly for active head lice infestation by the PSIS school nurse during the head lice season.

In addition, if any staff at PSIS believes that head lice are present on a PSIS student, such student shall be referred to the school nurse for examination. If live lice or nits are detected, the PSIS student will not be allowed to resume classes or activities at PSIS, and will be required to be returned to their home via PSIS student transportation or to the dormitory in which they are residing. Such student will be excluded from attending classes or activities at PSIS for a period of 1-2 days, beginning on the date of detection of the head lice or until the infestation is gone.

A confidential list will be prepared showing the students excluded, as well as the dates that they will be excluded from classes and/or activities. Such lists shall be provided to PSIS bus drivers, and such students included on the list will not be allowed to ride on PSIS student transportation during the period of exclusion. Appropriate PSIS staff will be provided the confidential list of PSIS student to be excluded from attending PSIS classes or activities on specific dates. Such confidential list referred to herein shall only be available to the appropriate staff at PSIS, or parent/guardian of the PSIS student.

Upon returning to school a head check will be made by the school nurse (see below under Parental Responsibility) to determine if the student is lice free. PSIS is happy to help families locate resources in the community that will help combat head lice concerns they may have.

Parental Responsibility
It is important that parents/guardians check their children frequently and treat children identified with lice promptly and effectively. Prior to a PSIS student returning to class or activities after being excluded because of detection of head lice, a parent or guardian must accompany such PSIS student and will meet with the school nurse to determine if the PSIS student has been effectively treated and
removed such head lice. Such determination can be made by the PSIS School Nurse or by providing PSIS with documentation from a licensed healthcare provider indicating such student is free of head lice. If the School Nurse finds evidence of continued head lice, such student will continue to be excluded from classes or activities until such time as the PSIS School Nurse determines that such student is free of head lice.

Note
If head lice are detected on a PSIS student (active infestation), PSIS will send a note home with a student that explains the exclusion, dates of exclusion, and recommended procedures for treatment. PSIS shall also attempt to make contact with the parent or guardian of the student.

Residential students

Local students
Any PSIS student whose parents or guardian is within a reasonable distance of PSIS who has been detected with head lice shall be treated as any other PSIS student, including exclusion and re-entry.

Long Distant Students
Any PSIS students who are detected with head lice and at the discretion of PSIS, their parent/guardian lives at a distance too far away to require them home, may elect to treat such student at PSIS by appropriate PSIS staff and/or the PSIS school nurse. Upon such election, such student shall be excluded from PSIS classes and activities in the same manner as any other PSIS student, and shall only be allowed to return to classes or activities when the PSIS school nurse or a licensed health care provider determines that such student is free of head lice.

Referrals
Referrals for neglect shall be made to the appropriate intake specialist in accordance with PSIS-CCT Cooperative Agreement and Tribal Law. PSIS shall refer to an appropriate intake specialist any student who is suspected of being neglected as evidenced by, but not limited to, any of the following:

1. Untreated (active infestation) of head lice or bed bugs that occur more than once in a one (1) month period:
2. Medical needs not being met:
3. Lack of parental supervision:

Safety Drills
State law requires that each school building conduct safety drills for the purpose of practicing for different types of emergencies. These emergencies include fire evacuation, lockdown, reverse evacuations, earthquake, and other drills.

Accidents
All accidents should be reported to the nearest adult in charge. Following the accident, a Paschal Sherman accident reporting form will be completed documenting the incident.
STUDENT RIGHTS

Students shall have the right to equal educational opportunity without discrimination on the basis of national origin, race, religion, economic status, gender, pregnancy, marital status, previous arrests, previous incarceration, or handicap.

- Students shall enjoy freedom of speech, press, and assembly.
- Students shall be free from unlawful interference by other students in the pursuit of education.
- Students shall be free from verbal, written or physical acts of harassment, hostility, or deformation in any form based on nation origin, race, religion, economic status, gender, pregnancy, marital status, previous arrest, previous incarceration, or handicapping condition.
- Students shall be secure against unreasonable search and seizure. The search of a student, a student’s possessions, or school property assigned to a student (locker, desk, etc.) and the seizure of items in his/her possession shall be subject to the following conditions and limitations:

  1. There shall be reasonable cause for search by school authorities.
  2. General search of school property may be conducted at any time.
  3. Search of school property assigned to a student and search of a student’s possessions, shall be for specific item or items and be in the student’s presence if possible.
  4. Illegal items such as explosives, weapons, controlled substances, or other possessions reasonably determined will be confiscated from student possession.
  5. Items used to disrupt or interfere with the educational process may be removed from a student’s possession and returned at the district’s discretion.

- Student may petition the school or district for redress of grievances.
- Students will not be deprived of education rights without due process of law.
- Students may apply for re-admission at any time before the expiration of suspension or expulsion.
- Students of majority age, if emancipated from parent(s) or guardian(s), shall have adult rights regarding their education programs.

Paschal Sherman Indian School will make available to students an optional insurance plan, but students are free to secure their own plan. Paschal Sherman Indian School does not purchase health insurance for coverage against student injury and/or accident. Private insurance coverage is strongly recommended for students.

STUDENT AND PARENT RIGHTS

- To an education and to a quality, safe home living environment;
- To be free from unreasonable search and seizure of person and property;
- To a reasonable degree of privacy and to a safe and secure environment;
- To due process;
• To understand due process procedure/ to a written notice of charges to student conduct;
• To personal beliefs and cultural practices; which are appropriate, legal and lawful;
• To freedom of speech, expression, and dress as long as they do not disrupt the educational process or endanger the health, rights, or safety of others;
• To report to the staff if he/she thinks he/she is being treating unfairly.

PROTECTION OF RIGHTS

1) No staff member shall make a rule which is in conflict with the code of Student Responsibilities and Rights;

2) Copies of the Handbook will be available for student review in the following offices: Home living Assists’ Office, Residential Director’s Office, Counselor’s Office, Administration’s Office, Academic Specialist’s and Drug/Alcohol Director’s Office.

3) Students shall be protected from prejudiced, unjust, or inconsistent academic or personal evaluation under the regulations of 25 CFR Pt. 36;

4) Students are entitled to be heard;

5) Any Student who feels he/she has been treated unfairly may:
   a) Report the problem to a teacher, counselor, supervisor, director, or the superintendent if an employee is involved;
   b) Report the problem to the student council;
   c) Report the problem to the appropriate residential hall committee;
   d) Request a special MDT hearing

6) The MDT staffing disciplinary actions, and grievances should be fair and impartial, should not have witnessed the incident and should have no conflicting interests;

7) Consistency of application, reasonableness, and equal protection shall be the guidelines of all disciplinary policies;

8) Have information about him/her treated confidentially. Information will not be made available to outside persons, groups, or places unless:
   1.) You give permission by a written informed consent.
   2.) Disclosure is allowed by court order.
   3.) If applicable, your guardian gives permission.
   4.) An emergency exists in which withholding information would likely result in harm to you or another.
9) Records are kept in a locked file and are seen by authorized persons. All staff consultants are bound by the same rules of confidentiality. Student's records may be subject to review by federal, state, and local funding sources to verify and evaluate services delivered. (S.C. 401.7 B.4)

10) A special educational child may not be suspended or expelled for disruptive action related to his/her disability. If a Special Education child is so disruptive in a classroom or an alternative situation that the education of other children is impaired, he/she should be removed;

11) CHILD ABUSE REPORTING: RCW 26.44.030

School employees who have reasonable cause to believe that a child has suffered abuse/neglect are mandated by Washington State Law to report or cause a report to be made to appropriate agencies. Child abuse, as defined by Washington State Statutes, includes physical injury, mental injury, sexual abuse or exploitation, negligent treatment, or threatened harm.

12) Any student who feels he/she has been abused or neglected by staff or students should report the suspected instances immediately through the administrative office or a trusted staff member. All child abuse and neglect will be reported to Colville Confederated Tribes Child Protection Services within 45 hours as mandated in accordance to RCW 26.44.030.

PSIS Home living Assistants staff and school staff will report all alleged to immediate supervisor, a written report of the alleged will be filed in the student file.
Kindergarten
1-Backpack
1-Box of Crayons
1-Water paint
1-Box of Tissue
1-Pair of Scissors
1-Bottle of Glue or Glue Sticks
1-Dozen #2 Pencils
1-Pack of Markers
4-Pocket Folders

First Grade
1- Bottle Elmer’s Glue
1- Box of Crayons
1- Pair of Scissors
1- Dozen #2 Pencils
3- Large Glue Sticks
1- Large Erasers
2- Boxes of Kleenex
1- Box of Watercolor Markers
1- Pencil Pouch
1- Backpack

Second Grade
1-Box Crayons
1-Box Colored Pencils
1-Large Glue Stick
1-bottle Elmer’s Glue
4-Large Erasers
1-Water paint
1-Dozen #2 Pencils
1-Scissors
1-School Box or Pouch
2-Boxes Kleenex
1-Backpack (put name on)
1-70pg Spiral Notebook, wide-rule

Third Grade
1- Box Crayons
1- Box Colored Pencils
2- Large Glue Sticks
2- Large Erasers
3- Dozen #2 Pencils
1- Small Backpack
1- Box Kleenex
4-1 Subject Spiral Notebooks (SFA)

Fourth Grade
1- Dozen #2 Pencils
1-Set of Erasers
1-backpack
1-Binder
4-1 Subject Spiral Notebooks (SFA)
1-Pair Scissors
1- Ruler
1- Pencil Pouch
1- Box of Tissue

Fifth Grade
1- Pair of Scissors
1- Ruler
1- Pencil Pouch
1- Binder
3- Packs of paper
5-1 Subject Spiral Notebooks (SFA)
1- Notebook 6ct.
Dividers
1-Set of Watercolors
1- Box of Colored Pencils
2-Dozen #2 pencils
3-Black/Blue pens
1-Small notebook 3"x5"
1-Flash Drive

Six Grade
1- Pair of Scissors
1- Ruler
1- Pencil Pouch
1- Binder
3- Packs of paper
5-1 Subject Spiral Notebooks (SFA)
1- Notebook 6ct.
Dividers
1- Box of Colored Pencils
2- Dozen #2 Pencils
3- Black / Blue Pens
1- Small notebook
3"x5"
1- Memory stick (jump drive)
1- Box Kleenex

Junior High Grades
(7th – 9th)
2- 3 Ring Binders 2"
2- Sets of Subject 6 ct.
Dividers
1-Calculator
1- Pair of Scissors
1-Compass/Protractor
1- Ruler
1- Bottle of Glue Stick
2- Packs of Paper
2- Dozen #2 Pencils
1- Box of Non-Toxic Markers
1- Pencil Pouch
2- Subject Spiral Notebooks
1- Flash Drive
2- Composition Notebooks
1- Box Kleenex

**Please mark your child(s) supplies with name and grade. Supply list subject to change. If there is a hardship in buying the school supplies, please notify the school office and we will provide the student with the basic supplies.