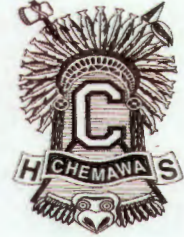




United States Department of the Interior
BUREAU OF INDIAN EDUCATION
CHEMAWA INDIAN SCHOOL

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November 25, 2014

Memorandum

To: Chemawa Indian School Staff, Students and Parents or Legal Guardians

From: Lora Braucher *L Braucher*
Superintendent Chemawa Indian School

Subject: Chemawa Indian School Student Check-Out Policy

The following replaces any previous Chemawa memorandums, policies or procedures on the same subject. This memorandum is in accordance with the Bureau of Indian Education Memorandum on Student Check-Out Procedures dated November 20, 2014, which replaced the earlier memorandum dated April 13, 2010, on the same subject. It is necessary to comply with this memorandum while also creating guidelines, processes and procedures specific to the needs of Chemawa Indian School.

1. A student wishing to have check-out privileges must have an original written Chemawa Indian School Permission for Student Check-Out Form signed by the parent or legal guardian on file. These new forms are attached to this memo for parents to complete and return to the school so as to be in accordance with this new policy.
2. Check-Out requests via fax or email may be approved if the request is made using the Chemawa Indian School Check-Out Request Form. The request will then be verified by phone using the parent or legal guardian phone number that is on file in the Infinite Campus data base. For this reason it is extremely important that parents or legal guardians update the parent portal or notify the school when their phone number has been changed. These check-out requests may only be approved by the superintendent, principal or dorm manager. These forms are available online and in both the residential and academic departments.
3. Students may be checked out through the dormitory or through academic by parents, legal guardians or by individuals they designate who are at least 25 years of age and are listed on the student's Permission for Student Check-Out form.
4. All individuals checking out students will be required to provide a photo ID and sign the student check-out form.
5. Students, regardless of age, may not check themselves out.
6. When there is evidence or reasonable belief that the safety of the student may be at risk school personnel reserve the right to refuse any check-out request. If necessary local law enforcement will be contacted.
7. If a conflict arises concerning the student check-out process the superintendent or his/her designee has the right to revoke any student's check-out privileges.

8. Check-outs during the academic day will be restricted to sanctioned school activities. Exceptions to this may be made on an emergency basis with approval of the academic principal.
9. Students must be in good standing and not on restriction in order to be checked out. Exceptions may be made on a case by case basis in times of family emergency. In this case all restrictions would be reinstated upon return.
10. Students involved in inappropriate activity while in check-out status may face disciplinary action upon their return to campus and may have their check-out privileges revoked.

The following pertains to staff members checking out students:

1. Staff member are permitted to check-out students who are members of their immediate family when the staff is 25 years or older and is listed on the Permission for Student Check-Out form that has been signed by the parent or legal guardian.
2. Staff check-out of students who are not in their immediate family will be limited to extenuating circumstances only and will be approved on a case by case basis by the superintendent. In these cases:
 1. Staff must be 25 years of age to check-out a student.
 2. Staff will be required to request the check-out in a face to face meeting with the superintendent.
 3. Written approval on a Check-Out Request Form from the parent or legal guardian that has been verified by the superintendent is also required.

To ensure the safety and welfare of our students all parents or legal guardians, students and staff are required to follow the above policy. Failure to do so may result in revocation of check-out privileges and/or disciplinary action.

Attachments: Chemawa Permission for Student Check-Out Form

cc: Bart Stevens ADD BIE
Eric North, School Safety Specialist