



THE

PLACE TO BE

STUDENT HANDBOOK

2021¹-22

STUDENT HANDBOOK 2021-22

CHOCTAW CENTRAL DORMITORY

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THIS HANDBOOK BELONGS TO:

NAME: _____
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CITY/TOWN: _____ **ZIP CODE:** _____

Student Handbook
Choctaw Central Dormitory Program
Mississippi Band of Choctaw Indians

Adopted by MBCI Tribal Council Resolution CHO 21-057 on 1/12/21

Mississippi Band of Choctaw Indians

Cyrus Ben Tribal Chief

Members of the Choctaw Tribal Council

BogueChitto

Roderick Bell

Ronnie Henry, Sr.

Kendall Wallace

Conehatta

Timothy Thomas, Sr.

Tarina Anderson

Hilda Nickey

Pearl River

Deborah Martin

Barry McMillan

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Wilma Simpson-McMillan

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Standing Pine

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TABLE OF CONTENTS

SECTION	PAGE
INTRODUCTION	8
MISSION & VISION STATEMENTS	8
PHILOSOPHY	9
PROGRAM GOALS & OBJECTIVES	9-10
ORGANIZATION Organization Chart/Chain of Authority Choctaw Tribal Schools 2020-21 School Calendar Dorm Staff Schedule Dormitory Staff Dormitory Telephone Numbers Daily Student Schedule	10-14
ADMISSIONS and ELIGIBILITY GUIDELINES/POLICIES	14-15
ATTENDANCE POLICY	15
DORMITORY'S TENTATIVE COUNT WEEKS	15
STUDENT ORIENTATION What Students Need to Bring to the Dormitory	16
STUDENT CHECK IN AND CHECK OUT POLICY	16-17
VISITOR POLICY	17
GENERAL SERVICES Dormitory Provides Positive Reinforcements Personal Property of Students/ Locks & Lockers Items that will be Kept in Dorm Staff Offices/Dormitory Safe Box Student Responsibility for Any Money Electronic Devices Identifying Electronic Devices/Any Personal Items Room Keys Student Automobiles Cafeteria/Food Services	18-21
OUTSIDE BEVERAGES	21
OUTSIDE FOOD REQUESTS/DELIVERIES	21
VENDING OPERATION	21
PARENTAL/GUARDIAN INVOLVEMENT	22
BOYS & GIRLS' CLUB UNIT #1 DORMITORY	22
PERSONAL APPEARANCE and DRESS CODE	22-23
LAUNDRY ROOM/SCHEDULE	24
SEARCH & CONFISCATION POLICY/BAGGAGE CHECK	24
PROCEDURES for REPORTING WHEN a STUDENT is AWOL/RUNAWAY	24-25
PROCEDURES for REPORTING WHEN a STUDENT is SUSPECTED of BEING UNDER THE INFLUENCE	25

CHOCTAW LAW ENFORCEMENT	25
INTERROGATION by LAW ENFORCEMENT/INTERROGATION	25
CHILD ABUSE REPORTING	25-26
PROTOCOL for VIOLENCE RESPONSE/FIGHTING	26
SELF-HARM SUICIDE/SUICIDAL IDEATION PROTOCOL	26-27
HARASSMENT POLICY	27
BULLYING PREVENTION POLICY	28
WEAPONS, DRUGS, ILLEGAL SUBSTANCE POLICY	28-30
MISUSE OF ELECTRONIC DEVICES	30
DORMITORY EXPECTATIONS/RESPONSIBILITIES	30-31
PROHIBITED and RESTRICTED AREAS	31
RESTRICTIONS	32
CONSEQUENCES for BEHAVIOR VIOLATIONS (RESTRICTIONS) Two Days Plus Extra Details Three Days Plus Extra Details One Week Plus Extra Details Two Weeks Plus Extra Details Three Weeks Plus Extra Details Four Weeks Plus Extra Details Suspension/Expulsion/Dismissal	32-46
PARENTAL/LEGAL GUARDIAN NOTIFICATION	46
DORMITORY POLICY ON SCHOOL SUSPENSION	46
DORMITORY CLEANING	47
PROCEDURES for USE of FACILITIES	48
NON-RESIDENT DORMITORY USE AGREEMENT	48
STUDENT COMPLAINTS	48
PARENT CONFERENCES	49
COUNSELING	49
CULTURAL EDUCATION	49
DORMITORY COUNCIL	49
DISCIPLINARY REVIEW COMMITTEE	49
OUT of STATE STUDENT TRAVEL	49-50
STUDENT ACCOUNTABILITY	50
STUDENT CLOTHING and BELONGINGS	50
FIRST AID and HEALTH PROTOCOLS & PROCEDURES Head Lice/Scabies Infestation Medication Dispensing Dental/Medical Appointments Sexually Transmitted Diseases (STDs) Cuts and Wounds Nose Bleed Burns Eye Problems Head Injuries Neck and Spinal Injuries Fractures	51-54

Sprains Strain to Muscles Fainting Convulsions Vomiting Diarrhea Fever High Blood Pressure Crisis Diabetic Crisis Allergic Reaction	
EMERGENCY NUMBERS Fire Power Failure Inclement Weather Runaways Health	54
SCHOOL CLOSURE	55
EMERGENCY PROCEDURES Tornado Power Failure Fire/Fire Drill	55
DORMITORY SECURITY CAMERAS AND SAFETY MEASURES Lock Down Daily Lock Down Procedures	55-56
NOTICE of the PRESENCE of ASBESTOS CONTAINING MATERIAL (ACM)	56
RECEIPT OF FUNDS OR FUNDRAISING	56
CHOCTAW TRIBAL SCHOOLS – INTERNET USE POLICY ACCEPTABLE AGREEMENT/USE POLICY	56-57
STUDENT RIGHTS	58
DISCIPLINE REVIEW COMMITTEE GUIDELINES	59-60
INDIVIDUALS with DISABILITIES EDUCATION ACT (IDEA)	61
STATEMENT OF NONDISCRIMINATION	62
PARENT/STUDENT AGREEMENT FORM	63

CHOCTAW CENTRAL DORMITORY STUDENT HANDBOOK

FORWARD

This handbook serves as the official Residential Student/Staff Handbook for the Choctaw Central Dormitory Program. The Dormitory Students and Staff have prepared the information in this

handbook. It is to be used as an information guide for policies and procedures. It is available to all interested school, community, and parental participants.

The handbook is administratively mandated for all Bureau of Indian Education operated and funded supported residential programs as a minimum requirement for the successful operation of the dormitories. The mandate is provided under the authority of Every Student Succeeds Act of 2015, Code of Federal Regulations (CFR) Subpart G. PART 36—MINIMUM ACADEMIC STANDARDS FOR THE BASIC EDUCATION OF INDIAN CHILDREN AND NATIONAL CRITERIA FOR DORMITORY SITUATIONS.

The residential staff supports, integrates, and implements the following mission and vision statements into daily operations of the residential program. The residential staff also adheres to the policies and procedures contained within the Choctaw Tribal Schools Staff Handbook and the MBCI Tribal Government policies and procedures.

MISSION and VISION STATEMENTS

BIE MISSION

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

BIE VISION

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.

CHOCTAW TRIBAL SCHOOLS MOTTO

**Alla Momat Ikkana Chih
(All Children Will Learn)**

VISION OF THE CHOCTAW TRIBAL SCHOOLS

In the pursuit of excellence and believing that Alla Momat Ikkana Chih; “All Children Will Learn”, the Choctaw Tribal Schools strive to become exemplary and preeminent schools which inspire, challenge, and empower students and for success in a globally competitive society.

VISION OF CHOCTAW CENTRAL DORMITORY PROGRAM

The Choctaw Central Dormitory Program’s vision is that each student will graduate and become a productive and contributing member of the communities in which they live, and society as a whole.

MISSION OF CHOCTAW CENTRAL DORMITORY PROGRAM

The Dormitory will operate with the philosophy of providing a nurturing, homelike atmosphere to the students, which will facilitate their learning and development in academic/intellectual areas, social/cultural areas, physical fitness, and health areas of life. This philosophy will be carried out through counseling activities, recreation, tutoring, and community related activities.

STATEMENT OF PHILOSOPHY and GOALS

The Choctaw Central Dormitory Program operates its program activities and services on principles of the following philosophy, goals, and objectives. The statement of philosophy and goals are developed with the involvement of students, parents, school staff, dorm staff, and adopted by the Tribal Education Committee. These are reviewed annually and revised as necessary.

PHILOSOPHY

The Choctaw Central Dormitory will operate with the philosophy of providing a nurturing, homelike atmosphere that is conducive to motivating and supporting the personal, social, mental, cultural, and spiritual growth and development of its students.

It is the ethical responsibility of the entire residential staff to protect and promote the values underlying this principle; and to participate in creating, developing, and exhibiting the positive attitude necessary in creating such an atmosphere with the foremost care and concern of the students within every action demonstrated and taken within the residential environment.

PROGRAM GOALS and OBJECTIVES

GOAL 1: To further develop pride in and knowledge of their culture and heritage and increase personal self-esteem and participation in community events through programs from community resources demonstrating Choctaw culture, heritage, and community activities. This will also make the community more aware of the Dormitory and increase community support.

Long Term Objectives:

- ◆ The Dorm Staff will provide the opportunity to all students to learn more about their cultural identity and develop an appreciation for it, which will encourage and develop positive self-identity.
- ◆ The Dorm Staff will help residents acquire a sense of personal pride, high self-esteem, positive self-image, and self-worth by increasing their personal and cultural awareness. This will also help residents with their emotional growth and development.

Short Term Objectives:

- ◆ The Dorm Staff will invite various community members to meet with the students and share their experiences and cultural talents through demonstrating and creating cultural crafts, foods, and giving presentations.
- ◆ The Dorm Staff will receive training in strategies to enhance the emotional growth and development as part of their personal overall well-being experience.

GOAL 2: To produce productive citizenship among the student residents.

Long Term Objectives:

- ◆ The Dorm Staff will prepare student residents to become responsible citizens through their participation in student government/councils, dorm activities, community activities, and school activities.
- ◆ The Dorm Staff will encourage student residents to become productive, independent, and self-sufficient individuals as show through completion of assigned duties, practice of good study habits, participation in dorm activities, and personal actions without infringing on the personal rights of others.

Short Term Objectives:

- ♦ The Dorm Staff will create opportunities for students to learn about citizenship through active participation in residential government activities, group meetings, academic study groups, community activities, etc.
- ♦ The Dorm Staff will provide opportunities for students to learn about personal responsibility through assigned duties, study, academics, and participation in school activities.

GOAL 3: To provide a nurturing, homelike atmosphere that will result in a stable/increased student enrollment and retention in the Dormitory.

Long Term Objectives:

- ♦ To create an environment that is safe, nurturing, and mindful of the needs of all of the students.
- ♦ To ensure that the facility is free of harmful conditions and all defective items are removed or repaired/replaced expeditiously to ensure the continued physical safety of all who enter the building and reinforce the positive image of the residential students.

Short Term Objectives:

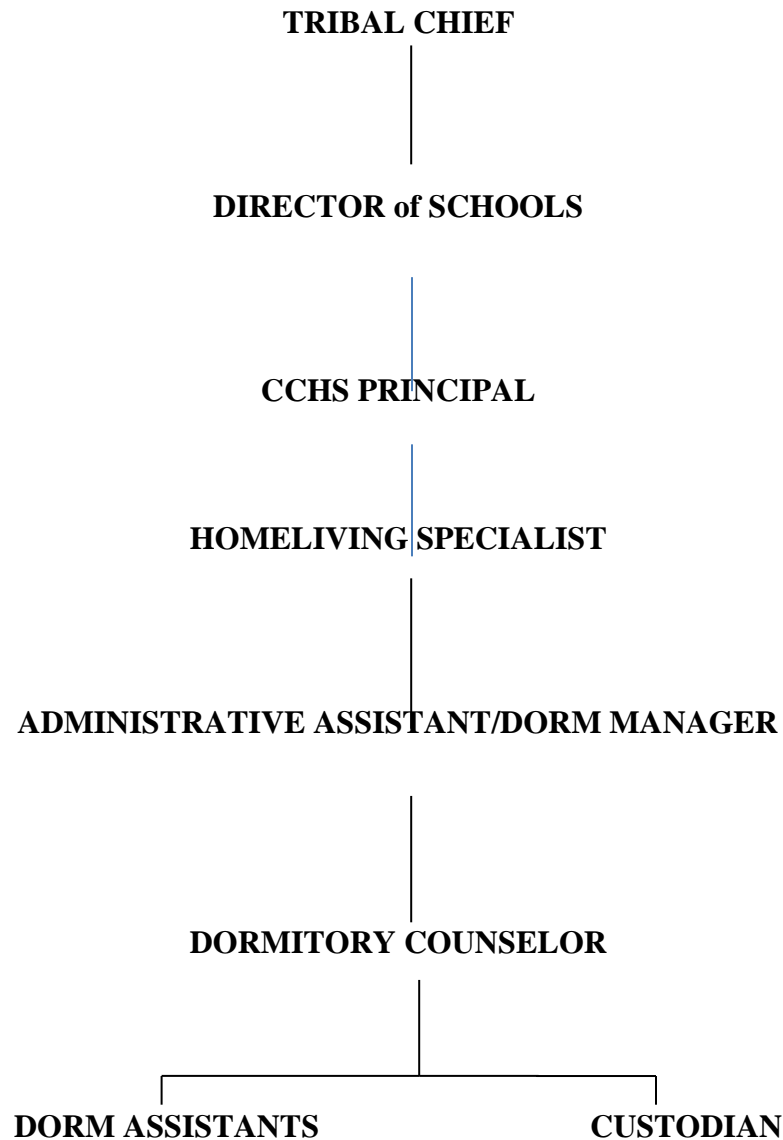
- ♦ The Dorm Staff will treat all students and each other with respect and regard them as worthy individuals.
- ♦ The Dorm Staff will be fair and friendly to all students, other staff members, and guests.
- ♦ Dorm Staff will be fully supportive and assist students in their academic pursuits,; doing all they can to ensure that homework and projects are completed in a timely manner.
- ♦ Each student will be provided with the opportunity to receive tutoring from qualified tutors in specific subject areas.
- ♦ Dorm Staff will do routine equipment checks to ensure that any defective items are reported immediately.

ORGANIZATION:

**CHOCTAW CENTRAL DORMITORY PROGRAM ORGANIZATION CHART and
CHAIN OF AUTHORITY**

The Homeliving Specialist is responsible for the development, implementation, and evaluation of the total residential program. The Choctaw Central High School Principal and Director of Schools supervise him/her. The Homeliving Specialist, Administrative Assistant/Dorm Manager, and the Dorm Counselor will provide quality guidance and counseling services to all students and will work closely with the staff. The Administrative Assistant/Dorm Manager and Dorm Counselor are under the direction of the Homeliving Specialist. The Administrative Assistant/Dorm Manager, who reports to the Homeliving Specialist, will complete office procedures so as to meet and maintain the program activities and daily operations. The Dorm Assistants will work to ensure the safety and welfare of the residents during the evening hours and report directly to the Homeliving Specialist or his/her designee.

THE CHOCTAW RESIDENTIAL (DORMITORY) ORGANIZATIONAL CHART



When the Homeliving Specialist is not campus and/or not on duty, then the Administrative Assistant/Dorm Managers is in charge. If the Homeliving Specialist and the Administrative Assistant/Dorm Manager are not on campus and/or not on duty, then the Dorm Counselor is in charge. At 10:30pm, the Dormitory Assistant with the most seniority is in charge. At 12:00am until 8:30am, the Dorm Assistant with the most seniority is in charge. Substitutions will be made as needed.

CHOCTAW TRIBAL SCHOOLS 2021-22 SCHOOL CALENDAR

<u>First Semester (90 Instructional days)</u>	<u>Second Semester (90 Instructional days)</u>
Aug 2-3 Staff Work Days	Jan 3 Begin 3 rd Term
Aug 4 Student's First Day	Jan 17 ML King Holiday
Aug 13 Nanih Waiya Day	Feb 10 Progress Reports
Sept 6 Labor Day	Feb 21 Presidents Day
Sept 9 Progress Reports	Mar 11 End of Third Term
Sept 24 American Indian Day	Mar 14 – 18 Spring Break
Oct 8 End of 1 st Term	Mar 21 Begin 4 th Term
Oct 11 Fall Break	Apr 15 -18 Easter Holidays
Oct 12 Start of 2 nd Term	Apr 21 Progress Reports
Nov 11 Veterans Day	May 17 CCHS Graduation
Nov 15 Progress Reports	May 19 End of 4 th Term
Nov 24-26 Thanksgiving Holidays	May 19 60% day for students
Dec 17 60% Day for students	May 20 Staff Work Day
Dec 17 End of 2 nd Term	

There are some days included in the school calendar on which the students do not come to school.

Federal Holidays: There are seven (7) Federal Holidays during the school year: Labor Day, Veterans Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, and Presidents' Day.

School Vacation Days: Other holidays in the school year when children do not come to school: Nanih Waiya Day, American Indian Day, Thanksgiving, Christmas Break, Spring Break, and Easter Holidays.

Community Relations Days: These days are full school days for all students. Each school will determine its own schedule and notify parents of the times staff members will be available to meet with them. Parents are encouraged to visit the school, receive student report cards, and meet with their chil(ren)'s teachers during these times.

DORMITORY STAFF SCHEDULE

8:00am-4:30pm	Homeliving Specialist on Duty
12:00pm-8:30pm	Administrative Assistant/Dorm Manager on Duty
8:00am-4:30pm	Custodian on Duty
1:00pm-9:30pm	Dorm Counselor on Duty

3:00pm-11:30pm	Dormitory Assistants (Males & Females) on Duty
3:30pm-12:00am	Dormitory Assistants (Males & Females) on Duty
12:00am-8:30am	Dormitory Assistants (Males & Females) on Duty

Times are subject to change at the Discretion of the Homeliving Specialist.

All Dormitory Assistants are responsible for supervising all students in general areas, at meals, during activities and field trips and on the residential floors. Specific staff members are assigned to specific residential floors to ensure coverage of all areas. Dormitory Assistants are expected to rotate throughout the night so that they will come into contact with all of the students. Dormitory Assistants also rotate when taking students to the Choctaw Health Center. When taking students to the Choctaw Health Center, Female Dorm Assistants will accompany female students and Male Dorm Assistants will accompany male students. Dormitory Assistants are to be alert throughout the night and remain on the resident floors as much as possible.

The Homeliving Specialist is always available to students or parents to discuss problems or ideas. Parents and students are encouraged to take an active part in the Dormitory.

DORMITORY TELEPHONE NUMBERS:

PHONE NUMBER	STAFF
(601) 650 - 7310	HOMELIVING SPECIALIST (ROY SMITH)
(601) 650 - 7311	ADMINISTRATIVE ASSISTANT/DORM MANAGER (MELINDA GIBSON)
(601) 650 - 7312	DORM COUNSELOR (MICHELLE FERRIS)

These are direct lines that can be used day or night. The Main Office line that most students use to make calls is (601) 650 – 7311.

DAILY DORM STUDENT SCHEDULE

TIME	MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY
5:00AM	EARLY WAKE UP CALLS. (Put in requests with Staff the night before.)
6:00AM	FIRST WAKE UP CALL
6:15 – 7:25AM	STUDENTS MUST BE OUT OF BED AND GETTING READY FOR THEIR DAY! Shower, room clean up, details, prepare for school. After 6:45AM is OVERSLEEPING!
7:30AM	Students leave the Dormitory for Breakfast at cafeteria and then go to school.
8:00AM	CLASSES BEGIN. Day/Morning Staff come on Duty.
DORMITORY IS CLOSED FROM 8:00AM to 3:15PM. NO STUDENTS ARE PERMITTED IN THE DORM.	

3:15-3:20PM	Classes are over. Dorm opens. Review daily room inspections. Check in and Sign in or Sign After School Activity Book before going to practices, games, after school program/tutoring.
3:30-5:00PM	Check with Staff about any activities.
6:00PM	Study Period begins. All students are to report to their assigned group for Study Period.
6:05PM	You are late for Study Period! Being tardy to Study Period is a Restriction!
7:20PM	Study Period ends. Students are allowed free time unless they are on Restriction. All students on Restriction are to remain in their rooms on their floors.
7:20-8:00PM	Extra Study time for those late to study period and those who have not completed assignments. Students with more than one F or I (Incomplete) are encouraged to attend.
7:20-8:45PM	Free time and student activities.
7:20-8:30PM	Food orders/deliveries are to be made after study period and orders made before 7:50PM. NO deliveries are to be made after 8:30PM. Students must finish consuming any outside food by 9:00 PM in the Dorm Library. OUTSIDE DRINKS ARE NOT ALLOWED.
8:45-9:30PM	Evening Details, Showers, get ready for bed
9:45PM	Warning/Early Bed Check
10:00PM	LIGHTS OUT! Students should be in their own room and in their own bed. Students are required to be checked in the Dorm, unless parents/legal guardians notify staff. By this time, all electronic devices must be turned in to Dorm Staff.
10:00PM-7:30AM	Student Bed Checks are done hourly.
<i>THESE TIMES ARE SUBJECT TO CHANGE</i>	

**STUDENT ADMISSION and ELIGIBILITY GUIDELINES and
POLICY for DORMITORY RESIDENCY**

The following are requirements needed to be on file at the Dormitory before a student may become a Dormitory resident:

- **A COMPLETED and SIGNED Dormitory application (a new one is needed at the beginning of every school year. MUST BE SIGNED BY PARENT/LEGAL GUARDIAN IN INK.)**
- **BIRTH CERTIFICATE**

- **CERTIFICATE of DEGREE of INDIAN BLOOD (CDIB) or ELIGIBILITY CERTIFICATION FORM – proof of ¼ degree of Indian Blood.**
- **SOCIAL SECURITY CARD**
- **ANY (COPY OF) APPLICABLE LEGAL/CUSTODY DOCUMENTS IF REQUIRED (If you are enrolling a child in which you are not listed on the Birth Certificate.)**
- **COPY OF ANY COURT DOCUMENTS IF STUDENT IS BEING COURT ORDERED TO APPLY TO RESIDE IN THE DORMITORY.**
- **A COMPLETED BOYS & GIRLS' CLUB APPLICATION. (We are Unit #1 for the MBCI Boys & Girls' Club. Their application must also be completed because our students participate in their programs/activities.)**
- **WITHDRAWAL FORM AND GRADES FROM PREVIOUS SCHOOL (if transfer student)**
- **IMMUNIZATION RECORDS/HEALTH COMPLIANCE FORM – According to 25 CFR 36.99, each student is required to submit immunization records as required by state, local, or tribal laws BEFORE being admitted to ANY Residential Dormitory Program. *New Tdap vaccination is mandated for all 7th Graders.***
- **MEDICAL INSURANCE CARD(S)**

At the time a student is placed in the Dormitory Program, it is the parent/legal guardian's responsibility for completing all applications, placement and permission forms before the student is accepted. Priority will be given to those students referred by agencies such as Children & Family Services, or Tribal Courts.

ATTENDANCE POLICY

It is the Dormitory's policy to only accept placement prior to the **FIRST COUNT WEEK**. **STUDENTS MUST BE PRESENT IN THE DORMITORY ONE NIGHT DURING EACH OF THREE COUNT WEEKS TO BE COUNTED AS A RESIDENTIAL STUDENT.**

It is required that **ALL** Dorm Students be present at least twelve (12) days every month for the entire school year.

If a student is counted as **ABSENT** for ten (10) consecutive days, that student will be dropped from the Dormitory's Enrollment. They will be re-enrolled once they return. Only one enrollment packet is required per year, unless a student changes guardianship. Any changes of a student's information (i.e. address, phone numbers, custody/legal guardianship, etc.) must be immediately reported to the Dormitory staff.

DORMITORY COUNT WEEKS

The Dormitory's anticipated Count Weeks are the last week in September and the first two weeks in October. Alternate Count Weeks will only be scheduled if needed and upon request through the Bureau of Indian Education.

Our Tentative Count Weeks may be as follows but are subject to change:

FIRST COUNT WEEK: _____
SECOND COUNT WEEK: _____
THIRD COUNT WEEK: _____

STUDENT ORIENTATION

Dormitory Staff will orient the students and parents/guardians in the following ways:

- A copy of the Dormitory Student Handbook will be given/sent to each student and Parent/Guardian. Parents may ask questions or request a meeting to review the handbook. Students will review the handbook as a group. Students enrolling after the beginning of the school session will have an individual review of the handbook.
- Incoming 7th/8th grade students will have an opportunity to visit the Dorm during pre-registration campus orientation.
- Upper class transfer students to Choctaw Central High School participate in an individually scheduled orientation to the Dormitory.

DORMITORY STUDENT CHECK IN POLICY

The staff firmly believes that a reasonable evening check in will be beneficial to the students' school performance. For this reason, it will be a policy for students to check into the dorm before 10:00pm, Sunday through Thursday or between the hours of 5:00 – 7:30am, Monday through Friday.

If a student checks into the dormitory by 7:00am in the morning, the student should be ready to go to school. Students that are checked in by 7:00am are not to go upstairs/downstairs to shower. All students are expected to leave the dorm for school by 7:30 AM every morning. If a student's bag/belongings are in the dormitory or their parents drop their belongings off, they will be considered as being checked in.

DORMITORY STUDENT CHECK OUT POLICY & REQUESTS TO GO TO SOMEONE'S HOME

There are two (2) Student Check Out Books. One is to be handled by the female staff for the female students and the other is handled by the male staff for the male students. Dorm Staff must see the person checking the student out. This change in policy/procedure has been in effect since September 29, 2008.

- ◆ Anyone that parents/legal guardians place on a child's Check-Out List must be 21 years of age or older.
- ◆ The only people allowed to check a child out of the dormitory will be those listed on the Check-Out List by the parent/legal guardian.
- ◆ Any changes that are needed to a student's check out list must be made by the parent/legal guardian in person. Also, no notes or phone calls will be accepted to check a student out or to make any changes to a student's check out list.
- ◆ Students will not be released to anyone on their check out list that are suspected of being under the influence. Choctaw Police may be contacted in such instances.
- ◆ If a student has been checked into the dormitory and they are checked out of school then sign back in/return to school, that student is expected to return to the dorm after school. If the student is checked out and do not check back in/return to school, then the student will not be expected to return to the dormitory after school.
- ◆ Requests for students to go to someone else's home must be made in advance/at the start of the week. Staff will need to receive verification from both sets of parent(s)/guardian(s) that give their permission for a student to go to/arrive at another residence. If the staff does not/is unable to verify with either set of parent(s)/guardian(s) that their permission is granted, then the student will have to go to their home/original destination. Also, last minute arrangements/requests for

such a change will not be accepted and the student will have to go to their home/original destination.

Staff will monitor check out lists to make sure they are current and have a legible parent/guardian signature on them. Staff will request to see an individual's ID prior to allowing a student to be checked out. These changes and requests have been made for the safety and well-being of all of our children.

STUDENT CHECK OUT WHILE ON RESTRICTION

The Dormitory Staff needs the support of all parents/guardians, especially for disciplinary actions. The Dorm Staff acts in the best interest of the student and as a guardian to each student during their residency in the dormitory. The students have been made aware of their responsibilities, the rules and regulations of the dormitory, and the consequences for violating them. The consequences for not following these rules or regulations often include restriction from activities and extra details. The Dorm Staff requests that while a student is on restriction that they be checked in, so that the restriction can be served without interruption.

VISITOR POLICY

NO ADULT IS ALLOWED TO COME TO THE DORM TO CONFRONT A DORM STUDENT UNDER ANY CIRCUMSTANCES. IF A CONFERENCE IS NEEDED, IT MUST BE TAKEN UP WITH THE HOMELIVING SPECIALIST.

Dorm students who are not properly signed into the dormitory are considered VISITORS. The student will not be allowed on student floors, unless they are properly escorted by Dorm Staff. The Choctaw Tribal School System encourages parents/guardians, family and community members to visit schools when appropriate and to become approved volunteers for the system.

A "Visitor" is defined as any person on Tribal School property who 1) is not a current Choctaw Tribal School System employee who is authorized to be on the property and 2) has not been certified as a Volunteer by the MBCI Background Adjudication Office. Visitors to the school must report to the office unless the reason for the visit is to attend an athletic event or another after-school event where visitors are invited. During the school day when children are present, visitors must be issued a visitor badge by school staff that will be displayed at all times during the visit. Visitors, including school vendors, will be accompanied during the entire duration of the visit by a Tribal School System employee. Visitors are only allowed to use single occupant restrooms.

A "Volunteer" is defined as any person on Tribal School property who 1) is not a current Choctaw Tribal School System employee who is authorized to be on the property and 2) who has been certified as an approved Volunteer by the MBCI Background Adjudication Office after the required tribal, state and federal background checks. Volunteers to the school must report to the office and will be issued a volunteer badge that will be displayed at all times when they are volunteering. Persons interested in becoming an approved volunteer should contact the local school Principal to obtain an application form and background check list which must be completed and approved before one may serve as a volunteer in the schools. Since the background application and approval process is extensive and could take several months to complete, interested individuals are encouraged to apply well in advance. Volunteers are only allowed to use single occupant restrooms.

THE DORMITORY PROVIDES THE FOLLOWING:

	WHAT IS PROVIDED FOR STUDENTS
--	--------------------------------------

STUDY GROUP/PERIOD/TUTORS	Tutors for all major academic subjects are provided for regular study period. Any student who needs or wishes for additional help, tutors will be available for as long as they are needed each day/evening. This service is also provided per parent(s) request.
RECREATIONAL ACTIVITIES	<ol style="list-style-type: none"> 1. Planned recreational activities, which include seasonal parties, field trips, games, sports activities, movies, skating, bowling, etc. 2. Scheduled arts and crafts activities and learning experiences. 3. Students are responsible for any extra spending money for additional refreshments/souvenirs.
STUDY MATERIALS	<ol style="list-style-type: none"> 1. Typewriters, computers, leisure reading materials, research materials, maps, globes, and other materials in the in-house library. 2. Certain specific study materials are available for use with special projects and homework (i.e. calculators, scale rulers, drawing paper, and some art materials).
LINENS/LAUNDRY	<ol style="list-style-type: none"> 1. Dorm linen services are to provide bed and bath linens, including bed spreads and pillows. 2. Toiletry and laundry supplies are available for students as needed. 3. Washcloths – Each student needs to bring their own washcloth.
HEALTH/MEDICAL CARE	<p>Daily health and medical care, including transportation for services provided at Choctaw Health Center.</p> <p>If a student is taken to the hospital due to illness/injury, that student will remain in their room to rest for the remainder of the evening.</p> <p>If a student is ill/injured and is unable to go to school, and they have a medical excuse, they must go home.</p>
MEDICATION STORAGE/LOGGING	All prescription(s) and other medicines are stored and administered by staff as per physician orders. Each administration is logged and the records kept safely. Minor first aid supplies, such as Band-Aids, ointments, rubbing alcohol, peroxide, etc. are also stored in locked, regularly examined, official cabinets.
STAFFING	Constant day and night presence of trained and caring staff members, both male and female, to be a source of support for each student.

POSITIVE REINFORCEMENT/ INTERVENTIONS

The Dormitory is committed to providing a nurturing, safe home living environment for students enrolled in the residential program. Positive reinforcement interventions will be utilized as a part of developing a comprehensive program for young adults. Positive behavior supports will be provided and explained to the students. Some previous supports are listed below:

- ◆ Positive reinforcements for students include weekly activities, such as going out to the movies, athletic events, etc. Students are eligible to go if 1) they have NO F's and 2) have less than 5 days of restriction to serve.

- ◆ If students make As, Bs, and Cs on the their Nine Weeks Report Cards, they are eligible to go on the ABC Night, which is going out to dinner and then to the movies. We do this for the first three nine week periods. Students who do not make the grade requirement may be approved to attend if they are showing grade improvement.
- ◆ There may be other activities/events added throughout the school year based on availability (i.e. weekend day trips to college athletic events).

Neither the school nor the school system shall sponsor any Dormitory trips, or any Senior trips, other than educational field trips taken as part of the regular school year academic program.

PERSONAL PROPERTY of STUDENTS / LOCKS and LOCKERS

Lockers are provided in each student room for students to secure items. Combination locks are provided so that students may utilize to lock their lockers. All students are encouraged to place their valuable items in the lockers and lock them up for safekeeping and are responsible for securing their locker when they leave the Dorm. Upon reasonable request from Dorm Staff, students may be required to open their locker. Students must leave all Dorm locks on the assigned lockers at all times. All Dorm locks must be turned in before the end of the school year. There is a five dollar (\$5.00) replacement fee for all unreturned Dorm locks. Any damages to Dorm Locks/lockers will be the responsibility of the student(s) and their parent/legal guardian. **The Choctaw Dormitory Program is not responsible for replacing any lost, broken, or stolen property of students.**

The Choctaw Tribal Schools do not assume responsibility for any wrongful act committed by any student in the Choctaw Central Dormitory or other educational facility, either on or off the school property. Liability for damages resulting from a wrongful act by a student rests with the parents/legal guardians of the student. **The Dorm/school is not responsible for damage or theft of any personal property of a student, regardless of the value.** Students are required to label/engrave their name/initials on their belongings before bringing them to the Dormitory. **STUDENTS MUST BE RESPONSIBLE FOR ALL ITEMS THEY BRING TO THE DORMITORY.**

ITEMS THAT WILL BE KEPT IN THE DORM STAFF OFFICES

There are items that some students bring to the Dormitory that will not be allowed to remain in the students' rooms and will be kept in the Dorm Staff Office. Students will need to ask staff for their item, use it, and then return it to the staff. At any time, other items may be added to this list if warranted.

- Any/All medications, whether prescribed by a physician or over-the-counter.
- Any/all aerosol cans/body sprays (i.e. deodorants, hairspray, body sprays/perfumes/colognes etc.). These will not be allowed to be kept in any student room.
- Any silly/spray string.
- Any facial masks (black charcoal, etc.)

STUDENT RESPONSIBILITY FOR THEIR OWN MONEY

Students who bring their own money to the Dorm will be allowed to make use of the Dorm's safebox. All students have been and will continue to be encouraged to make use of the Dorm's Safe Box if they bring money to the Dorm. If they do not choose to do so, they are responsible for the money that they bring in to the Dorm or for Dorm activities.

While on any dorm sponsored outings, it is the students' responsibility to keep up with their own money at all times. **IT IS NOT THE DORMITORY'S RESPONSIBILITY TO REPLACE ANY LOST/STOLEN MONEY ON ANY DORM TRIPS OR WHILE IN THE DORMITORY.**

ELECTRONIC DEVICES

The Choctaw Central Dormitory is aware of the continual advancements in technology and values the role it can play in the education of our students. **It is the student's responsibility to turn in all electronic devices to Dormitory Staff at the required times and upon staff request or demand. Students who fail to turn in, or who hide, or attempt to sneak in any electronic devices or turn in "dummy devices" will result in the item(s) being confiscated and held. "Dummy devices" are any electronic device(s) that do not work properly, are not activated, can use wifi to operate/access the internet/other apps, music, etc. but are not fully functional.**

	CONSEQUENCES
1st Offense	\$10.00 (PER ITEM)
2nd Offense	\$20.00 (PER ITEM)
3rd Offense	\$30.00 (PER ITEM); and electronic devices will be taken up until the end of the semester and the fee will need to be paid to get the item(s) back.

If for any reason, a parent/legal guardian must have the electronic device(s) back before the end of the semester, then the parent/legal guardian must pay the \$30.00 fee and the device must be left at home. The student forfeits all rights/privileges to have any electronic devices, as well as the right/privilege to use any electronic device(s). Any device(s) not picked up by the parent/legal guardian will be disposed of at the end of the school year.

Any student that uses any electronic device(s) in an unapproved manner on the bus, at the Dorm, or on any Dorm activity will be subject to Dorm Discipline. Video cameras/any electronic device(s) capable of taking video/audio footage are not allowed to be used in the Dormitory unless given special permission. Cell phones or other electronic devices capable of taking video/audio footage are not to be used to take videos, audio, or pictures on the student floors for any reason. They may be used on the Main Floor with permission from the Homeliving Specialist.

****DORMITORY STAFF/SCHOOL OFFICIALS WILL SEIZE PHONES WHEN REPORTS OF ILLEGAL CONDUCT IS REPORTED AND CHOCTAW POLICE WILL IMMEDIATELY BE CONTACTED. PARENTS MUST PROVIDE PERMISSION FOR DORMITORY STAFF TO ACCESS THE CONTENT OF THE STUDENT'S PHONE OR THE PARENT COME TO THE DORMITORY TO VIEW THE CONTENTS WITH THE STAFF MEMBER. IF THE PARENT DENIES ACCESS TO THE PHONE, THE PHONE WILL BE TURNED OVER TO CHOCTAW POLICE.****

IDENTIFYING ELECTRONIC DEVICES/ANY PERSONAL ITEMS

There have been instances where it has been necessary to find alternate methods of identifying electronics and other personal items. If there is ever a question about the ownership of any electronic device, a receipt/proof of purchase, serial number, or the device IMEI number must be provided for verification purposes. No devices will be given out/returned unless ownership has been verified.

ROOM KEYS

Dorm room keys will be issued to individual students. The first key issued is issued to the student at no cost. Any duplicate keys will cost the student \$5.00 each. Students will be charged a \$5.00 fee for their key if it is not turned in at the end of the school year. Key tags will be assigned to each student receiving a key.

STUDENT AUTOMOBILES – HIGH SCHOOL AND DORM

Written permission from parents/legal guardians must be obtained and approved by the principal and Homeliving Specialist prior to the student bringing their automobile to school. Students are not allowed to sit in cars in the parking lot or anywhere else on campus. Students must not leave campus by themselves or with other students unless properly checked-out at school or the Dormitory and proper permission has been granted by the Homeliving Specialist.

Dormitory students will be required to park in the parking area located on the side of the Dormitory near the Transportation building. Absolutely no parking will be allowed anywhere else or behind any other buildings. All student automobiles are to be registered with the School and Dormitory. All vehicle keys are to be turned in to the Dormitory Staff upon check-in. Keys will be returned at the end of the week or when the student has been properly checked out.

All student vehicles are to be registered with the high school and must display a parking decal issued by the school in order to park in the Dormitory parking lot. Students must provide a copy of their driver's license and proof of insurance in order to obtain a decal from the high school office.

CAFETERIA/FOOD SERVICES

ALL students are required to attend the evening meal. ANY STUDENT(S) CHECKING INTO THE DORMITORY AT 5:30PM OR LATER SHOULD HAVE ALREADY EATEN SUPPER. ALSO, IF A STUDENT IS PROPERLY SIGNED OUT, THEY SHOULD EAT SUPPER BEFORE CHECKING BACK IN TO THE DORMITORY IF THE CHECK IN IS AFTER 5:30PM.

The Dormitory provides USDA approved, nutritionally-balanced meals daily through the Choctaw Central High School Cafeteria. The Dormitory Program provides one (1) meal daily, Monday through Thursday. Snacks are provided each evening, Monday through Thursday. Meals are served cafeteria style and consumed in a pleasant dining room atmosphere. Students are required to clear their tables when finished, and throw away the disposable trays and plastic utensils. During the dinner meals, students are assigned, on a rotating basis, to a mandatory "cafeteria detail".

Promptness, good table manners, courtesy, and a cheerful disposition are expected of all students in the dining room. This includes no running in the cafeteria or to the cafeteria line. **There should be no horseplaying while at the cafeteria or on the way to or from the cafeteria.** All students are expected to walk on the sidewalks on the way to and from the cafeteria. **No items are to be taken from the cafeteria. And no outside food or drinks are to be taken to the cafeteria.** Students are expected to leave their eating areas clean. "Cuts" or holding a place for someone else is not allowed in the cafeteria line(s).

Other food service support includes providing food items for out-door barbeques, picnics, and seasonal parties that add to the family atmosphere for our students. Cultural meals are also provided on occasion so students have the opportunity to experience their own cultural meals, as well as experiencing those of other cultures.

****OUTSIDE BEVERAGES AND FOODS****

(NO OUTSIDE BEVERAGES ARE ALLOWED IN THE DORMITORY. This may change at any time and is at the discretion of the Choctaw Tribal Schools and the Homeliving Specialist)

Students are not allowed to bring any type of beverage (i.e. Any drinks in cups/bottles/or any other type of container, soda/soft drink, energy drinks, Gatorade/Powerade, any type of bottled water) into the Dormitory. Any drinks brought to students from outside establishments (restaurants/stores/etc.) must be consumed before entering the building or be thrown away. Beverages may not be taken to or from the cafeteria.

No food is allowed in resident rooms nor on the resident floors. Students are required to turn in all snack or food items to dormitory staff for storage. Students are not allowed to store snack or food items in their room.

OUTSIDE FOOD REQUESTS/DELIVERIES

If students want to order food for delivery, please observe the following schedule and guidelines:

- 1. No food is to be ordered after 7:50PM.**
- 2. Deliveries are not permitted after 8:30PM on weeknights. These times also apply to items being brought in by an outside person.**

When ordering, students must:

- 1. Give the order taker your name and location of where you want the food to be delivered.**
- 2. Stay in the area so that you don't miss your delivery. The delivery person will sell your food if you are not present.**
- 3. It is customary and good manners to give the delivery person a tip.**

VENDING OPERATION

There are vending machines that sell soft drinks located in the rumpus room. The machines are operated by an outside source and the profit earned from the machine is placed in an account at the Division of Schools office. This account is used to help fund dorm activities.

PARENTAL/GUARDIAN INVOLVEMENT

Your involvement is very important to your child. It is the goal of the Dormitory Staff to keep parents/legal guardians and students connected! To achieve this, we plan to:

- Parents/guardians are welcomed and encouraged to visit the Dormitory to get to know the Dormitory Staff. They are also encouraged to become familiar with the handbook and to be active with their child.
- Correspond with parents/guardians verbally and in written forms/letters about dorm events, changes, and their student's progress.
- We encourage parents/guardians to notify Dorm Staff when they expect their child to check into the Dormitory before or after school, activities, etc., and to notify Dorm Staff when a student is checked out from school.
- In order to create a student-centered climate and offer your students a residential program to be proud of, the Dormitory Staff needs the support of each parent/guardian. This is particularly true in disciplinary actions.
- The Dorm Staff acts in the best interest of the student and as a guardian to each student during his or her residency in the Dormitory.

BOYS & GIRLS' CLUB UNIT #1 DORMITORY

The Mississippi Band of Choctaw Indians opened the first Boys & Girls' Club in the Dormitory, which is known as Unit #1. The program offers a variety of programs that are geared towards helping our students succeed in life and become productive members of the Tribe, Tribal Schools, Dormitory, and society as a whole.

While our students participate in Boys & Girls' Club activities **ALL Dormitory Rules apply during all Boys & Girls' Club activities.** Boys & Girls' Staff come to the Dormitory to run their programs. Our students do not leave the premises. Also, parents must complete the Boys & Girls' Club Application that is part of the Dormitory Application packet. Students are expected to be respectful of and listen to the adults in charge, just as they are expected to be respectful of and listen to Dormitory Staff.

PERSONAL APPEARANCE and DRESS CODE

Students' dress should be appropriate, neat, clean, and in keeping with health, sanitary, and safety practices. Final determination will be made by the Homeliving Specialist. Any personal property deemed inappropriate will be confiscated and returned to the student at a later date. If an item of dress is questionable, do not wear it. The Choctaw Central Dormitory Program complies with the Choctaw Tribal Schools' Personal Appearance Standards, as follows:

1. NO STUDENT WILL BE ALLOWED TO WEAR ANY TYPE OF APPAREL WITH ANY TOBACCO, ALCOHOL, OR DRUG PRODUCTS/COMPANIES/LOGOS, RIPS/HOLES/TEARS (EVEN IF PURCHASED THIS WAY). STUDENTS WILL BE REQUIRED TO CHANGE CLOTHING TO APPROPRIATE WEAR.
2. NO STUDENT WILL BE ALLOWED TO WEAR ANY TYPE OF APPAREL THAT DEPICTS ANY LEWD, VULGAR, OR GRAPHIC IMAGES DEEMED INAPPROPRIATE. STUDENT WILL BE REQUIRED TO CHANGE CLOTHING TO APPROPRIATE WEAR.

<u>Prohibited</u>	<u>Allowed with Caution</u>	<u>Required</u>
No flip flops, sandals or slide shoes allowed No pierced body jewelry or decoration, except for ear rings No visible tattoos and scarification No students shall have their body parts painted with paint, liquid paper, ink, or other distracting marks No caps or bandanas	Skinny pants, leggings, tights, or yoga pants must have a dress or skirt that covers the hips Shorts, skirts, and dresses must extend at least to the end of the student's fingertips when the student is standing straight	Closed toe shoes Clothing that does not disrupt the learning environment and promotes school safety Athletic shoes when participating in physical education

<p>No hoods pulled over heads anywhere on campus (including classroom and buses) except outside on cold/windy days</p> <p>No profane, inflammatory, vulgar or immorally suggestive language on clothing, including alcohol, tobacco slogans or messages or graphics of illegal drugs</p> <p>No halter-tops allowed</p> <p>No see through shirts/blouses</p> <p>No low-rise pants or other clothing that exposes the mid-drift or waist area</p> <p>No colors, bandanas, symbols, signs or dress associated with gangs or cults will be tolerated</p> <p>No masks allowed</p> <p>No sleepwear or underwear outside the clothing</p> <p>No blankets worn as jackets</p>	<p>with arms down the side</p> <p>Tank-tops, muscle-shirts can be worn but only with a t-shirt underneath them</p> <p>Costumes (with no masks) are allowed only on special approved activity days</p>	
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LAUNDRY ROOM/SCHEDULE

Part of the experience of living in the Dorm is doing your own laundry. Each floor has washers and dryers available for student use free of charge. If you have any questions about doing your laundry, please ask a staff member and they will be glad to assist you.

- ◆ Monitor your clothes – never leave your clothes unattended. DO NOT remove other students' clothing from the machines. Inform a staff member if clothes need to be removed.
- ◆ Keep the laundry room clean.
- ◆ **Dorm Staff members are not responsible for any lost, damaged, or stolen clothes.**
- ◆ You (student) must provide your own laundry supplies (detergent, other additives).
- ◆ The laundry room is available to students from after school until Study Period and after Study Period until 9:30PM on Monday through Thursday and from 8:00pm until 9:30pm on Sunday.
- ◆ If a student requires assistance with their laundry or with the loading and unloading of the machines, Dorm Staff will be more than willing to assist them.

SEARCH & CONFISCATION POLICY/BAGGAGE CHECK

The staff will search the residential floors, classrooms, dormitory rooms, lockers, personal baggage, and/or the student. Individual searches are to be conducted by a person of the same sex as the student and with a witness of the same sex. In extenuating situations, any Administrative Staff may conduct searches on either floor.

The Dormitory may have random visits by trained Tribal Law Enforcement canines and handlers who may search the campus grounds, school buildings, dormitories, and personal property of students to detect the presence or use of drugs or other illegal substances and paraphernalia.

Illicit items are confiscated when found. Any student who is found to be in the possession of illegal items will be referred to Tribal Law Enforcement authorities, when necessary.

Dorm students and their bags will be searched and the wand will be used on a daily basis upon their arrival.

- The wand is used to detect any metal objects on students as they check into the Dorm and when returning to the dorm from school.
- During daily searches, students will be asked to remove their shoes and objects from all pockets.
- Any contraband, any items not covered elsewhere in the handbook, or any item deemed as being dangerous to the students/ staff/ Dorm property, will be confiscated by the Dorm Staff and may be referred to Tribal Law Enforcement for proper handling or disposition.

PROCEDURES for REPORTING WHEN A STUDENT is AWOL

Absent without leave (AWOL) means LEAVING THE DORM WITHOUT PERMISSION OR WITHOUT BEING PROPERLY CHECKED OUT AND/OR NOT RETURNING TO THE DORM AFTER SCHOOL, ACTIVITIES, ETC. TRIBAL ENFORCEMENT WILL BE NOTIFIED, AS WILL THE STUDENT'S PARENT(S)/GUARDIAN(S). Students may not walk across the street to the Tribal Offices (or anywhere else in the area); they may not leave the campus through the gates to the rear of the school (leads to Government Quarters area/the road), behind the cafeteria, or near the Dorm, or through any other openings. Doing so without permission or being properly checked out from the School or the Dormitory will result in discipline.

The following steps are to be taken if a student is AWOL:

- When a student does not report back to the Dorm after school and they should have reported in, a Dorm Staff member will contact and/or go to the school to see if the student was checked out.
- If the student has not been checked out at school or at the Dormitory, then the Dorm Staff will make every effort to contact the parent/legal guardian to inform them that their child/children have not returned to the Dormitory and are considered AWOL.
- Parents/legal guardians will be given first option to locate the student, however, the parents/legal guardians may request that the Dorm Staff report the missing student to Tribal Law Enforcement.
- If the parents/legal guardians cannot be contacted, then Tribal Law Enforcement will be notified immediately.
- The student will be placed on restriction after AWOL.

In the event a student leaves the Dormitory without permission, immediately contact Tribal Law Enforcement at (601)656-5711 or 911. Then contact the following people:

PERSON	NUMBER
ROY SMITH	(601) 416-2847/ (601)656-5704
MELINDA GIBSON	(601) 416-3373
STUDENT'S PARENT/LEGAL GUARDIAN	

PROCEDURES for REPORTING WHEN a STUDENT IS SUSPECTED of BEING UNDER the INFLUENCE:

- ◆ If a student(s) checks into the Dormitory and the Dorm Staff suspects that they may be under the influence of any alcohol, drugs, or other substances, Dorm Staff is to report this immediately to the Homeliving Specialist or his designee.
- ◆ The nature of the student's condition will determine whether Tribal Law Enforcement is called or medical attention is sought first. In some cases, both may be done at the same time.
- ◆ The Homeliving Specialist or his designee will then make every effort to contact the student's parent/legal guardian to inform them of the concerns about the student's well being.

INTERROGATION by LAW ENFORCEMENT/INTERROGATION CONSENT

If Tribal Law Enforcement contacts the dorm to locate a student for questioning, the dorm shall notify the parent/guardian if the student is under age 18.

CHILD ABUSE REPORTING

***This policy applies to all schools and programs within the Choctaw Tribal School System.*

Pursuant to federal mandatory reporter laws, all school personnel are mandated reporters and are individually responsible for making reports of suspected abuse or neglect. Any persons, including specialists providing services to students under contract, subcontract or grant, shall report suspected abuse or neglect. Reporting procedures are as follows:

- (a) All suspected cases of child abuse/neglect shall be reported to the supervisor or guidance counselor. The supervisor or counselor shall report immediately to the principal or Director of Schools.
- (b) An appropriate administrative official, counselor or school nurse shall make immediate notification, by telephone, to the Tribe's Department of Public Safety to initiate the reporting protocol and to receive further instruction from law enforcement. In the event that law enforcement instructs the school to contact the Tribe's Department of Children and Family Services ("CFS"), the school official must immediately call CFS. Otherwise, law enforcement will be responsible for initiating a call to CFS. Law enforcement and/or CFS personnel will conduct a conference with any child who has been reported for suspected abuse/neglect.
- (c) Immediately after the response from law enforcement and/or CFS, the person(s) responsible for receiving the initial information concerning the alleged abuse/neglect shall complete an *Indian Child Protection Referral* form. (See the forms section of the CTS Staff Handbook.)
- (d) The ICPR form shall be routed according to the instructions on the form and in accordance with the mandatory reporter training that has been provided by the Attorney General's office. The form must be submitted less than 24 hours after the initial report of the incident. No forms shall be withheld due to the absence of any administrative school personnel, nor shall any administrative personnel withhold the submission of any form to the appropriate reporting agencies.
- (e) Delivery of the ICPR form shall be preferably made by in-person delivery to the reporting agencies. The ICPR form should be maintained in a confidential envelope at all times until delivered.
- (f) School personnel are prohibited from discussing any incidents of reported abuse/neglect except with those designated administrative personnel, law enforcement, CFS or the Attorney General's office.

The law provides that the identity of any person making a report shall not be disclosed without the consent of the person making the report.

If you have information about Theft, Child Abuse, Vandalism, Illegal Drugs, Bullying, Assault, or any other illegal activity call 855-4-THE-REZ or go to wetip.com.

PROTOCOL FOR VIOLENCE RESPONSE/FIGHTING

At the dormitory, when physical violence between two parties is witnessed or reported, the Dorm Staff will initiate discipline and, may report the incident to Tribal Law Enforcement.

THREAT/POSSIBILITY OF SUICIDE/SUICIDAL IDEATION PROTOCOL

Choctaw Health Center protocols will be implemented at the dormitory according to medical and crisis intervention.

Terms and Definitions:

At risk for self-injury/suicide is defined as: Any student who indicates through actions, speech, or writings that he or she may be at risk of harming himself/herself physically.

Protocol

1. Upon observation of at-risk behaviors or suspicion of risk for self-injury, or notification of such possible behavior by the individual or another source, the Dormitory Staff member will immediately call 911 and contact the Administrative Assistant/Dorm Manager, Homeliving Specialist or their designee.
2. The identified student will be transported to the Choctaw Health Center ER by Dorm Staff or by ambulance to be assessed by qualified personnel, who will then contact the On-Call Behavioral Health Staff. The student's parent(s)/legal guardian(s) will be contacted as soon as possible
3. A Student Safety/ Incident Report Form will be completed by the Dormitory Staff involved with the incident.

HARASSMENT POLICY

The Dormitory is committed to ensuring that every student has the right to be free from any type of harassment from any person. It is our responsibility to create a safe environment for all. Any verbal, physical action, or sexual harassment that makes a student feel threatened or afraid may be considered intimidating, bullying, or abusive behavior. This type of behavior will be collectively referred to as harassment. All harassment and bullying behaviors will be subject to immediate disciplinary action.

Any student who believes that he/she has been a victim of any harassment will have their concerns and complaints investigated and appropriate measures will be taken to protect the victim and to effectively deal with the offender. Students that have any knowledge of such behavior from/to either staff or student are encouraged to tell a staff member immediately. Confidentiality will be maintained for the reporting student or staff member. For additional confidentiality, reports can be submitted anonymously through WeTip.com or by calling 855-4-THE-REZ.

KEY DEFINITIONS FROM THE STUDENT HANDBOOK:

- **ASSAULT**—Any attempt with force and violence to do bodily injury or abuse to another; includes threatening, bullying and other forms of intimidation. Includes physical, sexual or verbal.
- **BATTERY**- Touching or striking another person against his or her will or intentionally causing bodily harm to another (e.g. Aggravated Assault).
- **BULLYING** – To seek to harm, intimidate, humiliate or coerce. Repeated negative behaviors (verbal, written or physical) intended to frighten or cause discomfort.
- **CYBERBULLYING**- Bullying that takes place over digital devices like cell phones, computers, and tablets. It can occur through SMS, text, and apps, or on-line in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, hosting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment, or humiliation.
- **HARASSMENT**- Misconduct which involves verbal, physical contact, or written words that are unwelcome, intimidating, offensive, annoying, threatening or puts a person in fear of their safety or repeatedly annoying someone which creates an intimidating or hostile environment.
- **HAZING**- Committing an act against a student or coercing a student to commit an act that creates risk of harm to a person in order to initiate into a student organization, club, group or class.
- **SEXUAL HARRASSMENT**- Misconduct of a sexual nature, which involves verbal or physical contact that is unwelcome, intimidating or offensive. This includes, but not limited to, unwelcome touching, verbal comments or requests for sexual favors.

BULLYING PREVENTION POLICY

The dorm will enforce the Choctaw Tribal Schools policy against bullying or harassing behavior. Bullying or harassing behavior in any pattern, gestures, manner whether written, electronic or verbal communications, or any physical act or threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiation characteristic that (a) places a student or school employee in an actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, well-being, opportunities or benefits. A “hostile environment” means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at the Dorm, on any Dorm-sponsored function, on a school bus, or when it takes place off school property when such conduct, in the determination of the Homeliving Specialist or Director of Schools renders the offending person’s presence a disruption to the education environment of the school or a detriment to the best interest and welfare of the students and Staff.

Reporting and Response: Any person who believes he or she has been the victim of bullying or anyone with knowledge that a student or school employee has been subjected to bullying or harassing behavior, shall report the alleged acts in writing immediately to a school official. A student may report bullying anonymously taking into account that the school’s ability to take action based

solely on an anonymous report may be limited. Reports should be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The complaint will be investigated promptly with parents being notified of the nature of any complaint involving their student. Confidential reports can be made through WeTip.com or by calling call 855-4-THE-REZ.

Policies and Procedures for Weapons, Drugs, Illegal Substances, Alcohol, Tobacco, Vaping products or Weapons Policy, including Explosives

Tribal Law Enforcement will be called immediately when a student is found in possession of ANY illegal substance.

Employees are responsible for reporting to the school principal any student who is in possession of an illegal substance – including possession of prescription or non-prescription drugs – for immediate discipline according to the school policy. **For everyone's safety, unknown substances should not be handled by anyone.** In addition, the dorm staff must immediately call Tribal Law Enforcement. All illegal substances will be turned over to police, and charges may be filed by the school staff or by law enforcement, as appropriate. The employee will give a written or verbal statement to law enforcement about the incident.

Guns

Choctaw Tribal Schools fully support the enforcement of the Gun-Free Schools Act, Title VIII of the Elementary and Secondary Education Act of 1965. Any student who is in possession of any type of firearm or air/gas powered gun (pellet, BB, etc.), operable or inoperable, while in school, on school property, on the school bus, on the way to or from school, at any school function or activity, or has such object in a vehicle on school property, shall immediately be suspended from school for up to ten (10) days and recommended to the Discipline Review Committee for expulsion for no less than one calendar year from all programs of the Choctaw Tribal Schools.

Students who possess other types of “guns” (stopper guns, cap guns, water guns, and other toy guns) shall be suspended from school for up to ten (10) days. A second offense shall constitute up to ten (10) days suspension with a recommendation to the Discipline Review Committee for expulsion. Students who possess and use such “guns” to threaten, intimidate, and /or otherwise disrupt the school environment shall be immediately suspended and recommended for expulsion.

Guns in student possession will be seized and turned over to law enforcement.

Other Weapons or Explosives – Possession of

Possession, of any hard or sharp object, such as a knife, brass knuckles, etc., or a taser device or any explosive or potentially explosive devices while at school, on school property, on the school bus, or any school function or activity, is a violation of this policy. Students found in possession of these objects will be suspended immediately from school for up to ten (10) days and recommended to the Discipline Review Committee for expulsion for a period of up to one calendar year.

Other Weapons – Use of

Any object used as a weapon by a student shall be seized and after due investigation and due process shall be turned over to school security or Tribal Law Enforcement. Principals shall use their own discretion in each instance not involving a gun concerning the necessity of notification of the appropriate law enforcement authority.

Drug, Illegal Substance, Alcohol, Tobacco and Vaping Policy

The health and safety risks of tobacco use, alcohol use, illicit drug use and vaping are well documented. The possession of illicit drugs is illegal. In addition, the possession, use, and distribution of alcohol tobacco, or vaping products to citizens under the age of 21 are illegal on the reservation. The use/abuse, possession, or distribution of these substances is strictly prohibited at school, on school property, or while attending any school activity. The following disciplinary actions will be consistently imposed:

A. Any individual found to possess, distribute, or be under the influence of alcohol, alcoholic beverages, inhalants, any controlled substance (including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, depressant, “look alike”, prescription drugs, or counterfeit substance, represented or believed to be any of the aforementioned substances) shall be disciplined according to step 5 of the school discipline ladder which includes:

1. Up to Ten (10) days out-of-school suspension; and
2. Recommendation of alternative placement or expulsion-for one (1) calendar year to the Discipline Review Committee.
3. In addition, the dorm must immediately call the Tribal Law Enforcement. All illegal substances will be turned over to police, and charges may be filed as appropriate.

B. Any individual found to improperly possess, distribute, misuse/abuse any prescription or non-prescription drug shall be disciplined according to step 5 of the school discipline ladder which includes:

1. Up to Ten (10) days out-of-school suspension and,
2. Recommendation of alternative placement or expulsion for one (1) calendar year to the Discipline Review Committee.
3. In addition, the dorm must immediately call the Tribal Law Enforcement. All illegal substances may be turned over to police, and charges will be filed as appropriate.

C. Any student found to possess, distribute or use tobacco, in any form, including vaping or e-cigarette devices, shall be disciplined according to step 3 of the school discipline ladder. Subsequent violations shall be dealt with at the appropriate higher step to include referral to the Discipline Review Committee.

MISUSE OF ELECTRONIC DEVICES

The act of recording/videoing any events in the dorm without permission, especially a fight between other students, is not permitted. If a student is caught recording with their cell phones or electronic

device, then disciplinary action will be followed according to the Choctaw Tribal Schools discipline policy.

DORMITORY EXPECTATIONS/RESPONSIBILITIES

As respectful members of families and tribal communities, the following expectations are designed to support both individual and community values.

- ❖ *Show respect for each member of the community through words, actions, and attitude.*
- ❖ *Honor tribal cultures and teachings by being honest with others and one self.*
- ❖ *Affirm value for each person, the land, and all living beings by causing no harm, no disrespect, no abuse or destructive actions*
- ❖ *Support and validate tribal pride and networking with all indigenous peoples;*
- ❖ *Establish and carry forth each day's goals for success using traditional and spiritual values, and keeping the focus of education not only for personal accomplishments but understood also as family and tribal successes as well;*
- ❖ *Working daily using full potential, attention, and dedication to learning both experientially and academically;*
- ❖ *Maintaining honor, dignity, respect, honesty, cooperation, compassion, understanding, patience, courage, hope, wisdom, and trust as values of belief and daily growth;*
- ❖ *Affirm, support, respect, and validate students and staff who are part of daily life and are here to help with achieving goals, growth, and new ways of learning;*
- ❖ *Honor the independence of all life; help to bring harmony and peace among the community and the land base which supports all life, and to realize that all actions impact the world.*
- ❖ *Students must not ask another staff member for permission to do something once a staff member has denied them.*
- ❖ *Students are not allowed to change room assignments without the permission of the Homeliving Specialist. This applies to any overnight trips as well (i.e. End of the Year Trips).*
- ❖ *Be safe, be respectful, and be responsible.*
- ❖ *Follow the daily schedule. Comply with the following designated times: wake –up, curfew, lights out, and mandatory after school scheduled programs such as study hour and tutorial sessions.*
- ❖ *Maximize educational and social potential.*
- ❖ *Attend all scheduled classes/groups/meetings. Participating in all dorm-related activities.*
- ❖ *Complete all assigned homework and otherwise maintain the primary purpose of completing high school while at Choctaw Central.*
- ❖ *Performing daily details as assigned, such as room upkeep, cleaning areas in and around the dorm, cafeteria, and canteen. This helps to maintain a clean/orderly living environment. Keep living quarters clean and free of safety hazards. Report anything that needs to be repaired to staff immediately.*
- ❖ *Maintain acceptable standard in personal hygiene and care of clothing.*
- ❖ *Seek help with personal problems and notifying staff of medical or personal concerns.*
- ❖ *Following proper check out procedures at school and the Dorm. Make sure you are signed in/out properly. STUDENTS AND PARENTS ARE RESPONSIBLE FOR FOLLOWING PROPER CHECK OUT PROCEDURES.*
- ❖ *Being on time to school and when returning from school to the Dormitory.*
- ❖ *Be prepared for study hour by having all books, pencils, paper, workbooks/sheets, study guides, and homework.*

- ❖ *Take all belongings home at Christmas and Spring Break and all of your possessions by the last day of the school year.*
- ❖ *Each student is responsible for his/her own personal items and money. For example: jewelry, cash, Ipods, iPads, cellphones, laptops/tablets/computers, etc.*
- ❖ *Students are not allowed in other dorm wings or in other students' rooms at any time or any other unauthorized areas.*
- ❖ *Respect the Dormitory by not trashing rooms or bathrooms, including graffiti on walls and lockers, and punching holes in the walls.*
- ❖ *There will be no exchange of items between boys and girls once they are on their respective residential floors.*

PROHIBITED AND RESTRICTED AREAS

While checked in at the Dormitory, students are prohibited from certain areas. This includes but is not limited to Government Quarters Housing Area, leaving the front high school campus gates, Daycare campus gates, Dormitory front gates, maintenance front gates, the bus loading areas (students should report directly to the Dormitory after school if they are not in after school program or sports), the football field, softball field, baseball field, dugouts, facilities, and all areas around the campus if not involved in sports. The wooded areas on the south end of campus and the baseball stadium are always restricted. Specific restricted areas will be communicated to the students during the orientation process. Students found in these areas will be subject to disciplinary action. On occasions, the Dormitory will have certain activities in these locations where the students will be allowed to be there with Dormitory staff present. Violation of these rules will result in disciplinary action.

RESTRICTIONS

Corporal punishment is not a part of how we discipline students. When the students do not follow the established policies, they are given a written restriction with extra details. Once a student receives a written restriction and the Homeliving Specialist signs it, a copy of the restriction is sent by mail to the parents, then copies will be provided to the Dormitory Staff, in the student's file, to the student, and to Tribal Youth Court Services/Social Services if necessary; and to the parent/legal guardian. There are some instances where the parents/legal guardians are notified immediately of their child/children's behavioral infraction. However, if a parent/legal guardian cannot be contacted in case of a serious violation, Tribal Law Enforcement will be notified.

Restrictions are to be served from ARRIVAL AFTER SCHOOL UNTIL SUPPER. Immediately after supper and immediately after study hour, the student on restriction will RETURN TO HIS/HER FLOOR. The student on restriction is expected to be on the proper floor and in the assigned room at all times, except during supper in the cafeteria and study hour. **Students on restriction will be permitted to eat their nightly snacks on the main floor and then return to their respective floors. THERE WILL BE NO EXCEPTIONS.**

Actions not permitted in the dormitory are not permitted during any off-campus activity. The same restriction rules apply.

The Dormitory Staff asks for the support and cooperation of parents/guardians in disciplinary matters and requests that during any restriction period that the student be checked in so that the restriction time may be served uninterrupted.

Being checked in does not count towards serving restriction days. Students must do extra details for restriction days to be taken off.

CHART OF BEHAVIOR VIOLATIONS AND CONSEQUENCES

The dorm staff will be using different behavioral modification techniques with the students and will use the consequences listed as necessary. A behavior violation results in the same consequences (punishments) for each student as outlined below when “Restriction” is indicated. This means the student is confined to his/her floor doing laundry, cleaning their rooms, or completing extra details. The students are not allowed to participate in any activities. If the student is not present for restriction, the dates will be extended until the appropriate length of restriction has been served. Students are not allowed to order carry out food.

TWO DAYS PLUS EXTRA DETAILS	
VIOLATION	DESCRIPTION
BRINGING IN NAIL POLISH & NAIL POLISH REMOVER	Student has brought in Nail polish/nail polish removers, which are not permitted in the Dormitory.
TARDY TO STUDY HOUR	When students are tardy to study period. (You are tardy at 6:05pm.)
OVERSLEEPING (after 6:45 AM)	It is the student’s responsibility to be awake and out of bed by 6:45am each day. If they fail to awaken by this time, they are given restriction. Students should not be found sleeping on the couch, their roommate(s) bed(s), the floor, the hallway, etc.
FAILURE TO MAKE YOUR BED UP BEFORE 7:30AM	Students are to have their beds made up before 7:30am each day.
NOT FOLLOWING POSTED LAUNDRY SCHEDULE	There is a schedule posted of when students are allowed to do their laundry. Failure to follow the posted schedule results in restriction.
IMPROPER LOADING/UNLOADING OF WASHERS/DRYERS	The washers and dryers should not be over-filled with clothing, detergent, or other additives. Doing so could cause the machines to malfunction. If a student needs assistance, they should ask a staff member and they will be more than willing to assist.
REMOVING ANOTHER STUDENT’S CLOTHING FROM THE WASHERS/DRYERS	Students are not to take another student’s clothing out of the washing machines or dryers. They should notify staff if cycles are complete and the owner has not returned to remove their clothing.
BRINGING AND LIGHTING CANDLES IN THE ROOMS	Students are not permitted to have or light any type of candles in their rooms or anywhere in the building.
PLAYING WITH LIGHTS AFTER BEDCHECK	Student is playing with the lights or turning them on and off once bed check has been done.

THREE DAYS PLUS EXTRA DETAIL	
VIOLATION	DESCRIPTION
FAILURE TO SIGN IN AT APPROPRIATE TIME	Student does not sign in at the appropriate time. It is their responsibility to do so.

FAILURE TO ALLOW LUGGAGE, BAGGAGE,BELONGING CHECK	Student does not allow Dorm Staff to check their luggage, baggage, and/or belongings to be checked when they check into the Dormitory from outside at any time.
FAILURE TO TAKE DAILY/NIGHTLY SHOWER	<ul style="list-style-type: none"> • Student fails to take a shower at least once daily. • Any students participating in any type of physical activity while at school or the Dormitory must shower nightly.
NOT RETURNING DAILY HOMEWORK SHEET	Failure to turn in daily homework sheet every day after school.
CHECKING IN SOMEONE ELSE'S BAGGAGE/BELONGINGS	Student brings in someone else's bags/belongings. They should only bring in their own bags/belongings.
BEING DISRESPECTFUL TO ANY GUEST(S)/GUEST SPEAKERS/PRESENTERS WHILE AT THE DORMITORY OR ON ANY DORM SPONSORED ACTIVITIES/TRIPS (can include but is not limited to:) <ul style="list-style-type: none"> ➤ TALKING, LAUGHING, SINGING, OTHERWISE DISRUPTING, ETC. DURING PRESENTATION/SPEECH ➤ BEING ON ANY ELECTRONIC DEVICE (i.e. phones, mp3s, tablets/computers, etc.) ➤ SLEEPING ➤ ANY TYPE OF HORSEPLAY/PLAYING AROUND 	When the Dormitory has guests/guest speakers/presenters, students are expected to be respectful of them and show them the utmost courtesy while being on their best behavior. Being disrespectful of anyone will not be tolerated. Students should be attentive and eager to listen/learn. Students should not exhibit behavior considered to be a distraction.
WEARING SAGGY/BAGGY PANTS OR PAJAMA BOTTOMS/SKINNY JEANS/LOW RISE JEANS/LEGGINGS/TIGHTS/YOGA PANTS (UNLESS WORN WITH A DRESS/SKIRT OR SHIRT THAT COVERS THE HIPS)	Students are not allowed to wear saggy/baggy pants, pajama bottoms, or any of the others listed on the main floor of the Dormitory or on any Dormitory activities.
PLAYING CHASE/TAG/"IT" OR RUNNING INSIDE THE DORMITORY OR CAFETERIA	Students playing chase/tag/"it" in the Dormitory, Cafeteria, or any other building. This is not permitted.
TAKING OUTSIDE FOOD/DRINK TO THE CAFETERIA	Students are not to take outside food/drink to the cafeteria.
MISUSING OFFICE PHONES	Students are not to be more than 2 minutes on the office phones; slamming any office phone back down; any non-emergency call

	after 9:00pm (give message to Dorm Staff, who will place the call for you)
BRINGING ANY MARKERS/PERMANENT MARKERS/PAINT	Student brings in any markers/permanent markers/paint into the Dormitory. **Supplies for Art class should be turned into Dorm Staff immediately.**
COMING INTO THE DORMITORY WITH ANY MARKER, PERMANENT MARKER, PAINT, ETC. ON ANY BODY PART	Student coming into the Dormitory with any marker/permanent marker, pen markings, paint, glitter, etc. on any part of the body (arms, hands, legs, face, etc.) will have to clean up or cover them up.
NOT REMAINING WITHIN VIEWING AREA	Failure to remain within the viewing area of the Dorm Staff while on any activity/event while being at/with the Dormitory on any Dormitory activity or trip.
BEING LATE COMING BACK FROM SCHOOL	Student is late coming back to the Dormitory from school (any time after 3:30pm and 12:40pm on 60% days).
COLORING, DYEING, BLEACHING, OR CHANGING HAIR COLOR	Hair coloring, dyeing, bleaching, or changing one's hair while in the dorm in any way is not permitted. This includes but is not limited to any products (i.e. Gels, mousses, sprays, coloring kits, tubes of hair paint, etc.) that can change the color of one's hair.
SHAVING EYEBROWS	Shaving of one's eyebrows while in the dorm is not permitted.

ONE WEEK PLUS EXTRA DETAIL

TAKING/GIVING/RECEIVING/ PURCHASING FOOD OR DRINK FOR A STUDENT ON RESTRICTION	<ul style="list-style-type: none"> • Other students are not allowed to take/give/ or purchase food or drink for a student that is serving restriction days. • Students that are serving Restriction are not allowed to take/receive/purchase food or drink for themselves.
TAKING FOOD/DRINK FROM OUTSIDE/VENDING MACHINES/CANTEEN TO RESIDENT FLOOR	Students that take food/drink from the vending machines/canteen or from outside the Dormitory to the resident floors will be placed on restriction. This is not permitted.
ASKING ANOTHER STAFF FOR PERMISSION TO DO SOMETHING/GET SOMETHING AFTER BEING DENIED	Student must not ask another staff member for permission to do something/get something once a staff member has denied them.
FAILURE TO COMPLETE ASSIGNED DETAIL	Students are assigned various details. If they fail to complete their assigned detail(s), they are then given restriction.
SLEEPING DURING STUDY PERIOD	Student fails to remain awake in study period/hour to complete any homework assignments, special projects, etc.
EXCESSIVE NOISE AFTER BEDCHECK (10:00PM)	<ul style="list-style-type: none"> • Students are to be in their own bed when bed check is being done. • Any type of excessive, loud noise disrupts the sleep of other students. A second correction on the same evening brings two (2) more days. • Each successive correction will earn 2 additional days.

	<ul style="list-style-type: none"> • Clock Radio volume must be on level 5 or lower setting. Any higher volume setting can result in restriction. • The whole room may be assigned the restriction if the guilty party/parties are not determined. Students can be assigned to another room by staff.
NOT CLEANING ROOM	<p>Failure to clean or help clean the student(s) room. Room should be neat and clean. If a student needs to be shown what is expected, they should ask a staff member for assistance.</p> <ul style="list-style-type: none"> • Trash should be emptied. • Beds must be made up. • Clean clothes should be kept in drawers/luggage. • Dirty clothes should be picked up and placed in a bag/laundry basket. • Furniture is to be dusted. • Mirrors are to be cleaned. • Shoes are to be lined up next to the bed or in the closet. • Towels are to be picked up and placed in dirty laundry hampers/buggies. • Floors are to be swept and mopped. <p>Students that check in/return to the Dorm later, or have after school activities/practices/etc. will be given the same amount of time to clean their rooms.</p>
MISUSE of DORM COMPUTERS OR INTERNET (WHILE ON ANY DORM SERVER)	<p>Student has misused the internet while on any Dorm server.</p> <ul style="list-style-type: none"> • Getting on any unauthorized sites. • Bypassing Choctaw Tribal Schools Security Filters.
IMPROPER LOADING/UNLOADING OF A BUS/VAN; NO SCREAMING/HOLLERING/SINGING/ OTHER DISTRACTING NOISES/ACTIONS ON BUS/VAN;OBJECTS THROWN FROM BUS/VAN	<ol style="list-style-type: none"> 1. Students never enter or exit through the Emergency door/exit except in the event of an actual emergency. 2. There will be NO SINGING, HOLLERING, SCREAMING, or other distracting noises on the bus/van while going to or from any Dorm activity/event. 3. There will be no body parts hanging out of any windows 4. No objects are to be thrown from the bus/van
IMPROPER CHECK OUT/SIGN OUT	<ol style="list-style-type: none"> 1. The student has signed out to go to one place and are found/seen some place else. 2. Student is not properly signed out from the Dormitory or on the After school activity book.
BEING OUT OF ROOM AFTER BEDCHECK	<p>Student is out of their resident room after bed check without permission.</p>
LEAVING THE DORM LATE FOR SCHOOL/BEING LATE TO SCHOOL	<p>Student has left the Dormitory after 7:30am for school and arrives at school any time after 8:00am once they have left the dorm.</p>
FORGERY	<p>Student has signed someone else's name or in some way altered/changed a document (i.e. daily homework sheet, grade check sheets, notes, etc.)</p>
PURCHASING/CONSUMPTION/BRINGING IN OF ENERGY	<p>STUDENTS ARE NOT ALLOWED TO PURCHASE, CONSUME, OR BRING IN ANY TYPE OF ENERGY</p>

DRINKS/PERFORMANCE ENHANCING OR OTHER SUPPLEMENTS; BUT ARE NOT LIMITED TO: <ul style="list-style-type: none"> ◆ DIET PILLS ◆ CAFFEINE PILLS ◆ ENERGY PILLS ◆ PROTEIN SUPPLEMENTS (Protein bars, powders, drinks, etc.) WITH ENERGY SUPPLMENTS. 	DRINKS, PERFORMANCE ENHANCING, OR OTHER SUPPLEMENTS WHILE AT THE DORMITORY OR ON ANY DORMITORY ACTIVITY.
LYING	Student has not been truthful.
WEARING ARTICLES/CLOTHING THAT HAVE PROFANE/VULGAR/INFLAMMATORY/IMMORALLY SUGGESTIVE LANGUAGE, ALCOHOLIC, TOBACCO, ANY DRUG PRODUCTS/COMPANIES/LOGOS, WITH RIPS/HOLES/TEARS (EVEN IF PURCHASED THAT WAY); OR ANY ARTICLE THAT DEPICTS ANY LEWD/VULGAR/GRAPHIC IMAGES/MESSAGES, ETC.	Students are not to wear any of these articles to school or in the Dormitory/on any Dormitory activities/trips.
WEARING TANK TOPS/MUSCLE SHIRTS/SIMILAR GARMENTS WITHOUT A T-SHIRT; WEARING A HALTER TOP/SEE THROUGH TOP; WEARING CLOTHING THAT EXPOSES THE MIDRIF OR WAIST AREA; WEARING CAPS, BANDANAS, HOODS/HOODIES (ARE NOT BE WORN ANYWHERE ON CAMPUS, EVEN DURING COLD WEATHER)	<ul style="list-style-type: none"> • Students must wear a t-shirt under a tank top/muscle shirt/similar garments while at school or the Dormitory or on Dormitory activities/trips. • Halter tops/see through tops are not permitted at school or the Dormitory or on Dormitory activities/trips. • No clothing garments that expose the midriff or waist area are permitted at school or the Dormitory or on Dormitory activities/trips. • No caps or bandanas may be worn on school campus, even during cold weather. Students may not wear hoods/hoodies pulled over their heads anywhere on campus.
PLAGERIZING/CHEATING/COPYING	Student has used someone else's work/words and claimed as their own; student has copied another person's answers/work in order to complete their own. Any act of giving or receiving information on any school/homework, tests and exams. Copying another person's answers/work in order to complete their own or someone else's work.
FAILURE TO FOLLOW DIRECTIONS/INSTRUCTIONS	Student has failed to follow directions/instructions given by Dormitory Staff/Bus Drivers.
DISRUPTING DURING STUDY PERIOD/HOUR	Student is disruptive during study period/hour (after 1 warning by Dorm Staff).

CHANGING ROOM ASSIGNMENTS	Student changes room assignment without permission.
IMPROPER IRONING OF CLOTHES	Ironing clothes in an individual room. The hall is the proper place to iron clothes.
IRONING HAIR	Ironing someone's hair is not permitted in the Dormitory at any time.
POSSESSION OF ANYTHING USED FOR TATTOOING; EAR OR ANY TYPE OF BODY PIERCING	Student is in possession of anything used to pierce ears or other body parts. Student is in possession of anything that could be used for tattooing (i.e. any type of ink/paint, needles, etc.); Student pierces ears or any part of the body while in the Dormitory or on any Dorm activity/event.
ENTERING ANOTHER STUDENT'S ROOM TO VISIT (Visitation is to take place on their wing; or they can meet in the middle section; but there will be no going onto the other wing to visit.)	<ul style="list-style-type: none"> ◆ Student enters another student(s) room to visit with someone. ◆ ALL VISITATIONS ARE TO TAKE PLACE ON THE WINGS. ◆ IF STUDENTS NEED TO SPEAK TO SOMEONE FROM THE OTHER WING, THEY CAN MEET IN THE MIDDLE SECTION. STUDENTS ARE NOT TO GO ON THE OTHER WING TO VISIT WITH STUDENTS THAT RESIDE THERE.

There will be NO EARLY RELEASE ON RESTRICTIONS UNDER THE FOLLOWING CATEGORIES EXCEPT AT THE DISCRETION OF THE HOMELIVING SPECIALIST!!

TWO WEEKS PLUS EXTRA DETAIL	
INSTIGATING	<p>INSTIGATING – will be defined as starting:</p> <ul style="list-style-type: none"> a) Fights – students will be given a three day suspension from the dorm if it can be proven/verified b) Arguments/gossip – with and/or about another student(s) will be the two weeks restriction plus extra detail
MISUSING/FAILURE TO TURN IN ELECTRONIC DEVICES/CALLING OR TEXTING DURING STUDY PERIOD/PLAYING VIDEO GAMES/WATCHING VIDEOS AND/OR MOVIES/SNAPCHAT/FACEBOOK/ANY SOCIAL MEDIA/SNEAKING PHONES IN/POSSESSION OF ANY CELL PHONE/ELECTRONIC DEVICE THAT DOES NOT BELONG TO THE STUDENT	<ol style="list-style-type: none"> 1. Electronic devices used to take pictures/video/audio of others while on the residential floors without permission from those individuals and the Homeliving Specialist. 2. Devices used in committing any type of inappropriate conduct. 3. Student does not turn in electronic devices and is caught hiding or trying to sneak them into or out of the Dormitory. 4. Student has failed to turn in ANY/ALL electronic devices by the appropriate time indicated. <ul style="list-style-type: none"> 1st Offense \$10.00 (PER ITEM) 2nd Offense \$20.00 (PER ITEM) 3rd Offense Electronic device will be taken up until the end of the semester and there will be a \$30.00 fee to get it back FOR EACH ITEM *If for any reason a parent/legal

	<p>guardian must have the electronic device back before the end of the semester, then the parent/legal guardian must pay the \$30.00 fee per item and the device must be left at home. Student forfeits all rights/privileges to have any electronic devices, as well as the right to use any electronic device(s).*</p> <p>5. Viewing/Showing/Listening to inappropriate images/video/audio.</p> <p>6. There will be no texting/calling on any electronic device while in study period.</p> <p>7. There will be no playing video games; watching videos and/or movies; being on SnapChat/Facebook/any social media while in Study Period.</p> <p>8. If a student is found to be in possession of a cell phone/electronic device that does not belong to them, they will be written up</p>
TURNING IN “DUMMY” OR NON-WORKING PHONES/ELECTRONIC DEVICES	Students that have multiple cell phones/devices and turn in the one(s) that do not work and keep the working ones.
USE OF PROFANITY OR OBSCENE GESTURES	Student uses profanity or obscene gestures. Students will be sent home if this becomes excessive.
IMPROPER LOADING/UNLOADING OF A BUS.	Students never enter or exit through the emergency door/exit windows except in the event of an actual emergency.
ANY TYPE OF MISCONDUCT IN THE BATHROOMS (CAN INCLUDE BUT NOT LIMITED TO THE FOLLOWING:)	<ol style="list-style-type: none"> 1) Flipping/Popping towels at other students 2) Pushing/shoving other students in/into the shower stalls. 3) Going through/taking other students belongings while they are in the shower. 4) Misuse of air freshener(s) while others are in the bathroom.
PUBLIC EXPOSURE OF ONESELF/URINATING/DEFECATING ANY WHERE OTHER THAN A TOILET (i.e. any type of container, trash can, etc.)	<ul style="list-style-type: none"> • Student has publicly exposed themselves to others. • Student has urinated/defecated anywhere other than a toilet (i.e. any type of container, trash can, etc.
STEALING	TAKING ITEMS WITHOUT PERMISSION/TAKING ITEMS THAT DO NOT BELONG TO YOU.
DISORDERLY CONDUCT	Any form of disruptive behavior not otherwise specified in this handbook (i.e. loud/unusual noisemaking, threatening language, name calling, etc.)
TRESPASSING	WHEN A STUDENT INFRINGES UPON THE PRIVACY OF OTHERS BY ENTERING THE ROOMS OF OTHERS UNINVITED. (This includes staff offices or other areas clearly designated as off limits to students.)

BEING DISRESPECTFUL TO OTHER STUDENTS/STAFF/BUS DRIVERS	Student has been disrespectful to other students/ staff/bus drivers. If this becomes excessive, the student can be sent home. Disrespect to drivers includes, but not limited to following: not listening, making distracting noises, not following directions, singing outloud, hollering, screaming, hanging out of any window, throwing objects out of the bus. Students will not be allowed to ride any dorm bus when they break the rules.
BEING DISRESPECTFUL TO ANY GUEST(S) / GUEST SPEAKERS/ PRESENTERS WHILE AT THE DORM OR ON ANY DORM SPONSORED ACTIVITY OR TRIP	Students are expected to be respectful of all guests to the dormitory and show them the utmost courtesy while being on the best behavior. Disrespectful behavior will include the following: Talking, laughing, singing, being on an electronic device (i.e. phone, mp3, tablet/computer), sleeping, any type of horseplay or playing around when guest speakers are presenting. If this becomes excessive, students can be sent home.
INSUBORDINATION	Student has been disobedient/defiant towards Dormitory Staff. Student is unwilling to submit to authority; refusal to respond to a reasonable request.
TEASING, ANY FORM OF HORSEPLAY, OR WRESTLING	Student has been teasing, horse playing, or wrestling with others.
BEING ON THE WRONG FLOOR WITHOUT PERMISSION/PROPER SUPERVISION	Boys caught on the girls' floor or girls caught in the boys' floor without proper permission/proper supervision. Student(s) will be taken home.
PLACING PRANK/NON-EMERGENCY CALLS	Student has placed a prank/non-emergency call to 911, other emergency numbers, or any other number for non-emergencies from any phone/electronic device(s).
CUTTING OF HAIR WITHOUT PERMISSION	Student must have proper permission (written note from parent/legal guardian). Cutting hair in the dorm is permitted in a designated area and as long as the student has proper permission.
WATER BALLOONS	No student is to have water balloon(s) in the Dormitory.
POSSESSION/USE OF TOBACCO, MATCHES, LIGHTERS, ELECTRONIC/VAPORIZED CIGARETTES	Student is in possession of any form of tobacco, matches, lighters, or electronic/vaporized cigarettes (in the dorm, on the way to or from school, on any dorm activity or trip).

THREE WEEKS PLUS EXTRA DETAIL	
VIOLATION	DESCRIPTION
COMING INTO/HAVING ENTERED THE DORMITORY WITH HICKEYS/PINCHMARKS	Student has checked into/Entered the Dormitory with hickeys/pinch marks. These must be covered up or if the student will not keep covered up, they will be sent home until no longer visible.
VANDALIZING DORMITORY PROPERTY	VANDALIZING DORMITORY PROPERTY – this includes marking on the walls or any object belonging to the dorm; any type of damage done to dorm property (Needed repairs or

	replacement WILL BE PAID FOR BY THE STUDENT'S PARENT/LEGAL GUARDIAN PRIOR TO THE STUDENT RETURNING TO THE DORM).
GIVING/RECEIVING HICKEYS/PINCHMARKS	Student has given/received hickeys/pinch marks while checked into the Dormitory.
PUBLIC DISPLAY OF AFFECTION (PDA)	<p>Any PDA will not be tolerated. Any student participating in PDA will be given restriction. Unacceptable PDA includes but is not limited to the following:</p> <ul style="list-style-type: none"> ➤ Any type of kissing/sucking/licking any part of another person's body. ➤ Inappropriate touching (holding hands, touching of private areas, touching under clothing, massaging, propping body parts on another person, etc.) ➤ Pinching, squeezing, grabbing, fondling any part of another person's body. ➤ Sitting on another person. ➤ Hugging or lying together with full body contact (torso to torso, front to front, back to front, etc.)/Any type of Embracing ➤ Being in the same bed together/lying in the same bed together whether sleeping or not. (Sent home.) <p>Students cannot place their beds together for any reason. All beds must be kept apart at least three feet (3') except for bunk beds. (Sent home.)</p>
GIVING ANYONE ANY KIND OF TATTOO IN THE DORMITORY(OR WHILE ON ANY DORM ACTIVITY/TRIP)/ GETTING (SOMEONE GIVING YOU A TATTOO OR YOU TATTOOING YOURSELF) ANY KIND OF TATTOO IN THE DORM (OR WHILE ON ANY DORM ACTIVITY/TRIP)	<ul style="list-style-type: none"> • Student has given another student any type of tattoo while they were in the Dormitory (or on any activity or trip). • Student has allowed someone else to give them a tattoo while in the Dormitory (or on any activity or trip). <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ A student has given themselves a tattoo while in the Dormitory (or on any activity or trip).
POSSESSION/USE OF A LASER/LASER POINTER	<ul style="list-style-type: none"> • Student has possession of or uses a laser/laser pointer while on campus grounds, in the Dormitory (or on any activity), etc.
AIDING AND ABETTING/GUILT BY ASSOCIATION	Helping someone to leave the dormitory; playing look out while something is taking place that should not be. Or knowingly participating in a violation of Dormitory rules taking place, which may include simply being present during the commission of a violation of Dormitory Rules.
PULLING/HITTING/TAPPING/GRABBING/JUMPING UP TO TOUCH/HANGING ON PIPES	Any pulling, hitting, tapping, grabbing, jumping up to touch, or hanging from/on any pipes. This can result in broken water pipes.
ANY GANG RELATED ITEMS (i.e. BANDANAS, ETC.)	ANY GANG RELATED CLOTHING/PARAPHENALLIA/ETC. WILL RESULT

	IN RESTRICTION AND CONFISCATION OF THE ITEM(S).
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FOUR WEEKS PLUS EXTRA DETAIL	
VIOLATION	DESCRIPTION
AWOL	<ul style="list-style-type: none"> • LEAVING THE DORM WITHOUT PERMISSION/NOT RETURNING TO THE DORM AFTER SCHOOL ACTIVITIES, ETC. CHOCTAW POLICE WILL BE NOTIFIED, AS WILL THE STUDENT’S PARENT(S)/GUARDIAN(S). Students <u>cannot</u> walk across the street to the Tribal Offices (or anywhere else in the area); they <u>cannot</u> leave the campus through the gates to the rear of the school (leads to Government Quarters area/the road), behind the cafeteria, or near the dorm, or through any openings. Doing so without proper permission will result in the student’s parents being notified, as well as Choctaw Polics. The student will also receive restriction for this. • Student is not properly checked out from the school or Dormitory.
FIGHTING (This will vary on a case by case basis. It may fall under the SUSPENSION/EXPULSION/DISMISSAL FROM THE DORMITORY depending on the situation.)	<ul style="list-style-type: none"> • Students that fight while in the Dormitory will be written up and taken home. Any fighting will result in student(s) being sent home on a three (3) day suspension. This includes all students involved (i.e. any instigators/lookouts/actual participants/anyone holding a door/etc.). If the suspension comes from the school; the student will be suspended from the Dormitory for the same amount of time. • Student grabs, bites, or hits another student for any reason. Student will be sent home.
HARASSMENT/BULLYING/INTIMIDATION	<ul style="list-style-type: none"> • Any verbal or physical action that makes a student feel threatened or afraid may be considered an intimidating, bullying, or abusive behavior will be considered as harassment. <p>Also, see “Harassment Policy” for further information (P. 26-27)</p> <ul style="list-style-type: none"> • Bullying is any cruel verbal, social, or physical abuse from one student to another/student to staff/staff to student/ or from one adult to another. Any physical abuse constitutes assault/battery. Verbal bullying involves using written or verbal to hurt or humiliate another in any form.

	<ul style="list-style-type: none"> • Intimidation is any bullying behavior or action from one to another that causes them to feel threatened or fearful. Physical or verbal abuse is a form of intimidation.
INVASION OF PRIVACY	<p>Student has infringed on/invaded another's privacy in some form or fashion, (possibly by opening/playing with a shower curtain or invading another's privacy while in the bathroom, walking/barging into a student's room, etc.)</p> <p>STUDENTS WILL BE SENT HOME.</p>

SUSPENSION/EXPULSION/DISMISSAL FROM THE DORMITORY

The dormitory staff has attempted to offer an attractive and harmonious living environment for students. However, it is realized that dormitory life is not the best choice for every student. THE HOMELIVING SPECIALIST DOES RESERVE THE AUTHORITY/RIGHT TO DENY OR DISMISS ANY STUDENT WHO DOES NOT SEEM TO BENEFIT FROM THE DORMITORY ENVIRONMENT, WHO REPEATEDLY VIOLATES RULES OR STAFF DIRECTION, OR DISPLAYS BEHAVIOR MORE SERIOUS THAN THE STAFF FEELS IT CAN SUCCESSFULLY DEAL WITH OR WHICH COULD BE POTENTIALLY DETRIMENTAL TO THE PROGRAM, THE STUDENT, OR OTHER STUDENTS. The following could be cause for suspension/expulsion/dismissal from the dormitory:

VIOLATION	DESCRIPTION
POSSESSION/USE OF A BLADE/ANYTHING TO INFLICT BODILY HARM	<ul style="list-style-type: none"> • Student has possession of a blade or any object designed to inflict bodily harm to themselves or others. • Student uses a blade or any object designed to inflict bodily harm to them or others will result in a suspension/expulsion from the Dorm.
PULLING ("SETTING OFF" or "TRIGGERING")/DISABLING/VANDALIZING/TAMPERING WITH ANY SMOKE DETECTOR/FIRE ALARM/FIRE EXTINGUISHER/ELECTRICAL OR CIRCUIT BREAKER BOXES	<ul style="list-style-type: none"> • Student pulls ("sets off" or "triggers")/disables/vandalizes/or tampers with any smoke detector/fire alarm/fire extinguisher/electrical/circuit breakers when there is no sign of a fire will result in Expulsion from the Dormitory. • Student opens the breaker box; flips/or turns breakers on and off in the breaker box.
POSSESSION OF A FIREARM/PISTOL/PELLET/CAP/BB /STARTER GUN/ WATER GUN/ ANY HOME MADE GUN LIKE DEVICES, ETC.	<ul style="list-style-type: none"> • Student has possession of a firearm of any type will result in an expulsion from the Dormitory. Choctaw Tribal Schools fully support the enforcement of the Gun-Free Schools Act, Title VIII of the Elementary and Secondary Act of 1965. Any student who is in possession of any type of firearm or air/gas gun (pellet, BB, etc.), operable or inoperable, while in school/at the Dorm, on school property, on the school/Dorm bus, on the way to or from school/Dorm, at any school/Dorm function or activity, or has such an object in a vehicle on school property, shall

	<p>immediately be suspended from school/Dorm for 10 days and recommended to the Discipline Review Committee for expulsion for no less than one calendar year from all programs of the Choctaw Tribal Schools.</p> <ul style="list-style-type: none"> Students who possess other types of “guns” (starter guns, cap guns, water guns, any homemade gun like devices, and other toy guns) shall be suspended from school/Dorm for ten (10) days. A second incident shall result in a ten (10) day suspension and recommendation to the Discipline Review Committee for expulsion. Student who possess and use such “guns” to threaten, intimidate, and/or otherwise disrupt the school/Dorm environment shall be immediately suspended and recommended for expulsion. Guns in student possession will be seized and turned over to the Department of Public Safety.
<p>POSSESSION OF OTHER WEAPONS OR EXPLOSIVES; DISCHARGING/POSSESSION OF ANY TYPE OF FIREWORK</p>	<ul style="list-style-type: none"> Possession, by a student, of any hard or sharp object, such as a knife, brass knuckles, etc. that may be considered a weapon or a taser/shocker device or any explosive or potentially explosive devices while at the dorm, on school property, on the bus/van, on the way to or from school/dorm or any dorm/school related activity/trip/event, regardless of the object’s original purpose, shall be considered in violation of this policy. Students who possess these objects will be immediately suspended from the dorm and school for ten (10) days and recommended to the Disciplinary Review Committee for expulsion for a period of up to one calendar year. Student discharges any type of firework (while on campus grounds, in the Dormitory or on any activity). Students who discharge these objects will be immediately suspended from the dorm and school for ten (10) days and recommended to the Disciplinary Review Committee for expulsion for a period of up to one calendar year.
<p>USE OF OTHER WEAPONS</p>	<ul style="list-style-type: none"> Any object used as a weapon by a student will be seized and after due investigation and due process will be turned over to school security or Department of Public Safety. The Homeliving Specialist will use his/her own discretion in each instance not involving a gun concerning the necessity of notification of the appropriate law enforcement authority.

<p>POSSESSION/USE OF/SUSPICION OF BEING UNDER THE INFLUENCE OF (MAY INCLUDE BUT NOT LIMITED TO THE FOLLOWING) ANY TYPE OF DRUGS, ALCOHOL, TOBACCO, INTOXICANTS , VAPING PRODUCTS, ETC.</p>	<ul style="list-style-type: none"> • The health and safety risks of tobacco use, alcohol use, and illicit drug use are well documented. The possession of illicit drugs is illegal. In addition, the possession, use and distribution of alcohol, tobacco or vaping products to individuals under the age of 21 are illegal. The use/abuse, possession, or distribution of these substances is strictly prohibited at school/dorm, on school/dorm property, or while attending any Dorm activity/trip/event. The following disciplinary actions will be consistently imposed: • Any individual found to possess, distribute, or to be under the influence of alcohol, alcoholic beverages, inhalants, any controlled substance (including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, depressant, “look alike”, prescription/ANY OVER-THE-COUNTER drugs, or counterfeit substance, represented or believed to be any of the aforementioned substance) • Choctaw Police will be notified immediately and they will take the necessary actions. Efforts will be made to contact parents/legal guardians to notify them as soon as possible. • The Homeliving Specialist reserves the right to determine if or when a student may return to the Dormitory.
<p>ANY THEFT/STEALING WHILE ON ANY DORMITORY ACTIVITY OR TRIP</p>	<ul style="list-style-type: none"> • Theft of any items within the dormitory or while on any dormitory sponsored activity/trip. • <u>Theft on any Dorm sponsored activity/trip will result in the student being expelled from the Dormitory for an amount of time to be specified by the Homeliving Specialist. Once the student(s) are allowed to return to the Dormitory, they will be placed on Probationary Status and can be released from the Dormitory for any serious infractions or at the discretion of the Homeliving Specialist.</u> • IF THIS HAPPENS WHILE ON ANY DORMITORY ACTIVITY/TRIP (i.e. SPRING BREAK TRIP/END OF THE YEAR TRIP) THE STUDENT(S) WILL NOT BE ALLOWED TO RETURN TO THE DORMITORY FOR A PERIOD OF TIME TO BE DETERMINED BY THE HOMELIVING SPECIALIST AND WILL NOT BE ALLOWED TO GO ON ANY ACTIVITIES/TRIPS FOR THREE (3) YEARS.

ASSAULT and/or BATTERY	Student/staff who attempts to harm other student(s)/Staff through any type of physical contact or use of any type of weapon.
EXPLICIT/ANY SEXUAL ACTIVITY/INCIDENT	<ul style="list-style-type: none"> Any type of explicit, sexual activity by students while at the dorm or on any dorm activity or trip that is observed or verifiable. THE DORMITORY WILL NOT TOLERATE OBSERVED OR ALLEGED INCIDENTS. SUCH INCIDENTS WILL NOT BE TOLERATED IN THE DORMITORY OR ON ANY DORMITORY SPONSORED ACTIVITIES/TRIPS. THIS COULD RESULT IN DISMISSAL FROM THE DORMITORY.
SEXUAL ASSAULT/RAPE/ATTEMPTED RAPE/SODOMY	<ul style="list-style-type: none"> When it has been determined by the Homeliving Specialist that a student is responsible for any of the mentioned infractions, the student will be automatically suspended from the dormitory. This also applies to other infractions found in other sections of this handbook. Moreover, the proper authorities will be notified and they will take the necessary actions.
TAKING / EXCHANGING / DISTRIBUTING/ RECEIVING/ SHOWING ANY EXPLICIT MATERIAL/ IMAGES	Student has taken / exchanged/ distributed / received/ shown any type of explicit material / images.
CONTRABAND ITEMS	<ul style="list-style-type: none"> ANY CONTRABAND ITEMS, SUCH AS TASERS, HANDCUFFS, OR ANY ITEM DEEMED AS DANGEROUS TO THE STUDENTS AND STAFF WILL RESULT IN IMMEDIATE DISMISSAL FROM THE DORMITORY.

PARENTAL OR GUARDIAN NOTIFICATION

Parents/guardians will be notified by a phone call and letter if their student is placed on restriction. For more serious behavior violations, every effort will be made to notify them immediately. The dormitory staff asks for the support and cooperation of parents/guardians in disciplinary matters and requests that during any restriction period the student be checked in, so that the restriction time may be served uninterrupted.

DORMITORY POLICY ON SCHOOL SUSPENSION

All rules of conduct, standards for behavior, corrective actions, and discipline procedures stated within this hand book, as well as those included within the Choctaw Tribal Schools Middle and High School Student Handbook applies to students enrolled in the Dormitory program.

During an out-of-school suspension/expulsion from school, the student is not allowed to attend school or be on campus and may not reside in the dormitory. Also, an out-of-school suspension means that the student will be suspended from the Dormitory for the same number of days.

If a student is suspended or expelled from School, School staff will notify the parent/guardian of the suspension/expulsion for pickup of the student or to make any arrangements for the student to go home.

DORMITORY CLEANING

While the Janitor is responsible for the major part of the facility cleaning, dormitory staff and students are responsible in the following areas:

- Students are responsible for emptying their wastebaskets, making their bed daily, changing their own linen, sweeping and mopping their floors, dusting the furniture in their rooms, picking up their used towels and placing them in the laundry hampers/buggies, and laundering their own clothes.
- Students rotate in details: sweeping and mopping the halls to the rooms, cleaning the bathrooms, picking up the outside trash from around the building, cleaning the rumpus room/canteen/living room/cafeteria.
- Night Dorm Residential Aides are responsible for dusting, laundering and folding bed linens, as well as storing the linens. Dispensing and storing linens, stocking the bathrooms with toilet tissue. They will notify the Homeliving Specialist of needed maintenance and repairs needed.
- The Janitor is responsible for overall cleaning and maintenance of the dormitory, with particular attention paid to the offices and common living area.

NONRESIDENT DORMITORY USE AGREEMENT

Any person or group requesting use of the dormitory for nonresident usage must request use of the facility by completing the Choctaw Tribal Schools Facility Usage form and getting proper permissions. Dormitory staff will attach facility usage expectations.

STUDENT COMPLAINTS

STUDENTS HAVE THE RIGHT TO FILL OUT A STUDENT COMPLAINT FORM WITH THE HOMELIVING SPECIALIST. FORMS ARE LOCATED ON EACH RESIDENTIAL FLOOR IN THE MIDDLE SECTION OR CAN BE REQUESTED FROM ANY DORMITORY STAFF. ONCE FILLED OUT, THE FORM CAN BE TURNED IN TO THE HOMELIVING SPECIALIST OR HIS DESIGNEE.

PARENT CONFERENCES

Parent conferences will be scheduled at different times throughout the school year as needed. Conferences will be scheduled by the Homeliving Specialist, Administrative Assistant/Dorm Manager, or Counselor and will include all parties involved. All efforts will be made to contact parent(s)/legal guardian(s) regarding needed conferences.

COUNSELING

Individual and group counseling is available to all students from the dormitory counselor. Students may be referred by a parent, staff member, or themselves. All students are encouraged to confer and/or request assistance to resolve problems that may adversely affect them such as personal problems, difficulties in the classroom or the Dormitory, problems with another student, needing someone to listen, or if a drug or alcohol problem exists. If needed, students may be referred to Behavioral Health or other health facilities, if requested, for more in-depth or specialized counseling.

CULTURAL EDUCATION

The Bureau of Indian Education stresses the importance and need for cultural activities and education for native students. Through cultural language classes, native dances, games, food, and

historical studies, students will be supported in their efforts towards a rounded education. Cultural education will serve to foster positive self-esteem and self-identity.

DORMITORY COUNCIL

The Dormitory Executive Council will be elected during the first half of the school year. The Council will suggest monthly elective activities, assist in establishing behavior standards and consequences, regulate and manage fundraising activities. The Administrative Assistant/Dorm Manager, Dorm Counselor, one male and one female assistant will act as advisors to the Dorm Council. Council members are role models for other dorm students. Class representatives will be elected to the Council as well. Council members must have been present during Count Week, be in good standing academically and socially, and attend the dorm on a regular basis.

DISCIPLINARY REVIEW COMMITTEE

A Student Disciplinary Committee will be a separate student governed body, which is selected to function as a disciplinary review committee. The Committee will consist of an odd number of students (5 to 7) representing the age/grade/gender balance of the dormitory roster and will be approved by the staff. Members shall serve for one school year. With the exception of the middle school representative, each member must have lived in the dorm for at least one (1) year and be in good standing at the dorm and the school. The staff sponsors for the Student Disciplinary Committee will be the Administrative Assistant/Dorm Manager and the Dorm Counselor.

OUT OF STATE STUDENT TRAVEL

Soon after your student has been accepted by the Choctaw Central Dormitory Program and has received notice from the School Registrar, we will contact your student to arrange travel to the school. Dates and times for travel are coordinated with school start dates. We will coordinate the mode of travel and finalize all arrangements. All student travel arrangements must be coordinated through our Tribal Finance Office to avoid unforeseen difficulties or added expenses.

Students should travel when scheduled. If circumstances do not allow for travel at the scheduled time, please be aware that travel will only be rescheduled one time. Any fees for rescheduling after that one time will be the responsibility of the parent/guardian/student.

The Choctaw Central Dormitory receives funding to provide four trips for your student: 1) one trip to school, 2) one trip home for winter break, 3) one trip returning from winter break, 4) one trip home at the end of the school year. The Choctaw Central Dormitory does not receive funds for Thanksgiving, Easter, or Spring Break travel, nor does Choctaw Central Dormitory receive travel funds for bereavement situations. If students travel home on their own, it is their family's responsibility to transport them back to school.

Modes of travel used by the Choctaw Central Dormitory vary depending on cost, time, and convenience:

- Airlines – From Jackson International Airport or Meridian Regional Airport
- Driving – Tribal/Government vehicle
- Bus

Travel Tips:

All travelers need one piece of photo identification with an expiration date, such as a state motor vehicle department. A second piece of identification is always helpful, such as a tribal identification

card. Travelers are advised to carry on snack food and should have enough cash for meals on the trip. Always keep some change for telephone calls or have a personal cell phone for such instances.

STUDENT ACCOUNTABILITY

The specific check-in times noted below must be followed for signing in. Each student must sign his/her own name.

Staff will do bed check every hour from 12:00am to 7:30am.

GRADES 7 – 12	3:30PM	6:00PM	7:30PM	10:00PM	11:00PM
	12:00AM	1:00AM	2:00AM	3:00AM	4:00AM
	5:00AM	6:00AM	7:30AM		

Students may be signed out only by authorized persons as indicated on the student check out sheet found in the Student Application and approved by the parent/guardian. All residents must be signed out properly when leaving the dormitory. This means that the person signing a student out must come into the building and sign that student out. Dormitory Assistants check on all students hourly.

STUDENT CLOTHING AND BELONGINGS

All students' clothing should be labeled with his or her full name or initials in felt tip/laundry marker. Students are responsible for laundering their own clothing, with detergent and any additives they provide. The dorm staff strongly recommends that students not loan or borrow clothing. Also, when students are checking out, they are required to take all their belongings with them. AT THE END OF THE FIRST SEMESTER, ANY ITEMS THAT ARE LEFT BEHIND IN A STUDENT ROOM WILL BE GATHERED AND KEPT BY THE STAFF. ANY ITEMS THAT HAVE NOT BEEN PICKED UP BY THE OWNER(S) WILL BE DONATED TO OTHERS/CHURCH ORGANIZATIONS AT THE END OF THE SCHOOL YEAR. THE DORM/DORM STAFF WILL NOT BE RESPONSIBLE FOR ANY LOST CLOTHING OR PERSONAL ITEMS LEFT BY STUDENTS. THIS ALSO APPLIES TO ANY ITEMS THAT THEY MAY HAVE BEEN "LOANED OUT" OR "BORROWED".

DORMITORY GUIDELINES FOR FIRST AID AND HEALTH PROCEDURES

Protocols from Choctaw Health Center will be implemented in the dormitory. These approved procedures are on file in the dormitory offices. All staff are trained annually on health and safety procedures and to call 911 immediately when there is a health emergency.

EMERGENCY NUMBERS

In the event of emergencies, the following people should be called at the following emergency phone numbers.

Emergency Type	Department/Person	Number to call
FIRE	PUBLIC SAFETY FIRE DEPARTMENT ROY SMITH MELINDA GIBSON MAINTENANCE – ROBERT ROUTH	(601) 656-5711 OR 911 911/656-0620 (601) 416-2847/656-5704 (601) 416-3373 (601-656-6612/(601) 416-8396
POWER FAILURE	MAINTENANCE – ROBERT ROUTH	(601) 656-6612/(601) 416-8396

	CENTRAL ELECTRIC POWER ROY SMITH MELINDA GIBSON	(601) 656-2601 (601) 416-2847/656-5704 (601) 416-3373
INCLEMENT WEATHER	ROY SMITH MELINDA GIBSON *LISTEN FOR WEATHER UPDATES* In the event of inclement weather during the school week, students will be housed in the dormitory. Only after the principal calls off school for the remainder of the week are students bused home.	(601) 416-2847/656-5704 (601) 416-3373
RUNAWAYS	CHOCTAW POLICE DEPARTMENT ROY SMITH MELINDA GIBSON STUDENT'S PARENT/GUARDIAN	(601) 656-5711 OR 911 (601) 416-2847/656-5704 (601) 416-3373
HEALTH	CHOCTAW HEALTH CENTER ROY SMITH MELINDA GIBSON	(601) 389-4500 (601) 416-2847/656-5704 (601) 416-3373

SCHOOL CLOSURE

The Director of Schools and Tribal Administration will determine school closures based upon severity of weather.

*The Tribe's Office of Public Information will post information on social media and make necessary notifications to radio and television stations.

EMERGENCY PROCEDURES

TORNADO

During school hours, a horn will sound to indicate a tornado warning. Since students will be in school, staff should respond by going to the basement area under the stairs.

After school, it is the responsibility of the dorm staff to be aware of the threat of tornado by turning the radio or TV to the weather broadcast. In the event this area comes under the severe weather watch for tornado, the students and staff should go to the basement area under the stairs to wait until notification that the threat has ended.

POWER FAILURE

In the event the dormitory would be without power for an extended period of time, the dorm would be closed and students will be sent or bused home. In the event the power should go off, the staff should immediately notify Ervin Farmer at (601) 416-1249/Travis Willis at (601) 416-1253.

FIRE/ FIRE DRILL

The fire evacuation signal will be heard throughout the entire building. The all-clear signal will be given by the Homeliving Specialist or person in charge. Students and staff will evacuate the building

by routes posted at each building/hallway. All students will assemble for roll call in a pre-designated area. Fire drills will be held every nine (9) weeks in the residential areas.

All students and staff should be familiar with the location of the fire pull stations and the nearest exit door. The fire evacuation plans are posted on every bulletin board and hallway throughout the dorm. A long continuous bell indicates a fire alarm.

- The students and staff should exit their rooms/offices through the nearest exit.
- Staff should go to the nearest phone and call the Fire Department at 911.
- Students and staff are to meet at the walkway behind the Little Brick Building and the dorm.
- Staff is responsible for taking a student count according to check in sheet.

DORMITORY SECURITY CAMERAS and SAFETY MEASURES

As a result of past break-ins, there are security cameras covering the entire perimeter of the dormitory. The cameras are in operation 24 hours a day. Anything that occurs will be recorded and could be used by the proper authorities in an investigation/legal proceeding.

Locks have been installed on each student door. Dormitory staff monitors the outside doors during the evening hours and make periodic bed checks on the student rooms at night. Extensive renovations have created a much safer environment. Each student room is now equipped with a smoke detector, sprinkler, door closer, and lockers. The hallways, offices, and main living area also have smoke detectors and sprinklers. The fire alarm system has been updated and repaired.

Security has also been improved with the installation of door alarms on each exterior door on the student floors.

LOCK DOWN

Lock down drills will be conducted four times a year according to the following procedure:

1. Lock all exterior doors.
2. Lock all interior doors.
3. Assign staff to secure specified and pre-arranged areas; monitor conditions.
4. Recognize need and be ready for contingencies.
5. Turn off gas, water, and electricity immediately if directed to do so.
6. Always send two people for initial assessment.

DAILY LOCK DOWN PROCEDURES

1. All exterior doors, except the entrance near the administrative assistant office must be locked at all times. At 6:00 pm, all exterior doors will be locked.
2. All interior rooms must be locked when vacant. Dorm Staff must lock all rooms when not in use.
3. Students are not allowed to unlock doors or stay in any public room without an adult present.
4. All closets and storage areas must be locked at all times.
5. All staff must instruct students that under no circumstances are they to allow any non-school persons into the building unless they have a pass or are part of a rescue team. All parents/guardians and other visitors must enter by the door near the Administrative Assistant's office.

RECEIPT OF FUNDS OR FUNDRAISING FUNDS

All funds received by the school/dorm must be IMMEDIATELY deposited at MBCI Finance Department. The MBCI Office of Finance and Accounting will maintain custody of all funds.

NOTICE OF THE PRESENCE OF
NOTICE OF THE PRESENCE OF ASBESTOS CONTAINING MATERIAL (ACM)

The campuses of Choctaw Central High School, Choctaw Central Middle School, and Red Water Elementary School have areas of asbestos which have been abated and posted. Concerned individuals should contact these schools to review the respective school's asbestos management plans.

CHOCTAW TRIBAL SCHOOLS – INTERNET USE POLICY
ACCEPTABLE AGREEMENT/USE POLICY

Internet and network access is provided to the students and staff at Choctaw Tribal Schools. Education is the primary function of Choctaw Tribal Schools. Computers are tools with which to perform research, retrieve information, compile data, and create documents.

By signing the Acceptable Use Policy, the students, staff, and students' parents or guardian agree to obey the rules outlined in the Acceptable Agreement/Use Policy. This document describes responsibilities for use of the network and Internet and also consequences when the privileges are abused.

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

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

- Be polite, messages should not be abusive to others.
- Use appropriate language. Do not swear; use vulgarities or any other inappropriate language
- Do not reveal addresses, credit card numbers, or phone numbers
- Illegal activities are strictly forbidden
- Electronic mail is not guaranteed to be private.
- Messages relating to or in support of, illegal activities may be reported to the authorities.
- Do not use the network in such a way that others' use of the network would be disrupted.

Users agree to abide to the following:

- Use of the network must be in support of education and research.
- Users must not reveal their password or use of others' passwords.
- Users shall not damage computers, computer systems or computer networks, which include altering software components of a computer or system.
- Transmission or intentional receipt of hate mail, harassment, and other antisocial behaviors are prohibited on the network.
- Users shall not use the network to access or process pornographic material, inappropriate text files, or any illegal activity.
- Students agree not to play games on the computers unless authorized by monitoring staff member.
- Users agree not to use the chat rooms.
- Users agree not to send chain letters.

- Students shall not send, receive or check personal E-mail, except before or after school.

Computer Lab Usage:

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

Consequences of Unacceptable Use:

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

Respect for Others:

- Users shall only use computer equipment for which they have been granted permission or that which has been assigned or loaned to them by a district or school administrator, technologist, or authorized staff member, for their use. Within reason, users are responsible for repairing damage done to any computer while in their possession.
- User shall be considerate of others when using school/district computer equipment or informational resources and abide by any time limit restrictions stated.
- Users shall log off workstations after finishing their work to protect their own privacy and ready the workstation for use by others.

STUDENT RIGHTS

The rights of students are listed in the Choctaw Tribal Schools Handbook and are applicable to students enrolled in the dormitory program.

Emergency Contacts

Additional information is requested from the parent/guardian to ensure that staff are able to reach persons in the event of an emergency with your child. If the Dormitory staff is unable to reach either parent/guardian, or any of the emergency contacts listed below, social services will be contacted immediately.

Name: _____ Relationship to child: _____ Phone: _____

Name: _____ Relationship to child: _____ Phone: _____

Name: _____ Relationship to child: _____ Phone: _____

I, the parent/guardian, understand and acknowledge the above statement and will ensure that I/we can be contacted in the event of an emergency.

Signature _____ Date: _____ 20____.

Mother

Signature _____ Date: _____ 20____.

Father

Signature _____ Date: _____ 20____.

Legal Guardian

PARENT/STUDENT AGREEMENT FORM

This is to verify that I have received, read and agree to abide by the Choctaw Dormitory Student Handbook for the 2021-22 school year.

I understand that maintaining a safe school environment means that daily searches may be made of my child's locker, book bag, purse, luggage, or other personal belongings. Searches will be done every day when a student returns to or enters the dorm from outside. A metal detection wand will be used on a routine basis.

*****Please sign and return this page to the Homeliving Specialist*****

Parent/Legal Guardian Signature

Date

Student Signature

Date

School: _____

Student's Grade Level in School: _____