

STUDENT HANDBOOK 2020-2021
CHOCTAW CENTRAL DORMITORY

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THIS HANDBOOK BELONGS TO:

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

Student Handbook

Choctaw Central Dormitory Program

Mississippi Band of Choctaw Indians

Adopted by Tribal Council on

May 30, 2019

Mississippi Band of Choctaw Indians

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Members of the Choctaw Tribal Council

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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 funding supported residential programs as a minimum requirement for the successful operation of the dormitories. The mandate is provided under the authority of Public Law 107-110, No Child Left Behind Act of 2001, section 1122(a)(3), and the Code of Federal Regulations (CFR) Subpart G- National Dormitory Criteria, paragraph 36.71(g).

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

As stated in Title 25 CFR Part 32.3, BIE's mission is to provide quality education opportunities from early childhood through life in accordance with a tribe's needs for cultural and economic well-being, in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities. Further, the BIE is to manifest consideration of the whole person by taking into account the spiritual, mental, physical, and cultural aspects of the individual, within his or her family and tribal or village context.

BIE VISION

The vision of the Bureau of Indian Education is to promote healthy communities through lifelong learners.

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 provide a healthy, safe, community-based, culturally-relevant, and inspiring learning environment for Native American learners.

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:

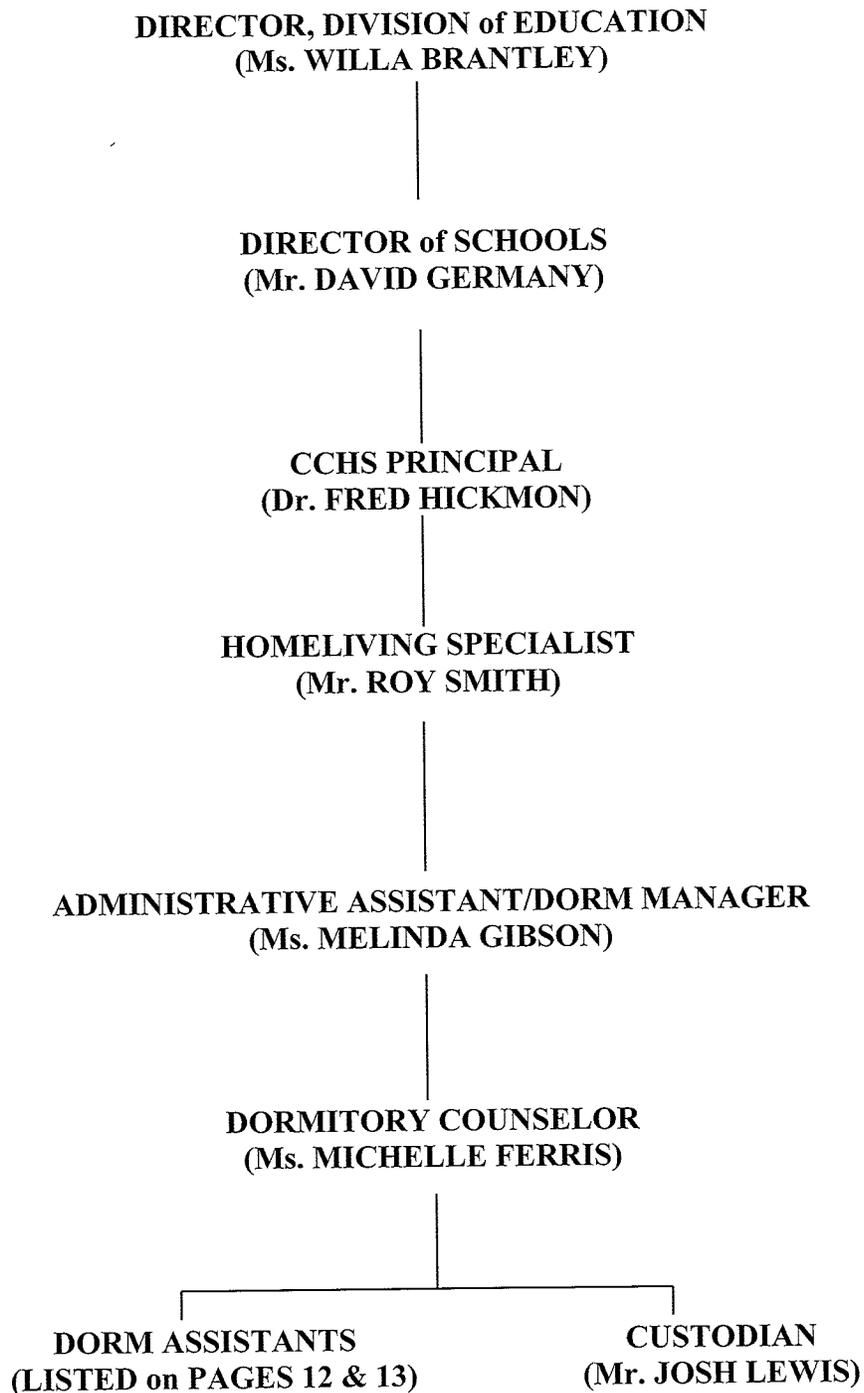
- ◆ The Dorm Staff will treat all students and each other with respect and regard them as worthy individuals.
- ◆ The Dorm Staff will be fair and friendly to all students, other staff members, and guests.
- ◆ Dorm Staff will be fully supportive and assist students in their academic pursuits, doing all 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 (Roy Smith) is not campus and/or not on duty, then the Administrative Assistant/Dorm Managers (Melinda Gibson) 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 (Michelle Ferris) 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 2019-2020 SCHOOL CALENDAR

First Semester (91 Instructional Days)	Second Semester (78 Instructional days)
Aug. 26-31: Staff Work Days District MITC	Jan. 13: Begin 3 rd Term
Aug. 27: Students' Term Day	Jan. 20: M.L. King Holiday
Aug. 28: Nani Waiya Day Holiday	Feb. 6: 3 rd Term Progress Reports
Aug. 28: Staff Development Day/60% Day	Feb. 17: Presidents' Day Holiday
Aug. 29: Spring Day Holiday	Feb. 24: Staff Development Day/60% Day
Sept. 1: 1 st Term Progress Reports	Feb. 25: End of 3 rd Term (43 days)
Sept. 15: Staff Development Day/60% Day	Mar. 1-5: Spring Break Holidays
Sept. 27: American Indian Day Holiday	Mar. 16: Begin 4 th Term
Oct. 20 - Oct. 24: 1 st Residential Count week	Apr. 2: Staff Development Day/60% Day
Oct. 27-31: 2 nd Residential Count Week	Apr. 10-13: Easter Holidays
Oct. 31: End of 1 st Term (15 days)	Apr. 16: 4 th Term Progress Reports
Oct. 31: Begin 2 nd Term	May 19: CCHS Graduation
Oct. 31 - Nov. 3: 3 rd Residential Count Week	May 21: End of 4 th Term/60% Day (47 days)
Oct. 30: Staff Development Day/60% Day	May 22: Staff Work Day
Nov. 1: Veterans Day Holiday	
Nov. 14: 2 nd Term Progress Reports	
Nov. 17-21: Thanksgiving Holidays	
Dec. 22: End 2 nd Term (46 days)	
Dec. 23-Jan. 1: Christmas/New Year Holiday	

The following days included in the school calendar on which the students do not come to school:

- 11 - Federal Tribal Holidays
- 13 - School Holidays
- 2 - Staff Work Day/Professional Development
- 18 - Student Instructional Days
- 210 - Total Calendar Days

STANDARD DORMITORY OPERATIONS

HOW POLICIES ARE DEVELOPED and ADMINISTERED:

The Dormitory Staff develops the policies and procedures for the students based on their various experiences and insight. Once the policies and procedures have been developed and agreed upon by the staff, they are then sent to the Choctaw Tribal Education Committee for approval, who may then send it before the entire Choctaw Tribal Council for their approval. Once the policies are approved, they are compiled in the Student and Staff Handbook. Also, the Dormitory Students and Staff follow those policies and procedures contained within the Choctaw Tribal Schools Handbooks. Many of the policies and procedures are developed due to various events, situations, or past student behavior. They are enacted to ensure the safety of all Dormitory students, staff, and visitors. As a staff, we believe that it is best to do what we can to prevent a situation, rather than react. And we do everything humanly possible to do this.

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, except when they are on the resident floors. They 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.

DORMITORY STAFF

TITLE	NAME
HOMELIVING SPECIALIST	ROY SMITH
ADMINISTRATIVE ASSISTANT/DORM MANAGER	MELINDA GIBSON
DORMITORY COUNSELOR	MICHELLE FERRIS
DORMITORY ASSISTANT	BETTY YORK
DORMITORY ASSISTANT	MARION WILLIS
DORMITORY ASSISTANT	SHAUNNA ISAAC
DORMITORY ASSISTANT	JESSICA HICKMAN
DORMITORY ASSISTANT	DORA YORK
DORMITORY ASSISTANT	LEVERN NICKEY
DORMITORY ASSISTANT	JON JIMMIE
DORMITORY ASSISTANT	STUART WILLIS
DORMITORY ASSISTANT	CURTIS WILLIS, JR.
DORMITORY ASSISTANT	QUINTON BILLIE
DORMITORY ASSISTANT	SHONDA WESLEY
DORMITORY ASSISTANT	CODI PARKER
CUSTODIAN	JOSH LEWIS
DORMITORY ASSISTANT (MALE)	VACANT
DORMITORY ASSISTANT (MALE)	VACANT

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 and 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 FRIDAY	TUESDAY	WEDNESDAY	THURSDAY
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 for MIDDLE SCHOOL.			
8:10AM	CLASSES BEGIN for HIGH SCHOOL.			
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 be done consuming any outside food by 9:00PM 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)/INDIAN STUDENT ELIGIBILITY CERTIFICATION FORM – authorizing ¼ degree of Indian Blood.
- SOCIAL SECURITY CARD
- ANY (COPY OF) APPLICABLE LEGAL/CUSTODY DOCUMENTS IF REQUIRED/NOTARIZED LETTER OF CUSTODY (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 RESIDE IN THE DORMITORY. (If you are enrolling a student that is being Court Ordered to reside in the Dormitory, you are required to provide a copy of the Court Ordered Documents.)
- A COMPLETED BOYS & GIRLS’ CLUB APPLICATION. (The Dormitory is Unit #1 for the MBCI Boys & Girls’ Club .Their application must also be completed because our students do 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 requesting to be a residential/dorm student is required to submit immunization records as required by state, local, or tribal governments BEFORE being admitted to ANY Residential Dormitory Program. *New Tdap vaccination is mandated for all 7th Graders.*
- MEDICAL INSURANCE CARD(S) – We have been asked for this when we have taken students to CHC for medical treatment.

According to regulations set by the Bureau of Indian Education (BIE), Dormitory students must be a minimum of 25% Indian blood to be eligible to live in the Dorm. These guidelines can be found in the Code of Federal Regulations (25 CFR 39.11(h)).

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, Tribal Courts, or other governing agency.

ATTENDANCE POLICY

It is the Dormitory’s policy to accept placement only 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 recommended 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.

THE DORMITORY’S TENTATIVE COUNT WEEKS

The Dormitory’s tentative 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: SEPTEMBER 30 – OCTOBER 4, 2019

SECOND COUNT WEEK: OCTOBER 7 – 11, 2019

THIRD COUNT WEEK: OCTOBER 14 – 18, 2019

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 their Parent/Guardian. Parents will be given an opportunity to ask questions or have an explanation of the handbook. Students will review the handbook as a group. Students enrolling after the beginning of the school session will have an individual explanation of the handbook.
- Incoming 7th/8th grade students will have an opportunity to visit the Dorm for orientation during pre-registration campus orientation.
- Upper class transfer students to Choctaw Central High School will be welcomed to participate in an individually scheduled orientation to the Dormitory.

GENERAL SERVICES

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	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	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	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	Daily health and medical care, including transportation for services provided at Choctaw Health Center. 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. If a student is ill/injured and is unable to go to school, and they have a medical excuse, they must go home.
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.

PERSONAL PROPERTY of STUDENTS

Lockers are provided for students to put their items in. Locks are provided so that students may lock their lockers. ***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 ANY MONEY

Students have been known to bring their own money to the Dormitory. Sometimes, the amounts have been fairly large, whether for personal use or for some type of fundraiser or what have you. All students have been and will continue to be encouraged to make use of the Dorm's Safe Box if they must

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 on any Dorm activities.

There have been instances where students have lost money while on the Dorm's End of the Year Trip and other outside Dorm trips. While on these trips, 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 request. Students who fail to turn in, hide or attempt to sneak in any electronic devices will result in the item(s) being confiscated and held.**

	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.

Students are not allowed to turn in devices that do not belong to them. If this happens, an ID or Serial Number will be required for identification purposes before the device will be turned over to the student's parent/legal guardian.

****DORMITORY STAFF/SCHOOL OFFICIALS/LAW ENFORCEMENT MAY REVIEW THE CONTENT OF ANY ELECTRONIC DEVICE IF THEY HAVE REASON TO BELIEVE THAT THE CONTENTS OF THE DEVICE COULD ASSIST IN AN INVESTIGATION OR IF THERE ARE ANY ALLEGATIONS THAT THERE IS INAPPROPRIATE CONTENT ON THE DEVICE.****

NOTE: CHOCTAW TRIBAL SCHOOLS AND THE CHOCTAW CENTRAL DORMITORY PROGRAM SHALL NOT BE RESPONSIBLE FOR ANY LOST, BROKEN, OR STOLEN ITEMS BROUGHT TO THE SCHOOL OR DORMITORY BY THE STUDENT.

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.

LOCKS and LOCKERS

There are lockers in each student room. All students are encouraged to place their valuable items in the lockers and lock them up for safekeeping. A combination lock will be provided to the student. It is the student's responsibility to lock 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.

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

Written permission from parents/legal guardians must be obtained and approved by the principal before students may bring automobiles to school. Students are not to sit in cars on the campus or in cars in the parking areas. Students may not leave campus by themselves or with other students unless permission to leave school has been granted from the office. All students leaving campus during the school day must check-out with the parking lot guardhouse attendant. At Choctaw Central High School, students will be required to park in front of the main building. Absolutely no parking by students will be allowed behind the music building, cafeteria, Instructional Services Complex, or gym. All student automobiles are to be registered with the high school office and must display a parking decal issued by the school. Students must show proof of insurance in order to obtain a decal.

STUDENT AUTOMOBILES – DORM

Written permission from parents/legal guardians must be obtained and approved by the Homeliving Specialist prior to the student bringing their automobile to the Dorm. 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 show proof of insurance in order to obtain a decal from the high school office.

DORMITORY SAFE BOX

Students are encouraged to deposit their money for safekeeping in a dormitory safe box. Students will be able to withdraw their money as needed. We do not encourage students to bring large sums of money to the Dormitory.

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 Choctaw Central Dormitory Program 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 they finish 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”. Students assist in cleaning up the cafeteria.

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 barbecues, 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.

****THERE ARE NO OUTSIDE BEVERAGES 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.
- Also, there are to be no type of beverages taken to or from the cafeteria.

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.**

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:

- Encourage parents/guardians to visit the Dormitory on an informal basis.
- 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. Also, notifying Dorm Staff when a student is checked out from school is greatly appreciated.
- 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.
- 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, they should be aware that the program is considered as part of the Dormitory and that **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 should be 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.

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.

****From the 2019-2020 Choctaw Tribal Schools Parent/Student Handbook (CCHS & CCMS):**

“Students and parents are responsible for maintaining reasonable standards of cleanliness and appropriateness of dress. Students are encouraged to be well-groomed. Students whose dress or appearance is disruptive will be referred to the principal or assistant principal who, working with parents/guardians and the student, will have the responsibility for correcting the problem.”**

- NO PIERCED BODY JEWELRY OR DECORATION, EXCEPT FOR EARRINGS.
- TATTOOS AND SCARIFICATION ARE STRONGLY DISCOURAGED AND, IF CONSIDERED DISRUPTIVE, WILL ALSO RESULT IN A CONFERENCE WITH THE HOMELIVING SPECIALIST AND PARENTS/GUARDIANS.

- NO CAPS OR BANDANAS MAY BE WORN ANYWHERE ON CAMPUS, EVEN DURING COLD WEATHER. STUDENTS MAY NOT WEAR HOODS PULLED OVER THEIR FACES ANYWHERE ON CAMPUS.
- CLOTHING OR ARTICLES WORN OR POSSESSED WITH PROFANE, INFLAMMATORY, VULGAR, OR IMMORALLY SUGGESTIVE LANGUAGE, ALCOHOLIC OR TOBACCO SLOGANS SHALL NOT BE WORN.
- NO CLOTHING OR ARTICLES DISPLAYING MESSAGES OR GRAPHICS OF NUDITY, ANY DRUGS/SUBSTANCES/ALCOHOL/TOBACCO.
- NO SAGGING PANTS. NO SKINNY JEANS OR LOW-RISE JEANS. NO LEGGINGS, TIGHTS, OR YOGA PANTS UNLESS WORN WITH A DRESS/SKIRT OR SHIRT THAT COVERS THE HIPS.
- SHORTS, SKIRTS, AND DRESSES MUST MEET THE MINIMUM SPECIFICATION OF EXTENDING AT LEAST TO THE END OF THE STUDENT'S FINGERTIPS WHEN THE STUDENT IS STANDING STRAIGHT WITH ARMS DOWN TO THE SIDE.
- TANK TOPS, MUSCLE SHIRTS, AND SIMILAR GARMENTS MAY NOT BE WORN WITHOUT A T-SHIRT. HALTER TOPS ARE NOT PERMITTED. NO SEE THROUGH SHIRTS/BLOUSES. NO CLOTHING MAY BE WORN WHICH EXPOSES THE MIDRIF OR WAIST AREA.
- NO COLORS, BANDANAS, SYMBOLS, SIGNS OR DRESS ASSOCIATED WITH GANGS OR CULTS WILL BE TOLERATED. THESE WILL RESULT IN SUSPENSION OR EXPULSION AS DETERMINED BY THE DISCIPLINE REVIEW COMMITTEE.
- NO STUDENTS SHALL HAVE THEIR BODY PARTS PAINTED WITH, PAINT, LIQUID PAPER, INK, OR OTHER DISTRACTING MARKS.
- NO COSTUMES SHOULD BE WORN TO SCHOOL UNLESS FOR A SPECIAL APPROVED ACTIVITY DAY (e.g. PRINCESS COSTUMES, HALLOWEEN OUTFITS – NO MASKS ALLOWED AT ANY TIME).
- NO SLEEPWEAR OR UNDERWEAR OUTSIDE THE CLOTHING MAY BE WORN
- APPROPRIATE CLOTHING MAY BE WORN DURING COLD WEATHER, BUT BLANKETS ARE NEVER ALLOWED AND ARE NOT CONSIDERED CLOTHING NOR A JACKET. PLEASE COME PROPERLY DRESSED.
- IF AN ITEM OF DRESS IS QUESTIONABLE, DO NOT WEAR IT.

VIOLATIONS OF THE PERSONAL APPEARANCE POLICY WILL BE HANDLED ACCORDINGLY WHETHER AT THE SCHOOLS OR THE DORMITORY.

ALL STUDENTS MUST COMPLY WITH THE PERSONAL APPEARANCE POLICY AS STATED IN THE APPROVED, CURRENT CHOCTAW TRIBAL SCHOOLS PARENT/STUDENT HANDBOOK.

The Choctaw Central Dormitory Program complies with the Choctaw Tribal Schools' Personal Appearance Standards.

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 administration, staff, and the Choctaw Tribal Education Committee of the Mississippi Band of Choctaw Indians, in their desire to provide for the health, safety, and general welfare of all students with whom they are entrusted may search the 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 will conduct searches on either floor.

Such search and seizure activities will be held in compliance with 25 CFR Part 42.3(b). Rights and Responsibilities of the Individual Student. *“Students have the right to be free from the unreasonable search and seizure of their person and property, to a reasonable degree of privacy, and to a safe and secure environment.”*

The Choctaw Central Dormitory has unexpected, random visits by trained canines and handlers to search the campus grounds, school buildings, dormitories, and personal property of students to detect the presence or use of drugs. Canine searches are performed at random without prior notification to insure the greatest degree of effectiveness.

Illicit items are confiscated when found. Any student who is found to be in the possession of illegal items is turned over to the Choctaw Law Enforcement authorities. The Choctaw Central Dormitory is located on federal land, which falls under the jurisdiction of the Choctaw Tribal Law Enforcement.

Dorm students are searched and the wand used on a daily basis upon their arrival.

- The wand is used to detect any metal objects that student may have on them.
- During daily searches, students will be asked to remove their shoes and objects from all pockets.

Dorm Students’ baggage and property will be searched:

- As students check in at the Dorm.
- 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 or proper authorities and will be handled appropriately.

PROCEDURES for REPORTING WHEN A STUDENT is AWOL

AWOL has been defined in this Student Handbook as “AWOL – LEAVING THE DORM WITHOUT PERMISSION OR WITHOUT BEING PROPERLY CHECKED OUT AND/OR NOT RETURNING TO THE DORM AFTER SCHOOL, ACTIVITIES, ETC. LAW AND ORDER WILL BE NOTIFIED, AS WILL THE STUDENT’S PARENT(S)/GUARDIAN(S). Students cannot walk across the street to the Tribal Offices (or anywhere else in the area); they cannot 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 permission or being properly checked out from the School or the Dormitory will result in the student’s parent(s)/legal guardian(s) being notified, as well as Law & Order. The student will also receive restriction for this.”

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 from there.

- 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.
- At this point, some parents/legal guardians have stated that they want to be the ones to locate the student.
- However, if the parents/legal guardians would rather have the Dorm Staff contact Law & Order, then that is what will be done.
- If the parents/legal guardians cannot be contacted, then Law & Order is notified immediately.

WHEN STUDENTS INFLICT BODILY HARM TO THEMSELVES

There have been instances when Dorm Staff became aware of students that would harm themselves in various ways. These types of incidents have been increasing over time. Once Dorm Staff is aware that a student is harming themselves, the Homeliving Specialist/Dorm Manager/their designee are to be notified as quickly as possible. If the incident has just taken place, they are not to leave the student alone. They are to have another staff inform the Homeliving Specialist/Dorm Manager/their designee, as they are not to leave the student alone. Medical attention will be sought for the student immediately and parent(s)/legal guardian(s) will be notified.

If a student hams themselves in any way, a parent conference will be arranged and referrals will be made to behavioral health. The decision as to whether the Dormitory environment is the most beneficial for the student's needs will be decided on a case by case basis.

RUNAWAYS

In the event a student leaves the Dormitory without permission, immediately contact Law & Order at (601)656-5711. 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 Law & Order 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.

CHOCTAW LAW ENFORCEMENT

They respond to our calls of disorderly conduct, disturbing the peace, possession of alcohol or drugs, assault, sexual assault, vehicle theft, and other criminal/civil matters, as well as School/Dorm violations. They are responsible for the safety of the students, staff, visitors, and for the protection of all buildings and property belonging to Choctaw Tribal Schools. Law enforcement ensures that the school's anti-drug, anti-gang, and alcohol/drug policies are enforced, as well as providing educational activities and

resource support. Students and visitors are subject to prosecution through Choctaw Tribal Youth Courts, as well as Adult Tribal Courts.

INTERROGATION by LAW ENFORCEMENT/INTERROGATION CONSENT

When needed, Choctaw Law Enforcement or other Law Enforcement Agencies respond to our calls of disorderly conduct, disturbing the peace, possession/use of alcohol/tobacco/drugs, assault, sexual assault, vehicle theft, other crimes, and school/dorm violations & concerns. Students and visitors are subject to prosecution through Choctaw Tribal Youth Courts, as well as Adult Tribal Courts, as well as other jurisdiction courts.

Policies are necessary to assure that no injustice or violations of constitutional rights results as a consequence of contracts or misunderstanding between students, law enforcement agencies, Choctaw Tribal Schools, and the Choctaw Dormitory Staff. The Choctaw Tribal Schools and the Choctaw Central Dormitory Program will cooperate with law enforcement agencies and/or other agencies dealing with student problems under the jurisdiction of the courts.

Under the provision of legal statutes relating to interrogation of a minor, if it becomes necessary for the Dormitory to contact parent(s)/legal guardian(s), the procedures below should be followed:

- ◆ The Homeliving Specialist/Dorm Manager/person in charge, will notify parent(s)/legal guardian(s) if a student is to be taken into custody or interrogated by law enforcement as soon as possible. The law enforcement officer may take a student into custody upon their arrest. No Dorm Student will be interrogated without parent/legal guardian or their designee or Dorm Staff present.
- ◆ There have been occasions when parents have been away from home, unavailable, or unreachable for various reasons (i.e. no way of contacting/unreachable by phone, family emergency out of state, work-related travel out of state, working and can't get off, etc.) when they are needed for their child's interrogation.

CHILD ABUSE REPORTING

United States Code Title 25, Chapter 34, *Indian Child Protection and Family Violence Prevention Act*, is a federal law requiring the reporting of suspected child abuse, neglect, exploitation, and family violence in Indian Country for the protection of Native American children. By law, all tribal employees are mandated reporters and are required to make reports of suspected child abuse. Section 3206 of the law also allows the suspected victims of child abuse to be examined or interviewed by law enforcement or social services personnel without parental consent. Choctaw Tribal Schools and the Dormitory are required to comply with all requirements of this federal law and any other applicable regulations or Tribal law to ensure the protection of its students.

PROTOCOL FOR VIOLENCE RESPONSE/FIGHTING

At any Choctaw Tribal School or on Tribal school campus grounds, when physical violence between two parties is witnessed or reported, the Dorm Staff must immediately call the Choctaw Police Department and request that police come to the school campus. An Incident Report will be sent to the Principal(s), Director of Schools, Director of Education, as well as Law & Order when requested.

THREAT/POSSIBILITY OF SUICIDE/SUICIDAL IDEATION PROTOCOL

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 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.

IN LOCO PARENTIS

The term *In Loco Parentis* is Latin for “instead of a parent” or “in place of a parent”, this phrase identifies a foster parent, county custodial agency, or a boarding school, which is taking care of a minor, including protecting his/her rights.

For our purposes, this phrase identifies a boarding school/Dormitory that is taking care of a minor, including protecting his/her rights. When parents place children in a boarding school/Dormitory for their education, the teachers, residential staff, and administrators of those schools stand *in loco parentis* over the children entrusted to them. *In loco parentis* is in effect whenever the student is under direct supervision of the Dormitory Program.

HARASSMENT POLICY

The Choctaw Central Dormitory Program 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 or physical action that makes a student feel threatened or afraid may be considered an 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 for the victim and 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.

TYPES OF HARRASSMENT:

- **SEXUAL** – Any unwelcome verbal or physical conduct of a sexual nature, request for sexual favors, or other sexually-oriented advances are considered sexual harassment. This may also include showing inappropriate/sexually explicit imagery. It can be as blatant as rape, as obvious as telling a dirty joke or using vulgar language, or as subtle as a look. It can occur in both opposite and same-sex persons. It can be from adult to student, student to student, or student to adult.
- **BULLYING** – Cruel verbal, social, or physical abuse from one student to another or to/from an adult will be considered bullying behavior. (Physical bullying includes hitting, pinching, biting, or kicking the victim, all of which constitutes assault/battery. It can involve taking or damaging the victim's property.) (Verbal bullying includes using words, either written or verbal, to hurt or humiliate another in any form.)
- **INTIMIDATION** – A bullying behavior or any action from another that causes the student to feel threatened or fearful. Physical or verbal abuse is a form of intimidation.
- **ABUSE** – Any physical or verbal action from another that causes emotional or physical pain to another is considered abuse. Behaviors can be blatantly cruel or subtly unkind.

- **HAZING** – Any participation in the persecution of others by rough practical jokes, forced or demeaning acts or tasks, physical or verbal abuse for the entertainment of others will be considered hazing.
- **HATE CRIMES** – Any behavior that targets a victim because of his or her membership in a certain social group, usually defined by race, religion, sexual orientation, disability, ethnicity, nationality, age, gender, gender identity, or political affiliation. Hate crimes can take many forms. Incidents may involve physical assault, damage to property, bullying harassment, verbal abuse or insults, or offensive graffiti or letters.

BULLYING PREVENTION POLICY

The Choctaw Tribal School System does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern or gestures or 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.

POLICIES for WEAPONS, DRUGS, ALCOHOL, and TOBACCO

(Taken from the 2019-2020 Choctaw Central Middle and High School’s Parent and Student Handbook)

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 (replicas, pellet, BB, etc.) operable or inoperable, while in school/Dormitory, on school property, on the school bus, on the way to or from school/Dormitory, at any school/dorm function or activity, or has such object in a vehicle on school property, shall immediately be suspended from school/Dormitory for ten (10) days and recommended to the Disciplinary 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, other toy guns, and replicas) shall be suspended from school for ten (10) days. A second offense shall constitute a ten (10) day suspension with a recommendation to the Disciplinary 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.

Any type of guns in student possession will be seized and turned over to the Department of Public Safety/Law Enforcement.

OTHER WEAPONS OR EXPLOSIVES- POSSESSION OF

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 device or any explosive or potentially explosive devices while at school/dorm , on school/dorm property, on the school/dorm bus, on the way to or from school/dorm, or on any school/dorm function or activity, 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 school for ten (10) days and recommended to the Disciplinary 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 Department of Public Safety. Principals/Homeliving Specialist shall use their own discretion in each instance not involving a gun concerning the necessity of notification of the appropriate law enforcement authority.

DRUG, ALCOHOL, TOBACCO POLICY – GRADES 7-12

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 and tobacco to citizens 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 school/dorm 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 substances (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:
 - a. Ten (10) days out-of-school suspension and
 - b. Recommendation of expulsion for on calendar year to the Disciplinary Review Committee. In addition, the school must immediately call the Choctaw Police Department and request that police come to the school campus. All illegal substances will be turned over to police, and charges will be filed as appropriate.
- B. Any individual found to inappropriately possess, distribute, misuse/abuse any prescription or non-prescription drug shall be disciplined according to Step 5 of the school discipline ladder, which includes:
 - c. Ten (10) days out-of-school suspension and
 - d. Recommendation of expulsion for on calendar year to the Disciplinary Review Committee. In addition, the school must immediately call the Choctaw Police Department and request that police come to the school campus. All illegal substances will 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, 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 Disciplinary Review Committee.

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, IPod, 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 our 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 by the Dorm Counselor. A second copy is given to the Dormitory Staff as documentation. A third copy of the restriction is placed in the student's file. A fourth copy is given to the student so that they are aware of why they were written up. A fifth copy may be given to Tribal Youth Court Services/Social Services if need be, otherwise it will be sent 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, Law & Order 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 is to RETURN TO HIS/HER FLOOR to serve. There are no minutes to loiter in the living room or anywhere else. 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.

Students that are placed on restriction will be required to wear a vest that the Dormitory provides. Refusing to do so will result in additional restriction for the student to serve.

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.

CONSEQUENCES FOR BEHAVIOR VIOLATIONS

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.
WEARING SAGGY/BAGGY PANTS OR	Students are not allowed to wear saggy/baggy pants, pajama

PAJAMA BOTTOMS/SKINNY JEANS/LOW RISE JEANS/LEGGINGS/TIGHTS/YOGA PANTS (UNLESS WORN WITH A DRESS/SKIRT OR SHIRT THAT COVERS THE HIPS)	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.)
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 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 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. • 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	Student is out of their resident room after bed check without permission.

LEAVING THE DORM LATE FOR SCHOOL/BEING LATE TO SCHOOL	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.
FORGERY	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.)
PURCHASING/CONSUMPTION/BRINGING IN OF ENERGY 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.) 	STUDENTS ARE NOT ALLOWED TO PURCHASE, CONSUME, OR BRING IN ANY TYPE OF ENERGY 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.
FAILURE TO FOLLOW DIRECTIONS/INSTRUCTIONS	Student has failed to follow directions/instructions given by Dormitory Staff/Bus Drivers.
DISRUPTING DURING STUDY	Student is disruptive during study period/hour (after 1 warning

PERIOD/HOUR	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 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 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

	<p>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.
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.)
EXTORTION, BLACKMAIL, OR COERCION	Obtaining money or property by violence, the threat of violence, or forcing someone to do/give up something against his/her will.
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/ 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"> ◆ Student has been disrespectful to other students/ staff/bus drivers. If this becomes excessive, the student can be sent home. ◆ When the Dormitory has guests/guest speakers/presenters or parents come in, students are expected to be respectful of them and show them the

<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 	<p>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.</p>
INSUBORDINATION	Student has been disobedient/defiant towards Dormitory Staff.
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.
MISUSE OF 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.
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)	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:

	<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).

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. LAW AND ORDER WILL BE NOTIFIED, AS WILL THE STUDENT'S PARENT(S)/GUARDIAN(S). Students

	<p><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 Law & Order. The student will also receive restriction for this.</p> <ul style="list-style-type: none"> • Student is not properly checked out from the school or Dormitory.
<p>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.)</p>	<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.). • A suspension from the dormitory will also result in suspension from school for the same amount of time. This is also the case 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.
<p>HARASSMENT/BULLYING/INTIMIDATION</p>	<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. • 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.
<p>INVASION OF PRIVACY</p>	<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.) 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/REPLICA DEVICES	<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 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. • Students who possess other types of “guns” (starter guns, cap guns, water guns, any homemade/replica 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

	<p>possession will be seized and turned over to the Department of Public Safety.</p>
<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 , 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 and tobacco 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)

	<ul style="list-style-type: none"> • Law & Order 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.
ANY THEFT/STEALING WHILE ON ANY DORMITORY ACTIVITY OR TRIP	<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 ACTIVITES/TRIPS. THIS COULD RESULT IN DISMISAL 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.
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.
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PARENTAL OR /LEGAL GUARDIAN NOTIFICATION

Parents/guardians will be notified by 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.

We also request that parents/legal guardians keep the dormitory staff updated as to any changes (i.e. address, phone numbers, living arrangements, etc.) that may occur throughout the school year. There have been occasions when dormitory staff were unable to contact parents/guardians. There may also be a staff shortage, which would make it impossible for the staff to travel to the parent/guardian residence. As a last resort, we will notify Law & Order and they will visit the parent/guardian residence.

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. Any corrective actions or disciplinary actions taken by either the Dormitory program or the academic program will apply to both programs.

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 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 went into effect on Monday, September 29, 2008.

- ◆ We continue to request that anyone that parents/legal guardians place on a child's Check-Out List must be 21 years of age or older.
- ◆ Also, the only people allowed to a 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. If needed, Law & Order may be contacted in such instances.
- ◆ **If a student has been checked into the Dormitory and they are checked out at school then sign back in/return to school, then that student is expected to return to the Dormitory after school. If they are checked out and do not check back in/return to school, then they will not be expected to return to the Dormitory after school.**
- ◆ **Requests for a Student 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 they 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. Students have been made aware of this policy.**

Staff will be checking check out lists to make sure they are current and have a legible parent/guardian signature on them. If needed, 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

In order to create a student-centered climate and offer the students a residential program to be proud of, the Dormitory Staff needs the support of all parents/guardians. This is especially true in 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 uninterrupted.

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.

DORMITORY CLEANING

Dormitory cleaning falls under the jurisdiction of the Dorm Janitor, as well as Dorm Staff and students. While the Janitor is responsible for the major part of the facility cleaning, others are responsible in the following areas:

- Resident 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 Custodian is responsible for overall cleaning and maintenance of the dormitory, with particular attention paid to the offices and common living area.

PROCEDURE FOR USE OF FACILITIES

Use of the Dormitory for non-resident activities will be at the approval and discretion of the Homeliving Specialist, Director of Tribal Schools, Director of Tribal Education, as well as Tribal Administration. The dormitory staff wishes to encourage the use of the dormitory facility by small community groups in order to increase community awareness and support for the dormitory. Cleaning up the dormitory after such meetings will be the responsibility of the community group leader.

NONRESIDENT DORMITORY USE AGREEMENT

We are very proud of our facility and expect all of our visitors to help us with continued care through respectful use.

- A USER AGREEMENT FORM MUST BE COMPLETED AND APPROVED FIRST.
- NO USE OF ALCOHOL in the dormitory or the immediate area.
- NO SMOKING/USE OF TOBACCO IN ANY FORM. THE CAMPUS IS ALCOHOL, DRUG, AND TOBACCO FREE.
- Temporary residents must honor the OFF LIMITS areas. The management asks that activities and traffic be confined to the floor of the assigned rooms or the central hallway.
- Before occupying the assigned room, a staff member will examine the room with you. It is expected that the room remain in the condition of this inspection. Upon your departure, leave all aspects of the room as you found them, and leave it clean and litter free.
- The entry/exit door for your use is located at the front of the building, entering into the hall beside the receptionist's office.

- **DO NOT LEAVE WET ITEMS (TOWELS, CLOTHES, ETC.) IN THE SHOWERS OR ON THE ROOM FLOOR OR FURNISHINGS. HANG WET ARTICLES ON THE CLOTHES ROD IN THE CLOSET.**
- DAILY CLEANUP: PERFORM CLEANING DETAILS AS NEEDED; NO FOOD IS ALLOWED ON THE UPSTAIRS OR DOWNSTAIRS RESIDENTS FLOORS.
- GROUP(S) MUST PROVIDE PERSONAL LINEN (SHEETS, PILLOW CASES, TOWELS, WASH CLOTHS, BLANKETS, ETC.).
- KEY HOLDER SHOULD BE THE ONLY PERSON USING THE KEY IN PERMITTED AREAS.

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 GOTTEN 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, especially after serious behavior infractions. 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. 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. Counseling will remain confidential except in situations required to be reported by law. If needed, students may be referred to Behavioral Health 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 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”.

Students may bring jewelry, CD player or MP3 w/headphones, or other items to the dormitory. These items should be clearly labeled with the student’s name. **However, the dormitory will not be responsible for the loss or damage of these items. A locked locker and locked room are the student’s best protection against loss of personal items.**

Students are also discouraged from keeping more money than is needed for one week. Students may turn money into staff for safekeeping in the student safe box. The dorm cannot take responsibility for the loss of money or damage to any personal items. Please take this into consideration when deciding what items to bring to the dorm.

DORMITORY GUIDELINES FOR FIRST AID AND HEALTH PROCEDURES

Suggested procedures for minor health and first aid incidents are included in the following section of the handbook.

ISSUE/CONCERN	PROCEDURE
HEAD LICE/SCABIES INFESTATION	<ul style="list-style-type: none"> • A student found to be infested while in the dormitory with head lice will be sent home as soon as possible with proper information/treatment. • Upon return to the school/dormitory, students will be examined by the designated personnel to ensure that proper treatment was performed and was effective. If the examination results are unacceptable, the student will be sent home again until satisfactory results are obtained. • If a student’s head lice problem cannot be solved through the above steps, the community health center nurse will be notified. If the problem persists, Children & Family Services may be notified.
MEDICATION DISPENSING	<ul style="list-style-type: none"> • All medications, whether prescription or non-prescription, must be held in the Dormitory staff office. This is for the safety of all students. • Students may not have any medication, prescription, over the counter drugs, or herbal supplements in their possession or in their room. • All students are required to turn in any medication/supplements/over the counter medications upon checking in to the dormitory. • Any medication brought in by a student must be taken as prescribed. If not taken as prescribed, parents/guardians will be notified. • The dormitory staff maintains a medication log to document any medication dispensed to students. • Any medication dispensed to a student at the clinic is to be turned in to staff to be kept in a locked cabinet and dispensed by the staff. <p>Absolutely no medications are to be kept in student rooms.</p>
DENTAL/MEDICAL APPOINTMENTS	<ul style="list-style-type: none"> • The dorm staff will transport students to and from any medical or dental appointments if staff is notified in advance. • If the student is quite ill, arrangements will be made for them to see the doctor as soon as possible.

	<ul style="list-style-type: none"> • If their complaint is of a less serious nature, an appointment will be made for them during the after school hours. • The dorm will provide transportation for dental and medical appointments made during the hours of 6:30am to 12:00am (midnight). • If an illness should arise during the hours of midnight to 6:30am, Dormitory Assistants will transport the child to CHC. • If an ambulance is needed for such an emergency, the staff will call 911 for EMS.
SEXUALLY TRANSMITTED DISEASES (STDs)	<p>Under conditions allowed by federal and state laws, health professionals can provide treatment services for sexually transmitted diseases (STDs) to students without parental consent. Under these conditions, school officials may release students to Choctaw Health Center professionals, provided written documentation of the authority under which the student can be released is provided to the school, and the health professional signs a statement accepting responsibility for the student.</p> <p>Due to the risk of STDs and teen pregnancy among the student population, the schools recognize the need to identify high risk behavior early and to provide counseling to decrease future problems. One way is to have teens identify themselves by their behavior, such as the appearance of “passion marks” or “hickeys” on their necks and faces.</p> <ol style="list-style-type: none"> a) If students come into the dormitory with such marks, they should be sent to the Homeliving Specialist or his designee. Counseling will be provided by the Homeliving Specialist or the Dorm Counselor on inappropriate and high risk behavior. b) Students coming into the dormitory with such marks will receive restriction. c) If repeated attempts at counseling do not provide evidence of improved behavior, a conference will be necessary to decide on appropriate future action.
CUTS AND WOUNDS	<p>BLEEDING- The best way to stop bleeding is to apply direct pressure to the cut by placing a gauze pad or compress over the cut and pressing firmly with flattened fingers on the cut. Elevate the cut to above the level of the heart. When the bleeding has stopped, wash the cut with cold water and any cleansing product we have in our medicine cabinet. If the cut does not stop bleeding or seems deep, take the student to the hospital for treatment.</p> <p>INFECTIONS – Be aware of the following signs of infection and have the student treated at the hospital if you observe the following:</p> <ul style="list-style-type: none"> ➤ Spreading redness around the cut or wound area ➤ Streak of redness from the cut/wound ➤ Warmth ➤ Drainage, white or bloody pus ➤ Swelling
NOSE BLEED	<p>With the student in a sitting position, pinch off the nose with the thumb and forefinger and lean forward. If the bleeding continues, rolled up gauze square can be placed in each nostril to assist in applying pressure. A cold pack can be applied to the nose for comfort.</p>
BURNS	<p>Immerse burned area into cold water until the pain is relieved. Pat area lightly to dry. Do not pop any blisters that may form. A dry gauze dressing</p>

	may be applied to protect the area. If a blister pops later, use a dry gauze dressing and watch for signs of infection.
EYE PROBLEMS	<p>FOREIGN OBJECT (eyelashes or dirt in the eyes) - Encourage the student to blink a lot and try to make tears. If you can easily see the object, you can use a soft tissue to remove it. Do not try to remove it with your finger or probe to remove it.</p> <p>CHEMICALS – Should be washed from the eye. With the head turned and the affected eye down, wash the eye under a faucet or with a cup of water. Then take student to Choctaw Health Center to be seen.</p>
HEAD INJURIES	<p>Treat minor head injuries like cuts. Apply pressure to stop bleeding then wash once bleeding has stopped and apply gauze dressing. If a goose – egg appears, use an ice pack for 10 to 15 minutes on the area to reduce swelling. Do not give Tylenol (acetaminophen) or aspirin if the student complains of pain. If they complain of headaches, check for the following:</p> <ul style="list-style-type: none"> ➤ Are the pupils of the eye different sizes? ➤ Are they very sleepy or difficult to wake up? <p>If yes to either, they may have a more serious injury. Take the student to the hospital.</p>
NECK AND SPINAL INJURIES	Do not move them. Call the hospital/ambulance immediately. Keep the student still.
FRACTURES	<p>If you suspect a student may have a break, ask the student not to move it.</p> <p>CLOSED FRACTURE – Can sometimes be detected by pain, swelling, small bump in the area. Elevate and take them to the hospital for treatment.</p> <p>OPEN FRACTURE – Involves broken skin and possible protruding bone with a break. Do not move the student. Call the hospital; keep the whole limb supported and still.</p>
SPRAINS	To provide temporary relief, apply ice and elevate the sprained joint. Watch for signs of a fracture. Do not allow the student to move around. Have the student treated at the hospital.
STRAIN TO MUSCLES	A strain to the thigh or back muscle can be very painful because of the tearing of muscle fibers. Students with back pain should be treated at the hospital.
FAINTING	If a student feels faint, have them lie down or sit with their head between their knees and breathe deeply. A person will recover quickly from a faint, but should be quiet for 10 to 15 minutes and then be sent to their room to lie down. If they do not recover quickly or they faint again, take them to the hospital.
CONVULSIONS	<p>A person will become stiff, head will fall back and eyes will roll when they first begin a convulsion.</p> <ul style="list-style-type: none"> • Ease them to the floor and make attempts to place them on their side. • They will continue with jerky movements and may foam at the mouth or drool. • Do not stop them or hold them down. • Protect their head and clear away any objects that may hurt them. • Contact Choctaw Health Center for an ambulance and contact Homeliving Specialist if he/she is not on duty.
VOMITING	<p>If poison or drug overdose is suspected, do not force vomiting. Call the hospital and give them as much information as possible.</p> <p>If the student is having forceful (projectile) vomiting, call the hospital.</p>
DIARRHEA	<ul style="list-style-type: none"> • For diarrhea, give the student Pepto Bismol or other antidiarrheal medicine as indicated on the label.

	<ul style="list-style-type: none"> • Avoid dehydration, force fluids. • Signs of dehydration are sunken eyes, dryness of lips, skin stands up after pinching. • Student should be taken to the hospital when they have fever with diarrhea or blood in their stool.
FEVER	If a student is running a fever, administer aspirin, force fluids, and keep in bed. If after 4 hours the fever is still 100+ degrees, take the student to the hospital. Fever with diarrhea should be taken to the hospital. Fever with cuts or burns should be taken to the hospital.
HIGH BLOOD PRESSURE CRISIS	TRANSPORT TO CHOCTAW HEALTH CENTER IMMEDIATELY.
DIABETIC CRISIS	Call Choctaw Health Center and transport at once.
ALLERGIC REACTION	CALL 911 IMMEDIATELY. OR TRANSPORT TO CHOCTAW HEALTH CENTER IMMEDIATELY.

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	LAW & ORDER FIRE DEPARTMENT ROY SMITH MELINDA GIBSON MAINTENANCE – ROBERT ROUTH	(601) 656-5711 911/656-0620 (601) 416-2847/656-5704 (601) 416-3373 (601-656-6612/(601) 416-8396
POWER FAILURE	MAINTENANCE –ROBERT ROUTH CENTRAL ELECTRIC POWER ROY SMITH MELINDA GIBSON	(601) 656-6612/(601) 416-8396 (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	LAW & ORDER ROY SMITH MELINDA GIBSON STUDENT’S PARENT/GUARDIAN	(601) 656-5711 (601) 416-2847/656-5704 (601) 416-3373
HEALTH	CHOCTAW HEALTH CENTER ROY SMITH MELINDA GIBSON	(601) 656-2211 (601) 416-2847/656-5704 (601) 416-3373

SCHOOL CLOSURE

The Director of Schools will make the determination of any school closures.

*The radio and television stations that will be contacted in case of emergency:

RADIO STATION		
PHILADELPHIA	WWSL 102.3FM/WHOC	601-656-7102/656-1490 or 601-656-1491
CARTHAGE	WSSI 98.3	
MERIDIAN	WJDQ 103.3 (Q103) WOKK 97	
TELEVISION STATION		
MERIDIAN	WTOK CHANNEL 11	(601) 693-1441

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.

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.

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 ASBESTOS CONTAINING MATERIAL (ACM)

The campuses of Bogue Chitto Elementary School, Conehatta Elementary School, Pearl River Elementary School, Standing Pine Elementary, and Tucker Elementary School have all been certified as asbestos-free. However, 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

Due Process Proceedings

The following student rights and requirements for due process are explicitly required by 25 CFR Part 42.

A. Rights of the Individual Student

Individual students at BIE funded schools have, and shall be accorded, the following rights:

1. The right to an education.
2. The right to be free from unreasonable search and seizure of their person, to a safe and secure environment and property, and to a reasonable degree of privacy. (The school/dormitory retains the right to disseminate to the media pictures and/or information concerning students unless a student's parent or guardian requests in writing to the Homeliving Specialist that such information not be released.)
3. The right to make his or her own decisions where applicable.
4. The right to freedom of religion and culture.
5. The right to freedom of speech and expression, including symbolic expression, such as display of buttons, posters, choice of dress, and length of hair, so long as the symbolic expression does not unreasonably and in fact disrupt the educational process or endanger the health and safety of the student or others.
6. The right to freedom of the press, except where material in student publications is libelous, slanderous, or obscene.
7. The right to peaceably assemble and to petition the redress of grievances.
8. The right to freedom from discrimination.
9. The right to due process. Every student is entitled to due process in every instance of disciplinary action for alleged violation of school regulations for which the student may be subjected to penalties of suspension, expulsion, or transfer.
10. The right to have an anonymous means with which to report situations in which they themselves or other students have been abused in any manner (at school/dorm or away from school/dorm). Each case will be investigated. The BIA National Child Abuse Prevention Hotline is 1-800-663-5155.

Principals and Teachers will carefully adhere to all Due Process procedures and will investigate every incident to ensure that victims and innocent students are not punished/disciplined as if they were violators of school rules. It is unfair and unjust to dispense equal punishment for unequal offenses.

B. Due Process

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

Due Process procedures are contained in 25 CFR Part 42.7. The regulations govern establishing a program of students' rights and due process procedures in BIA schools and in schools that are operating under contract with the BIA.

According to 25 CFR Part 42.7, the students' due process rights include written notice of the charges and a fair and impartial hearing as required by this section.

- a) The school must give the student written notice of charges within a reasonable time before the hearing required by paragraph (b) of this section. Notice of the charges includes:
 - 1) A copy of the school/dorm policy allegedly violated;
 - 2) The facts related to the alleged violation;
 - 3) Information about any statements that the school/dorm has received relating to the charge and the instructions on how to obtain copies of those statements; and
 - 4) Information regarding those parts of the student's record that the school will consider in rendering a disciplinary decision.

- b) The school/dorm must hold a fair and impartial hearing before imposing disciplinary action, except under the following circumstances:
 - 1) If the Act requires immediate removal (such as the student brought a firearm to school/dorm) or if there is some other statutory basis for removal;
 - 2) In an emergency situation that seriously and immediately endangers the health or safety of the student or others; or
 - 3) If the student (or the students' parent/guardian if the student is less than 18 years of age) chooses to waive entitlement to a hearing.
- c) In an emergency situation under paragraph (b) (2) of this section, the school/dorm:
 - 1) May temporarily remove the student;
 - 2) Must immediately document for the record the facts giving rise to the emergency; and
 - 3) Must afford the student a hearing that follows due process, as set forth in this part within ten (10) days.

In addition, the student has the following additional due process rights:

- The right to produce and to have produced witnesses on the student's behalf and to confront and examine all witnesses.
- The right to have a parent/guardian present and to be represented by lay or legal counsel of the student's choice. Legal counsel will be at the student's expense.
- The right to receive a record of the hearing including written findings of fact and conclusion.
- The right to administrative reviews and appeals.
- The student shall not be compelled to testify against themselves.
- The right to have allegations of misconduct expunged from the school/dorm record in the event that the student is found not in violation of the charges.

Discipline Review Committee Guidelines

Choctaw Tribal Council Resolution 05-083, June 2, 2005

Discipline Review Committees

Discipline Review Committees shall be used as a due process hearing committee in several instances to include the following:

1. Recommendations of expulsion or suspension (in excess of 10 days) by building principal.
2. Recommendations by a building principal for Alternative placement for disciplinary, educational, safety or attendance reasons. The alternative placement shall include Alternative Education Center, another school within the Department of Schools, or other placement available to the Department of Schools.
3. Other reasons as outlined in the Student Handbook.
4. Other reason deemed advisable by a building principal.
5. Appeal of a short-term suspension of five to ten days. Appeals of less than five days may be appealed only to the building principal.

Composition of Discipline Review Committees:

1. A presiding officer, appointed by the Director of Schools, who ensures that the rules of the proceeding are communicated and adhered to by all parties. It is also the duty of the presiding officer to have the minutes of the hearing transcribed in an accurate manner, and to forward the recommendation of the committee to the parents and Director of Schools. The presiding officer is not a member of the committee. The presiding officer may be assisted by a recording secretary or court reporter.
2. There shall be three (3) Committee members on the Discipline Review Committee. Members are

Preferably school administrators, but may include other school employees (to ensure tribal representation on the committee) who are familiar with school policy, rules, and due process. Members shall not work on the same campus as the student or recommending principal or be a relative or close family friend of anyone involved.

Purpose of Discipline Review Committee

1. To ensure fair and impartial disciplinary action within the Department of Schools.
2. To review all evidence presented (both written and oral testimony), and make recommendations to the Director of Schools based on the evidence presented.
3. To ensure due process safeguards have been and are maintained.
4. To ensure that school rules are fairly applied.
5. To make a recommendation to the Director of Schools that upholds, rejects, or modifies the Principal's recommendation.

Procedural Guidelines

The constitutional rights of individuals require the protection of due process of law; therefore, adherence to a system of constitutionally and legally sound procedures is essential. The presiding office shall ensure the following:

1. Written notice of charges against a student or reason for the review shall be supplied to the student and parent.
2. The parent or guardian shall be present at the hearing.
3. Parents are informed that they may be represented by legal counsel not at the expense of the school.
4. Hearings shall be closed to the public to protect the student.
5. The student shall be given an opportunity to give his version of facts and their implications. He shall be allowed to offer the testimony of other witnesses and other evidence if relevant.
6. The student shall be allowed to observe all evidence offered against him.
7. The hearing shall be conducted in an impartial manner, and the committee's determination shall be based solely upon the evidence presented at the hearing.
8. A record shall be kept of the hearing and retained by the Director of Schools in a secure location.
9. Within three (3) business days after the hearing, the committee shall make its decision as to disciplinary action.
10. The findings shall be reduced to writing and sent to the student, parent, and the Director of Schools.
11. The student and the parent shall be made aware of their right to appeal the decision to the Director of Schools, the Director of Education, and, ultimately, to the Tribal Chief.
12. Appeals must be submitted within five (5) business days of the parent notification of the decision by Certified Mail from the presiding officer.
13. If an appeal is submitted, the Director of Schools, Director of Education, or Tribal Chief will act within five (5) business days as to whether the appeal is approved or denied only upon record from the hearing.

RIGHTS AND RESPONSIBILITIES

According to the 25 CFR, Part 42.2, individual students at BIA funded schools have, and must be accorded, at least the following rights:

- a) The right to an education that may take into consideration Native American or Alaska values;
- b) The right to an education that incorporates applicable Federal and Tribal constitutional and statutory protections for individuals; and
- c) The right to due process in instances of disciplinary actions.

When it is determined by due process that a student has violated the code of conduct set forth in this handbook, the student must be willing to accept the consequences of their actions.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

Discipline of students with disabilities will comply with the provisions of Public Law 94-142. Such disciplinary procedures, if anticipated, will be included in an individual education plan (IEP) and discussed with the parent/guardian during the IEP process. In developing the IEP, the child study team shall review the needs of the student and the manner in which the disability may affect behavior. If it is determined that the student cannot be expected to follow acceptable behavior patterns because of substantial interference from the disabling conditions, the IEP must specify the procedures to follow if unacceptable behavior occurs. Nothing in this section is intended to negate or diminish the due process rights afforded to non-disabled students.

Section 504 of the Rehabilitation Act of 1973, as amended in the area of public elementary and secondary education, is a federal law designed to protect the right of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education. Section 504 regulations require a school district to provide a “free appropriate public education” (FAPE) to each qualified student with a disability. An appropriate education for a student with a disability under Section 504 could consist of education in a regular classroom, education in regular classes with supplementary services, and/or special education and related services. School districts are required to individually evaluate a student before classifying the student as having a disability or providing the student with special education. An impairment in and of itself is not a disability. The impairment must substantially limit one or more major life activities in order to receive an appropriate education. If the student is eligible for services under IDEA (Individuals with Disabilities Education Act) and an IEP has been implemented, then the requirements for a free appropriate public education required by Section 504 have been met. If you have questions about Special Education or Section 504, you may call the Exceptional Education Coordinator at 601-663-7643 or for the 504 Coordinator at 601-389-1000.

STATEMENT OF NONDISCRIMINATION

The Mississippi Band of Choctaw Indians and the Choctaw Tribal School System does not discriminate in policies, procedures, employment, admissions, or eligibility for class or program participation on the basis of race or racial heritage, color, national origin, religion, gender, or disability in violation of the law.

However, in accordance with federal law, the Mississippi Band of Choctaw Indians adheres to a publicly announced policy and practice of extending preferential treatment to qualified Indians in regard to employment.

Additionally, student enrollment in the Choctaw tribal Schools System is limited to children who hold a Certificate of Degree of Indian Blood which certifies one-fourth (1/4) or more Indian ancestry, according to Title 25 of the Code of Federal Regulations (CFR) in Part 31.

All students shall be guaranteed equal access to all school programs, courses, services, and extracurricular activities regardless of gender or personality.

Any employee complaints of discrimination shall be handled in accordance with the Mississippi Band of Choctaw Indians Administrative Personnel Policy Section VI (d) entitled “Grievance.”

FAMILY EDUCATIONAL RIGHTS AND PRIVACY

The Choctaw Tribal Schools System is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974, and confidentiality law under Public Law 94-142. Under

these laws, the parents/legal guardians of students enrolled in any educational institution receiving federal funding are given certain rights concerning the school records of their children.

The following rights are accorded you under the act:

- 1) Parent/Legal Guardian, you are entitled to have access to your child's school records upon request. The request should be directed to the Homeliving Specialist/Dorm Counselor.
- 2) Parent/Legal Guardians are entitled to inspect and review the contents of your child's school records, and to challenge the contents if you feel they are inaccurate, misleading, in violation of the privacy or other rights of the student, or if they contain inappropriate data.
- 3) Before any school records will be released to third parties (colleges, potential employers, military, etc.) who have requested copies of your child's school records, the school must have your written consent, or the written consent of the student who is 18 years of age or older.
- 4) Upon receipt of a subpoena or judicial order requiring the principal to relinquish control of your child's record, you will be notified of said subpoena or judicial order before the Homeliving Specialist will relinquish control of the records.
- 5) Whenever your child enrolls in another elementary or secondary school outside this district, you will be notified of the transfer of the record.
- 6) The school assures that it will provide for the legal access and safekeeping of such records in compliance with the Privacy Act of 1974 and Public Law 94-142 by providing fireproof and locked files for your child's records.
- 7) The law allows "directory information" about students to be made public without specific permission from parents. You are entitled to request the deletion of certain information about your child from school directories.
- 8) The school shall maintain a list containing the signature, the date, and the reason for all persons receiving access to your child's records. The law, however, allows school officials, including your child's teacher to have access to school records without signature. You are entitled to have access to this list.

If you have questions concerning the Family Educational Rights and Privacy Act of 1974, you should call the principal of your community school.

INDIAN CHILD PROTECTION AND FAMILY VIOLENCE PREVENTION ACT

The Choctaw Central Dormitory program complies with federal laws that are meant to protect the safety of our Indian children. The Indian Child Protection and Family Violence Act of 1990 (P.L. 101-630) details child protection requirements with which we must comply. All employees of the Bureau of Indian Education and all non-federal employees of BIE-funded schools have a mandated responsibility for prompt reporting of alleged incidents of child abuse or neglect. Reporting of all alleged incidents is the responsibility of the Homeliving Specialist.

Any alleged incidents must be reported within 24 hours to the Homeliving Specialist, local Law Enforcement agency, and local Child Protective Services (This is pursuant to MBCI Law). Any employee who has information or suspects an incident must promptly inform his or her immediate supervisor and the Homeliving Specialist in a written memorandum. The sole responsibility of the Homeliving Specialist is to report to the appropriate federal or state law enforcement agency. Failure of an employee to report any incident within the required timeframe could result in a fine of \$5,000, imprisonment for six months, or both.

PARENT/STUDENT AGREEMENT FORM

This is to verify that I have received and read the Choctaw Dormitory Student Handbook for the 2019-2020 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

Student's Grade Level in School: _____

