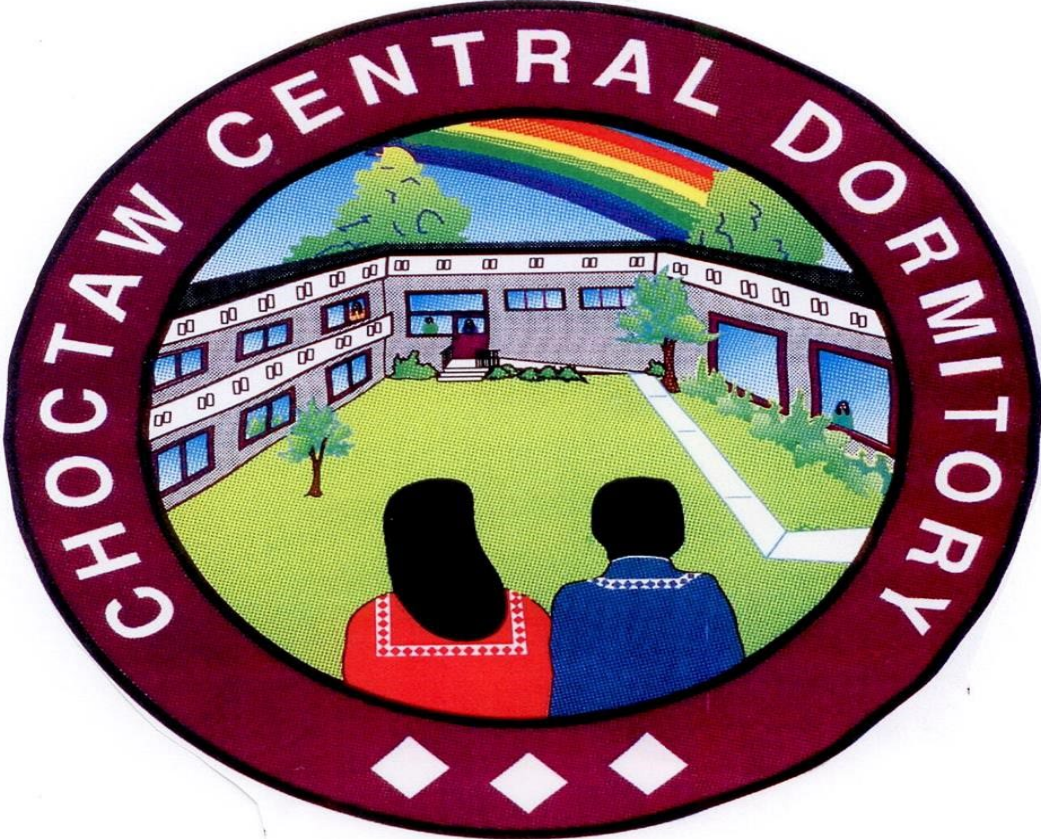


CHOCTAW CENTRAL DORMITORY



THE
PLACE TO BE

STUDENT HANDBOOK
2024 - 2025

CHOCTAW CENTRAL DORMITORY STUDENT HANDBOOK 2024-2025

**P.O. BOX 6008
CHOCTAW, MS 39350
TELEPHONE: (601) 650-7311 or
(601) 650-7312
FAX: (601) 389-0111**

**MELINDA GIBSON
HOMELIVING SPECIALIST
(601) 650-7310**

**Choctaw Central Dormitory Program
Student Handbook
Mississippi Band of Choctaw Indians**

**CYRUS BEN
Tribal Chief**

**DELNITA JONES
Director of Schools**

Adopted by the Mississippi Band of Choctaw Indians Tribal Council

**Resolution _____ CHO 24-087 _____
On _____ June 27, 2024 _____**

**MISSISSIPPI BAND of CHOCTAW INDIANS
TRIBAL COUNCIL**

Bogue Chitto

**Ronnie Henry, Sr.
Angela Hundley
Kendall Wallace**

Bogue Homma

Berdie M. Steve

Conehatta

**Hilda Nickey
Greg Shoemake
Timothy Thomas, Sr.**

Crystal Ridge

Christopher Eaves

Pearl River

**Nigel Gibson
Deborah Martin
Kent Wesley**

Red Water

**Ricky Anderson, Sr.
Samuel John**

Standing Pine

**Loriann Ahshapanek
Richard Sockey**

Tucker

**Demando Mingo
Dorothy Bell Wilson**

TABLE OF CONTENTS

| SECTION | PAGE |
|--|-------------|
| INTRODUCTION/FORWARD | 7 |
| MISSION & VISION STATEMENTS | 7-8 |
| PHILOSOPHY | 8 |
| PROGRAM GOALS & OBJECTIVES | 8-9 |
| ORGANIZATION | 9 |
| 2024-2025 CHOCTAW TRIBAL SCHOOLS CALENDAR | 10 |
| DORMITORY TELEPHONE NUMBERS | 11 |
| DORMITORY STAFF SCHEDULE | 11 |
| DAILY DORMITORY STUDENT SCHEDULE | 12 |
| STUDENT ADMISSION AND ELGIBILITY GUIDELINES & POLICY FOR DORMITORY RESIDENCY | 12-13 |
| ATTENDANCE POLICY | 13 |
| DORMITORY TENTATIVE COUNT WEEKS | 13 |
| ONLINE INFORMATION | 14 |
| DORMITORY EXPECTATIONS/RESPONSIBILITIES | 14-15 |
| DORMITORY CHECK IN/CHECK OUT POLICY | 15-16 |
| REQUEST FOR STUDENTS TO GO TO SOMEONE ELSE’S HOME | 16 |
| VISITOR POLICY | 16-17 |
| THE DORMITORY PROVIDES THE FOLLOWING | 17-18 |
| POSITIVE REINFORCEMENT/INTERVENTIONS | 18 |
| BEHAVIOR CONTRACTS | 18 |
| PERSONAL PROPERTY OF STUDENTS/LOCKS & LOCKERS | 18-19 |
| ITEMS THAT WILL BE KEPT IN DORMITORY STAFF OFFICES | 19 |
| STUDENT RESPONSIBILITY FOR PERSONAL MONEY | 19 |
| ELECTRONIC DEVICES | 19-20 |
| MISUSE OF ELECTRONIC DEVICES | 20 |
| IDENTIFYING ELECTRONIC DEVICES/ANY PERSONAL ITEMS | 20 |
| STUDENT AUTOMOBILES-HIGH SCHOOL AND DORMITORY | 20-21 |
| CAFETERIA/FOOD SERVICES | 21 |
| OUTSIDE FOOD/BEVERAGES | 21-22 |
| OUTSIDE FOOD REQUESTS/DELIVERIES | 22 |
| VENDING OPERATIONS | 22 |
| PARENTAL/GUARDIAN INVOLVEMENT | 22 |
| BOYS & GIRLS’ CLUB UNIT #1 | 22-23 |
| PERSONAL APPEARANCE & DRESS CODE | 23-24 |
| LAUNDRY ROOM /SCHEDULE | 24 |
| SEARCH AND CONFISCATION POLICY/BAGGAGE CHECK | 24-25 |
| K-9 SEARCHES | 25 |
| PROCEDURES FOR REPORTING WHEN A STUDENT IS AWOL | 25 |
| PROCEDURES FOR REPORTING WHEN A STUDENT IS SUSPECTED OF BEING UNDER THE INFLUENCE | 25-26 |
| INTERROGATION BY LAW ENFORCEMENT/INTERROGATION CONSENT | 26 |
| CHILD ABUSE REPORTING | 26-27 |
| PROTOCOL FOR VIOLENCE REPOSSE/FIGHTING | 27 |
| THREAT/POSSIBILITY OF SUICIDE/SUICIDAL IDEATION PROTOCOL | 27 |
| SUICIDE / CRISIS HOTLINE | 27 |
| HARRASSMENT POLICY | 27-28 |
| BULLYING PREVENTION POLICY | 28-29 |
| POLICIES AND PROCEDURES FOR WEAPONS, DRUGS, ILLEGAL SUBSTANCES, ALCOHOL, TOBACCO, VAPING PRODUCTS, OR WEAPONS POLICY, INCLUDING EXPLOSIVES | 29-30 |
| OTHER WEAPONS or EXPLOSIVES – POSSESSION OF | 30 |
| OTHER WEAPINS-USE OF | 30 |
| DRUGS, ILLEGAL SUBSTANCES, ALCOHOL, TOBACCO, AND VAPING POLICY | 30 |

| | |
|---|--------------|
| PROHIBITED AND RESTRICTED AREAS | 31 |
| RESTRICTIONS | 31 |
| CONSEQUENCES FOR BEHAVIORAL VIOLATIONS(RESTRICTION) | 31- |
| THREE (3) DAYS PLUS EXTRA DETAILS | 32 |
| ONE WEEK (FIVE DAYS) PLUS EXTRA DETAILS | 32-34 |
| TWO WEEKS (10 DAYS) PLUS EXTRA DETAILS | 34-36 |
| THREE WEEKS (15 DAYS) PLUS EXTRA DETAILS | 36-37 |
| FOUR WEEKS (20 DAYS) PLUS EXTRA DETAILS | 37-39 |
| SUSPENSION/EXPULSION/DISMISSAL from the DORMITORY | 39-42 |
| PARENTAL or GUARDIAN OTIOFICATION | 42 |
| DORMITORY POLICY ON SCHOOL SUSPENSION | 42 |
| DORMITORY CLEANING | 42-43 |
| NON-RESIDENT DORMITORY USE AGREEMENT | 43 |
| STUDENT COMPLAINTS | 43 |
| PARENT CONFERENCES | 43 |
| COUNSELING | 43 |
| CULTURAL EDUCATION | 43 |
| DORMITORY COUNCIL | 43-44 |
| DISCIPLINARY REVIEW COMMITTEE | 44 |
| OUT OF STATE STUDENT TRAVEL | 44 |
| END OF THE YEAR TRIP | 44-45 |
| STUDENT ACCOUTABILITY | 45-46 |
| STUDENT CLOTHING AND BELONGINGS | 46 |
| DORMITORY GUIDELINE FOR FIRST AIDE AND HEALTH PROCEDURES | 46-49 |
| EMERGENCY NUMBERS | 49-50 |
| SCHOOL CLOSURE | 50 |
| EMERGENCY PROCEDURES | 50-51 |
| STUDENT ILLNESS/INJURY/ETC. | 51 |
| STUDENT SAFETY: COVID/HAZZARD PROCEDURES | 51-52 |
| DORMITORY SECURITY CAMERAS AND SAFETY MEASURES | 52 |
| LOCHDOWN | |
| DAILY LOCKDOWN PROCEDURES | |
| RECEIPT OF FUNDS OR FUND - RAISING FUNDS | |
| NOTICE OF THE PRESENCE OF ASBESTOS CONTAINING MATERIAL (ACM) | 53 |
| CHOCTAW TRIBAL SCHOOLS-INTERNET USE POLICY | 53-54 |
| STUDENT RIGHTS | 54 |
| EMERGENCY CONTACTS | 55 |
| PARENT-STUDENT AGREEMENT FORM | 55 |

CHOCTAW CENTRAL DORMITORY PROGRAM 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. The handbook is to be used as an information guide for the policies and procedures. It is available to all interested school, community, and parental participants.

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

The residential staff supports, integrates, and implements the following mission and vision statements into daily operations of the residential program. The residential staff also adheres to the policies and procedures

contained within the Choctaw Tribal Schools Staff Handbook and the MBCI Government policies and procedures.

MISSION and VISION STATEMENTS

BIE MISSION STATEMENT

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

BIE VISION STATEMENT

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

CHOCTAW TRIBAL SCHOOLS MOTTO

Alla Momat Ikkana Chih
(All Children Will Learn)

VISION OF THE CHOCTAW TRIBAL SCHOOLS

In the pursuit of excellence and believing that Alla Momat Ikkana chih, “All Children will Learn”, the Choctaw Tribal Schools strive to provide a healthy, safe, community-based, culturally relevant and inspiring learning environment for Native American learners.

CHOCTAW TRIBAL SCHOOLS PURPOSE

The Choctaw Tribal Schools System, in partnership with the families and communities, will educate and inspire all students to become responsible, contributing citizens of their local and global communities.

MISSION of the CHOCTAW CENTRAL DORMITORY PROGRAM

The Choctaw Central Dormitory Program will operate with the philosophy of providing a nurturing, home-like atmosphere, which will facilitate student learning and development in the academic/intellectual areas, social/cultural areas, and physical/mental health areas of life. This philosophy will be carried out through activities, recreation, tutoring, and community-related activities.

VISION of the 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 global society.

STATEMENT of PHILOSOPHY and GOALS

The Choctaw Central dormitory operates its program activities and services on the principles of the following philosophy, goals, and objectives. All statements, goals, and objectives are developed with the involvement of students, parents, school staff, and residential staff. They are adopted by the MBCI Tribal Council and are reviewed annually and revised as necessary.

PHILOSOPHY

The Choctaw Central Dormitory will operate with the philosophy of providing a nurturing, home-like atmosphere that is conducive to motivating and supporting the personal, social, mental, emotional, 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 increase pride in and knowledge of their Native culture/heritage and increase personal self-esteem and participation in community events through programs from community-based resources that demonstrate Native (Choctaw) culture, heritage, and community activities.*

Long Term Objectives:

- The Dormitory Staff will provide the opportunity to all students to learn more about their cultural identity, which will encourage and develop positive self-identity.
- The Dormitory Staff will help residents acquire a sense of personal pride, positive self-image, and self-worth by increasing their personal and cultural awareness, thereby helping residents with their emotional growth and development.

Short Term Objectives:

- The Dormitory 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 Dormitory Staff will receive training in strategies to enhance emotional growth and development as part of their personal overall well-being experience.

GOAL 2: *To produce productive citizens among the student residents.*

Long Term Objectives:

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

Short Term Objectives:

- The Dormitory 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 Dormitory Staff will provide opportunities for students to learn about personal responsibility through assigned details, study groups, academics, and participation in school activities.

GOAL 3: *To provide a nurturing, home-like atmosphere that will result in 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 students.
- To ensure 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 Dormitory Staff will treat all students and each other with respect and regard everyone as worthy individuals.
- The Dormitory Staff will be fair and friendly to all students, other staff members, and guests.

- The Dormitory 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 areas, when tutors are available.
- Dormitory Staff will do routine equipment checks to ensure that any defective items are reported immediately.

THE CHOCTAW CENTRAL RESIDENTIAL (DORMITORY) ORGANIZATIONAL CHART

When the Homeliving Specialist is not on campus and/or not duty, then the Secretary and Residential Assistant Custodian are in charge until the Dormitory Counselor is on campus or is on duty. If the Homeliving Specialist and the Secretary are not on campus or on duty, then the Residential Assistant Custodian is in charge until the Dormitory Counselor is on campus or on duty. If the Dormitory Counselor is not on campus or on duty, then the Dormitory Lead Assistant(s) is/are in charge. If the Homeliving Specialist and the Counselor are unavailable, Principal Alaric Keams will be in charge.

TRIBAL CHIEF

DIRECTOR of SCHOOLS

CCHS PRINCIPAL

HOMELIVING SPECIALIST

DORMITORY COUNSELOR

SECRETARY

DORMITORY LEAD ASSISTANTS

RESIDENTIAL ASSISTANT CUSTODIAN

DORMITORY ASSISTANTS

Choctaw Tribal Schools 2024-2025 School Calendar

July 31, August 1, & January 6 - Title I Professional Development Days for Instructional Staff

| 1st Semester (90 Student Days) Aug 1- Professional Development day Aug 2 – Staff Work Day Aug 5 – Student’s First Day Aug 9 – Nanih Waiya Day Aug 28- Students Dismissed at 2 pm Sep 2 – Labor Day Holiday Sep 9 – Progress Reports Sep 25 – Students Dismissed at 2 pm Sep 27 – American Indian Day Holiday Oct 4 - End 1 st Term Oct 7 – Begin 2 nd Term Oct 14 – Chahta iNittak Day Oct 15 – Comm Rel/Rep Cards Oct 31 – Students Dismissed at 2 pm Nov 4 – Progress Reports Nov 11 – Veteran’s Day Holiday Nov 25-29 – Thanksgiving Holidays Dec 20 – 60% Day for Students Dec 20–End 2 nd Term Dec 23-Jan 3 – Christmas Holidays 2nd Semester (90 Student Days) Jan 6 – Professional Development Day Jan 7 – Students Begin 3 rd Term Jan 13 – Comm Rel/Rep Cards Jan 20 – M L King Holiday Jan 29 - Students Dismissed at 2 pm Feb 10 – Progress Reports Feb 17- President’s Day Holiday Feb 26 – Students dismissed at 2 pm Mar 7 – End Third Term Mar 10-14– Spring Holidays Mar 17– Begin Fourth Term Mar 24- Community Rel/Rep Cards Apr 17 - Students dismissed at 2 pm Apr 18 – Good Friday Holiday Apr 21 – Progress Reports May 22 – End of Term May 22 -60% Day for Students last day May 23 - Last Teacher Day | 2024 | | | | | | | 2025 | | | | | | | | |
|---|-----------------------|----|----|----|----|----|----|----------|---|----|----|----|----|----|----|---|
| | | S | M | T | W | T | F | S | | S | M | T | W | T | F | S |
| August | | | | | | 1 | 2 | 3 | January | | | | 1 | 2 | 3 | 4 |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | 26 | 27 | 28 | 29 | 30 | 31 | | |
| | 19 Instructional Days | | | | | | | | 18 Instructional Days | | | | | | | |
| | 21 Contract Days | | | | | | | | 22 Contract Days | | | | | | | |
| September | 1 | 2 | 3 | 4 | 5 | 6 | 7 | February | | | | | | | 1 | |
| | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| | 29 | 30 | | | | | | | 23 | 24 | 25 | 26 | 27 | 28 | | |
| | 19 Instructional Days | | | | | | | | 19 Instructional Days | | | | | | | |
| | 21 Contract Days | | | | | | | | 20 Contract Days | | | | | | | |
| October | | | 1 | 2 | 3 | 4 | 5 | March | | | | | | | 1 | |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| | 27 | 28 | 29 | 30 | 31 | | | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| | 22 Instructional Days | | | | | | | | 16 Instructional Days | | | | | | | |
| | 23 Contract Days | | | | | | | | 21 Contract Days | | | | | | | |
| November | | | | | | 1 | 2 | April | | | 1 | 2 | 3 | 4 | 5 | |
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | 27 | 28 | 29 | 30 | | | | |
| | 15 Instructional Days | | | | | | | | 21 Instructional Days | | | | | | | |
| | 21 Contract Days | | | | | | | | 22 Contract Days | | | | | | | |
| December | 1 | 2 | 3 | 4 | 5 | 6 | 7 | May | | | | | 1 | 2 | 3 | |
| | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| | 29 | 30 | 31 | | | | | | 25 | 26 | 27 | 28 | 29 | 30 | 21 | |
| | 15 Instructional Days | | | | | | | | 16 Instructional Days | | | | | | | |
| | 22 Contract Days | | | | | | | | 17 Contract Days | | | | | | | |
| Students Dismissed Early | | | | | | | | 8 | Federal/Tribal Holidays | | | | | | | |
| Aug 28 | Jan 29 | | | | | | | 20 | School Holidays | | | | | | | |
| Sep 25 | Feb 26 | | | | | | | 2 | Staff Work Days | | | | | | | |
| Oct 31 | April 17 | | | | | | | 2 | 60% Days | | | | | | | |
| | | | | | | | | 180 | Student Instructional Days | | | | | | | |
| | | | | | | | | 210 | Total Contract Days | | | | | | | |
| | | | | | | | | 3 | First Day of School | | | | | | | |
| | | | | | | | | 3 | Professional Development Days do not count as contract days | | | | | | | |

DORMITORY STAFF

| STAFF | TITLE |
|-------------------|---------------------------------------|
| MELINDA GIBSON | HOMELIVING SPECIALIST |
| MICHELLE FERRIS | DORM COUNSELOR |
| JOSH LEWIS | RESIDENTIAL ASSISTANT CUSTODIAN |
| MICHELLE TWISS | SECRETARY |
| (VACANT - FEMALE) | LEAD DORMITORY ASSISTANT |
| (VACANT – MALE) | LEAD DORMITORY ASSISTANT |
| (VACANT) | RECREATIONAL LEAD DORMITORY ASSISTANT |
| BETTY YORK | DORMITORY ASSISTANT |
| JON JIMMIE | DORMITORY ASSISTANT |
| KAMERON SAMUEL | DORMITORY ASSISTANT |
| TANNER YORK | DORMITORY ASSISTANT |
| TERISITA HICKMAN | DORMITORY ASSISTANT |
| ANNETTE CHICKAWAY | DORMITORY ASSISTANT |
| (3 VACANT FEMALE) | DORMITORY ASSISTANT |
| (4 VACANT MALE) | DORMITORY ASSISTANT |

DORMITORY TELEPHONE NUMBERS

| STAFF | PHONE NUMBER |
|-----------------------|---------------------|
| HOMELIVING SPECIALIST | (601) 650-7310 |
| SECRETARY/MAIN LINE | (601) 650-7311 |
| DORMITORY COUNSELOR | (601) 650-7312 |

These direct lines can be used day or night. The Main Office Line is the line most students will use to make calls.

DORMITORY STAFF SCHEDULE

| TIME | STAFF SCHEDULE/STAFF ON DUTY |
|------------------|--|
| 8:00AM – 4:30PM | HOMELIVING SPECIALIST on DUTY (HOURS VARY) |
| 8:00AM – 4:30PM | SECRETARY on DUTY |
| 8:00AM - 4:30PM | RESIDENTIAL ASSISTANT CUSTODIAN on DUTY |
| 2:00PM-10:30PM | DORMITORY COUNSELOR on DUTY |
| 3:00PM – 11:30PM | DORMITORY ASSISTANTS (Male & Female) on DUTY |
| 11:30PM – 7:30AM | DORMITORY ASSISTANTS (Male & Female) on DUTY |

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

All Dormitory Assistants are responsible for supervising all students in general areas, at meals, during activities, one field trips, and on residential floors. Specific staff members are assigned to specific residential floors to ensure coverage of all areas. Dormitory Assistants are expected to rotate throughout the night so that they will come into contact with all of the students.

Dormitory Assistants also rotate when taking injured Dorm students to the Choctaw Health Center. When taking students to the Choctaw Health Center, Female Dormitory Assistants will take female students and Male Dormitory Assistants will accompany male students. Dormitory Assistants are to be alert throughout the night and remain on the residential floors as much as possible.

The Homeliving Specialist and Dormitory Counselor welcome students or parents/legal guardians to discuss any concerns or ideas. Parents/legal guardians are encouraged to take an active part in the Dormitory.

****The Choctaw Central Dormitory Program does adhere to/follow any and all school rules/regulations/policies/procedures. This is in addition to all of the rules/regulations/policies/procedures/protocols contained within this handbook. ALL SCHOOL RULES APPLY AT THE DORM AND ON ANY DORM ACTIVITIES/TRIPS****

DAILY DORMITORY STUDENT SCHEDULE

| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---|----------------|------------------|-----------------|---------------|
| 5:00AM | EARLY WAKE UP CALLS. (Put in requests with Staff the night before.) | | | | |
| 6:00AM | FIRST WAKE UP CALL. | | | | |
| 6:15-7:20AM | STUDENTS MUST BE OUT OF BED AND GETTING READY FOR THE SCHOOL DAY! (shower, room clean up, details, prepare for school.) After 6:30AM is considered OVERSLEEPING! | | | | |
| 7:30AM | Students leave the Dormitory for Breakfast at the cafeteria and then go to school. | | | | |
| THE DORMITORY IS CLOSED FROM 7:35AM to 3:15PM. NO STUDENTS ARE PERMITTED IN THE DORMITORY. | | | | | |
| 7:50AM | CLASSES BEGIN. Day/morning Dorm Staff come on Duty. | | | | |
| 3:15 – 3:20PM | School is over. Dormitory Opens. Review Daily room inspections. Students will sign in/out for any after school activities in the After School Activity Log Book. (i.e. practices/games, after school programs/tutoring, etc.) | | | | |
| 3:30 – 4:30PM | Check with Staff about any activities. | | | | |
| 5:00 – 5:30PM | SUPPER | | | | |
| 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! | | | | |
| 7:20PM | Study Period ends. Students are allowed free time unless they are on Restriction. All students on Restriction will begin serving their Restriction after Snack time. | | | | |
| 7:20 – 8:00PM | Extra Study time for those that were late to Study period and those that may need more time to complete their assignments. Students with more than one F are encouraged to attend. | | | | |
| 7:20PM | FREE TIME. Students may participate in various activities, watch television/movies, play games, etc. | | | | |
| 7:20-8:30PM | Food orders/deliveries are to be made after Study Period. Delivery Orders must be placed by 7:50PM. No deliveries will be made after 8:30PM. Students must finish consuming any outside food by 9:00PM. Any outside food should come from the student's parent/legal guardian or a restaurant that delivers. | | | | |
| 9:00-9:45PM | 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. Upon request, all electronic devices must be turned in to Dorm Staff. | | | | |
| 10:00PM-6:00AM | Student Bed Checks are done routinely. | | | | |
| <i>THESE TIMES ARE SUBJECT TO CHANGE AT ANY TIME.</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.** Only one enrollment packet is required per year unless a student changes custody/guardianship. Any changes to a student's information (i.e. address, phone numbers, etc.) must be reported immediately to the Dormitory Staff.)
- BIRTH CERTIFICATE
- CERTIFICATE of DEGREE of INDIAN BLOOD (CDIB)/ELIGIBILITY CERTIFICATION FORM – proof of ¼ degree of Indian Blood.
- SOCIAL SECURITY CARD
- ANY (COPY OF) APPLICABLE LEGAL/CUSTODY DOCUMENTS IF REQUIRED. (If you are enrolling a child in which you are not listed on the Birth Certificate.)
- A COMPLETED BOYS & GIRLS'S CLUB APPLICATION. (We are Unit #1 for the MBCI Boys & Girls' Club. Their application must also be completed because our students participate in their programs/activities.)
- 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 laws BEFORE being admitted to ANY Residential Dormitory Program. *New Tdap vaccination is mandated for all 7th Graders.*
- HEALTH INSURANCE CARDS (COPY OF) FOR OUT-OF-STATE STUDENTS ONLY

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. THE DORMITORY IS REQUIRED TO HAVE THREE COUNT WEEKS, WHICH ARE USED TO DETERMINE WHICH STUDENTS ARE CONSIDERED AS BEING COUNTED AND HAVING MET ALL ELIGIBILITY/ENROLLMENT REQUIREMENTS. RESIDENTS MUST BE PRESENT A MINIMUM OF ONE NIGHT DURING EACH OF THE COUNT WEEKS.

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 in the NASIS system only. They will be re-enrolled in the NASIS system 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 may be subject to change:

**FIRST COUNT WEEK: SEPTEMBER 30 – OCTOBER 4, 2024
SECOND COUNT WEEK: OCTOBER 7 – 11, 2024
THIRD COUNT WEEK: OCTOBER 14 – 18, 2024**

ONLINE INFORMATION

- The 2024 – 2025 Dormitory Student Applications may be picked up at the Choctaw Central Dormitory Monday-Friday. All applications and required documents must be turned into the Choctaw Central Dormitory once completed.
- The 2024 – 2025 Dormitory Student Handbook can be found through the CCHS/CCMS links on the Choctaw Tribal Schools website. We encourage parents/legal guardian, as well as students to familiarize themselves with the Student Handbook. Dormitory Staff will review the handbook with groups of students once they have been accepted into and checked into the Dormitory.

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 oneself.*
- *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 Native 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 if another 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 dormitory-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 dormitory, 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 notify staff of medical or personal concerns.*
- *Follow proper check out procedures at school and the Dormitory. 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 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, iPad, cellphones, laptops/tablets/computers, etc).*
- *Students are not allowed in other dormitory 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.*

DORMITORY STUDENT CHECK-IN and CHECK-OUT POLICY

CHECK-IN POLICY:

- **Should a student check-in to the Dormitory by 7:00AM in the morning, the student should be ready to go to school. They are not to go to their resident floor to shower, change clothes, etc. All students are expected to leave the Dormitory for school at 7:30AM.**
- **Should a student's parent/legal guardian drop the student's luggage/bags off at the Dormitory at any time during the day, that student needs to be present or will be called from the school.**

CHECK-OUT POLICY:

- **Students must be properly signed out by someone on their check-out list.**
- **At school, the parent/legal guardian needs to sign the student out on the school's check-out book. Once they have done so, we encourage the parent/legal guardian/person signing the student out to contact the Dormitory and inform us that we should not be expecting the student to return to the Dormitory. Dormitory Staff will confirm the check-out with the school.**
- **At the Dormitory, the parent/legal guardian/person signing the student out will need to come inside the building in order to sign the Dormitory's check-out book. If the person's name is not on the student's check-out list and/or isn't 21 years of age or older, they will not be allowed to sign the student out.**
- **The only people that will be allowed to check a student out will be those that the parent/legal guardian have placed on the student's check out list. Any changes to the student's check-out list must be made in person by the parent/legal guardian. Also, no notes or phone calls will be accepted to make any changes to the check-out list or to check a student out.**
- **Students will not be released to anyone on their check-out list if that person is suspected to be under the influence. Choctaw Law & Order may be contacted in such instances.**
- **If a student has been checked out at school and are then later signed back in at school, that student will be expected to return to the Dormitory. If the student is checked out at school and does not sign back in at school, then they will not be expected to return to the Dormitory.**
- **There are two (2) Student Check Out Books. One is handled by the Female staff for the female students and the other is handled by the male staff for the male students.**

- **Dormitory Staff will monitor check out lists to make sure they are current and have a legible parent/legal guardian signature on them. Dormitory Staff may 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.**

REQUESTS FOR STUDENT TO GO TO SOMEONE ELSE'S HOME:

- **There will be NO CALLS made over any phone(s) to seek permission. Parents/legal guardians need to make arrangements ahead of time and in person.**
- **In the event that a student expresses that their destination at the end of the week is to go to “a friend's house” or a similar destination, the staff will need to receive permission from both sets of parent(s)/legal guardian(s).**
- **Dormitory Staff will need to hear from both groups that the student has permission to arrive at the other home prior to the day that the student is to arrive at the alternative destination.**
- **If the Dormitory Staff is unable to verify that both sets of parent(s)/legal guardian(s) have granted permission, then the student will have to go to their home/original destination. Any last-minute arrangements/requests for such a change will not be accepted and the student will have to go to their home/original destination. Any changes to a student's destination should be completed no later than Thursday evening (or the evening prior to students going home).**

VISITOR POLICY

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

Dormitory students who are not properly signed into the Dormitory are considered VISITORS and will not be allowed on student floors unless they are properly escorted by Dormitory Staff. The Choctaw Tribal School System encourages parent/legal 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 Mississippi Band of Choctaw Indians 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 afterschool 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 Mississippi Band of Choctaw Indian Background Adjudication Office after the required tribal, state, and federal background checks. Volunteers to the school must report to the office and will be issued a volunteer badge that will be displayed at all times when they are volunteering. Persons interested in becoming an approved volunteer should contact the local school Principal to obtain an application form and background check list which must be completed and approved before one may serve as a volunteer in the schools. Since the background application and approval process is extensive and could take several months to complete, interested individuals are encouraged to apply well in advance. Volunteers are only allowed to use single occupant restrooms.

THE DORMITORY PROVIDES THE FOLLOWING:

| | WHAT IS PROVIDED FOR STUDENTS: |
|-----------------------------------|---|
| STUDY GROUP/PERIOD/TUTORS | Tutors for all major academic subjects are provided for regular study period. Any student who needs or wishes for additional help, tutors will be available for as long as they are needed each day/evening. This service is also provided per parent(s) request. |
| RECREATIONAL ACTIVITIES | 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) 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) Dormitory linen services provide bed and bath linens, including bedspreads 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 based on Staff availability. |
| 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 are kept safe. Minor first aid supplies (i.e. Band-Aids, ointments, rubbing alcohol, peroxide, etc.) are also stored in locked, regularly examined, official cabinets. |
| STAFFING | Constant day and night presence of trained and caring staff members, both male and female, to be a source of support for each student. |

POSITIVE REINFORCEMENT/INTERVENTIONS

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

- Positive reinforcements for students include weekly activities, such as going out to the movies, athletic events, etc. Students are eligible to go if they have less than 2Fs.
- If students make As, Bs, and C grades on their Nine Weeks Report Cards, even if they are on Restriction, they are eligible to go on the ABC Night, which is going out to dinner and then to the movies. We do this for the first three Nine Weeks grading periods. To be fair to all students, grades on “Progress Reports” are not taken into consideration for ABC Night, Nine Weeks Grades are the only grades used for ABC Night. Students who do not meet the grade requirements may be approved to attend if they are showing improvement, at the discretion of the Homeliving Specialist.
- The Dorm “A” Squad are those students who have earned all As on their Nine Weeks grades at the end of each Nine Weeks term. Students that earn All As are allowed to study in their room instead of

attending Study Period. They will also be eligible for separate outings apart from the rest of the dorm students.

- “Dorm Warriors” are students that are selected by each Dorm Staff at the end of the school year gathering. Eligibility for the award is based on the students’ grades, attendance, positive attitude, willingness to help others, and demonstrates positive behavior.
- There may be other activities/events added throughout the school year based on availability (i.e., weekend day trips to college athletic events, etc.).

BEHAVIOR CONTRACT(S)

A Behavior contract is a simple positive reinforcement intervention that is used to change student behavior. The behavior contract outlines expectations of the student with regard to the behavior(s) that they are struggling with while in the Dormitory. In many instances, this type of intervention will be utilized if the behavior occurs too frequently, or if the behavior is severe enough to warrant such action. Should a behavior contract become necessary, it will be drawn up between the Student and the Homeliving Specialist. Parent(s)/Legal Guardian(s) will be notified if their student is placed on a behavior contract by phone, through a letter, or both. The length of time that the behavior contract will be active will be at the discretion of the Homeliving Specialist. Once the student has reached the completion date of the behavior contract, the contract will no longer be active. (See an example in the back of this handbook.)

PERSONAL PROPERTY of STUDENTS/LOCKS and LOCKERS

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

The Choctaw Tribal Schools do not assume responsibility for any wrongful act committed by any student in the Choctaw Central Dormitory or other educational facility, either on or off the school property. Liability for damages resulting from a wrongful act by a student rests with the parents/legal guardians of the student. **The Dormitory 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 WILL BE RESPONSIBLE FOR ALL ITEMS THEY BRING TO THE DORMITORY.**

ITEMS THAT WILL BE KEPT IN THE DORMITORY 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 Dormitory 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 outside snacks/drinks. Students can request their snacks/drinks from staff. There will be no food/beverages allowed in student rooms or on the residential floors.**
- **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/All razors, mouth washes, permanent markers, eyebrow shavers, tweezers (any item with a sharp or pointed tip) etc.**

STUDENT RESPONSIBILITY FOR PERSONAL MONEY

Students who bring their own money to the Dormitory will be encouraged/allowed to make use of the Dormitory's safe box. If they do not choose to do so, they are responsible for the money that they bring to the Dormitory or for Dormitory activities.

While on any Dormitory sponsored outings, it is the students' responsibility to keep up with their own money at all times. **IT IS NOT THE DORMITORY'S RESPONSIBILITY TO REPLACE ANY LOST/STOLEN MONEY ON ANY DORMITORY 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 or demand. Parents/Legal Guardians may request that their student(s) electronic devices be taken up at any time. Students who fail to turn in, or who hide or attempt to sneak in any electronic devices or turn in "dummy devices" will result in the item(s) being confiscated and held. "Dummy devices" are any electronic device(s) that do not work properly, are not activated, can use Wi-Fi to operate/access the internet/other apps, music, etc. but are not fully functional.**

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

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

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

****DORMITORY STAFF/SCHOOL OFFICIALS WILL SEIZE PHONES WHEN REPORTS OF ILLEGAL CONDUCT IS REPORTED AND CHOCTAW LAW ENFORCEMENT MAY BE CONTACTED IF NEEDED.****

MISUSE OF ELECTRONIC DEVICES

The act of recording/videoing/streaming any events on campus without permission, especially a fight between other students, is not permitted. If a student is caught recording/streaming with their cellphones or electronic device, the following disciplinary procedures will be followed:

1. The phone will be confiscated and held until further notice. A fee may be assessed upon return of the device.
2. In certain instances, the cell phone will not be returned so that the video/photos may be retained and provided to the appropriate entities.
3. The person responsible for recording will be suspended out of the Dormitory until further notice.
4. In addition, anyone who is caught forwarding the video/photo to other students/persons will be suspended out of the Dormitory until further notice.
5. Finally, any student who posts a video/photos on any social networking page on the internet, may be suspended pending a hearing, and recommended for no less than 45 days in the alternative school, or expelled for the remainder of the school year.

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.

STUDENT AUTOMOBILES – HIGH SCHOOL and DORMITORY

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

Dormitory Students will be required to park in the parking area located on the side of the Dormitory near the Transportation building. Absolutely no parking will be allowed anywhere else or behind any other building. All student automobiles are to be registered with the school and the Dormitory. All vehicle keys are to be turned into the Dormitory Staff upon check-in and 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 at the high school and must display a parking decal issued by the school in order to park in the Dormitory parking lot. Students must provide a copy of their driver's license and proof of insurance in order to obtain a decal from the high school office.

CAFETERIA/FOOD SERVICES

ALL students are required to attend the evening meal. ANY STUDENT(S) CHECKING INTO THE DORMITORY AT 5:00PM 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 barbeques, picnics, and seasonal parties that add to the family atmosphere for our students. Cultural meals are also provided on occasion, so students can experience their own cultural meals, as well as experiencing those of other cultures.

OUTSIDE FOOD/BEVERAGES

- Any food/beverages from outside (restaurants, etc.) the Dormitory will need to be consumed on the Main Floor ONLY.
- Student’s name should be clearly marked on any snacks/outside food brought in to the Dormitory.
- The purchasing/consumption/bringing in of energy drinks/performance enhancing/loaded teas or other supplements (may include, but not limited to: diet pills, caffeine pills, energy pills, protein supplements (Protein powders, drinks, etc. with energy supplements) are not allowed in the Dormitory or while on any Dormitory sponsored activities/trips.
- No outside food will be given to a student from anyone that is not on the student’s check out list.

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.**
- 3. It is customary and good manners to give the delivery person a tip.**

This may be subject to change at the discretion of the Homeliving Specialist.

VENDING OPERATIONS

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 into an account at the Division of Schools (DOS) main office. This account is used to help fund Dormitory activities.

PARENTAL/GUARDIAN INVOLVEMENT

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

- Welcome and encourage parents/guardians to visit the Dormitory and get to know the Dormitory Staff.
- Encourage parents/guardians to become familiar with the Dormitory Student Handbook and to be active with their child.
- Correspond with parents/guardians verbally and in written forms/letters about Dormitory events, changes, and their student’s progress.
- We encourage parents/guardians to notify Dormitory Staff when they expect their child(ren) to check into the Dormitory before or after school, activities, etc., and when they check the student out from school.
- In order to create a student-centered climate and offer your students a residential program to be proud of, the Dormitory Staff needs the support of each parent/guardian. This is especially true in disciplinary actions.

- The Dormitory Staff acts in the best interest of the student and as a guardian to each student during his/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. If an item of dress is questionable, do not wear it. The Choctaw Central Dormitory Program complies with the Choctaw Tribal Schools’ Personal Appearance Standards, as follows:

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

| PROHIBITED/NOT ALLOWED | ALLOWED WITH CAUTION | REQUIRED |
|--|--|---|
| No flip flops, sandals, or slide shoes allowed. | Skinny pants, leggings, tights, or yoga pants. Must have a dress or skirt that covers the hips. | Closed Toe Shoes |
| No pierced body jewelry/decoration, except for earrings. | Shorts, skirts, dresses must extend at least to the end of the student’s fingertips when the student is standing with arms straight from their side. | Clothing that does not disrupt the learning environment and promotes school safety. |
| No visible tattoos and scarification. | Tank tops, muscle shirts can be worn but only with a t-shirt underneath them. | Athletic shoes when participating in physical education (PE). |
| No students shall have their body parts painted with paint, liquid paper, ink, and/or other distracting marks. | Costumes (with no mask) are allowed only on special approved activity days. | |
| No bandanas visible on campus at any time. (Except as used as a mask during mask mandates.) | | |
| No hoods, caps, bandanas, or any other hood like covering indoors (including classrooms, halls, and buses.) | | |

| | | |
|--|--|--|
| <p>No Profane, inflammatory, vulgar, or immorally suggestive language on clothes, including but not limited to alcohol, tobacco, slogans/messages, art graphics of illegal drugs.</p> <p>No halter tops allowed.</p> <p>No see-through shirts/blouses</p> <p>No low-rise pants or other clothing that exposes the mid-drift/waist area.</p> <p>No colors, bandanas, symbols, signs, or dress associated with gangs/cults will be tolerated.</p> <p>No costume mask allowed.</p> <p>No Sleepwear (Pajamas)/underwear outside of clothing.</p> <p>No blankets worn as jackets.</p> | | |
|--|--|--|

LAUNDRY ROOM/SCHEDULE

Part of the experience of living in the Dormitory 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.
- **The Choctaw Dormitory Program is 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 9:00PM on Monday through Thursday and from 8:00pm until 10:00pm on Sunday.

SEARCH and CONFISCATION POLICY/BAGGAGE CHECK

The Dormitory Staff will search the residential floors, classrooms, dormitory rooms, lockers, personal baggage, and/or the student. Individual searches are to be conducted by the person of the same sex as the student and with a witness of the same sex. In extenuating situations, Administrative Staff may conduct searches on either floor. Illicit items are confiscated when found. Any student who is found to be in the possession of illegal items will be referred to Tribal Law Enforcement authorities, when necessary.

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

- 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.
- Any contraband, any items not covered elsewhere in the handbook, or any item deemed as being dangerous to the students/ staff/Dormitory property, will be confiscated by the Dormitory Staff and may be referred to Tribal Law Enforcement for proper handling or disposition.

CANINE SEARCHES:

Throughout the year, there will be occasional and unannounced inspections by tribal law enforcement's drug detection K-9 unit. At all times the K-9 units are present on school grounds, students will be restricted to their classrooms or locations that will not be swept to ensure that the dogs do not come into direct contact with students. If a K-9 indicates the possible presence of drugs in a room, vehicle, etc., further searches will be conducted by law enforcement officers or school officials. All rooms, vehicles, etc. so indicated by a K-9 will be searched without exception. All personal property, and all areas of the campuses of Choctaw Tribal Schools may be searched. Students will be held responsible for any prohibited items found in their rooms, cars, or belongings at school. If prohibited items are found, the student will face disciplinary action according to the CTS handbook and may be prosecuted under Tribal law.

PROCEDURES for REPORTING WHEN A STUDENT is AWOL

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

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

- When a student does not report back to the Dormitory after school and they should have reported in, a Dormitory 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 Dormitory Staff will notify Choctaw Law Enforcement that the student is missing.
- After Choctaw Law Enforcement has been notified, parent(s)/legal guardian(s) will be notified and are more than welcome to aid in locating the student.
- If the parents/legal guardians cannot be contacted, then ALL EMERGENCY CONTACTS will be contacted to encourage them to have the parent/legal guardian contact the Dormitory.
- The student will be placed on restriction for AWOL.

| PERSON | PHONE NUMBER |
|---------------------------------|---------------------|
| MELINDA GIBSON | 601-416-3373 |
| MICHELLE FERRIS | 601-562-3013 |
| STUDENT'S PARENT/LEGAL GUARDIAN | |
| ALARIC KEAMS | 601-663-8283 |
| DELNITA JONES | 601-650-7302 |

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

- If a student(s) checks into the Dormitory and the Dormitory Staff suspects that they may be under the influence of any alcohol, drugs, or other substances, Dormitory Staff is to report this immediately to the Homeliving Specialist or his/her designee.
- Dormitory Staff is to remain with the student at all times. The student is not to be left alone at any time for any reason. Separate the student from the rest of the residential population.

- The nature of the student's condition will determine whether Tribal Law Enforcement is called, or medical attention is sought first. In some cases, both may be done at the same time.
- The Homeliving Specialist or his/her designee will then make every effort to contact the student's parent/legal guardian to inform them of the concerns about the student's well-being.

INTERROGATION BY LAW ENFORCEMENT/INTERROGATION CONSENT

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

CHILD ABUSE REPORTING

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

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

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

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

If you have information about Theft, Child Abuse, Vandalism, Illegal Drugs, Bullying, Assault, or any other illegal activity, call or text 844-601-1308. Or go to wetip.com.

PROTOCOL FOR VIOLENCE RESPONSE/FIGHTING

At the Dormitory, when physical violence between two parties is witnessed or reported, the Dormitory Staff will initiate discipline protocols and may report the incident to Tribal Law Enforcement. If necessary, student(s) will be transported to Choctaw Health Center.

WHEN A STUDENT IS SEEKING HELP

When a student seeks help regarding hunger, sickness/injury, self-harming, suicidal thoughts/ideation, and/or needing medication refills/pick up, etc., our initial step is to contact the parents/legal guardians/agencies first.

If the issue has not been promptly addressed by the parent/legal guardian/agency within a week, the Dormitory Program will refer the issue to the appropriate agencies. Upon the student's return to the Dormitory, an excuse/future appointment slip must be provided as proof that the parent sought help for their child.

THREAT/POSSIBILITY OF SUICIDE/SUICIDAL IDEATION PROTOCOL

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

Terms and Definitions:

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

Protocol:

1. Upon observation of at-risk behaviors or suspicion of risk for self-injury, or notification of such possible behavior by the individual or another source, the Dormitory Staff member will immediately call 911 and contact the Homeliving Specialist or their designee.
2. The student is not to be left alone at any time for any reason. Dormitory Staff is to remain with them at all times.
3. The identified student will be transported to the Choctaw Health Center ER by Dormitory 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.
4. A Student Safety/ Incident Report Form will be completed by the Dormitory Staff involved with the incident.

SUICIDE & CRISIS HOTLINE

If you or someone you know is struggling or in crisis, help is available.

Call or text **988** or chat at **988lifeline.org**

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 to protect the victim and to effectively deal with the offender. Students that have any knowledge of such behavior from/to either staff or student are encouraged to tell a staff member immediately. Confidentiality will be maintained for the reporting student or staff member. For additional confidentiality, reports can be submitted anonymously through WeTip.com or calling 855-THE-REZ.

KEY DEFINITIONS FROM THE STUDENT HANDBOOK:

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

BULLYING PREVENTION POLICY

The Dormitory will enforce the Choctaw Tribal Schools policy against 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 Dormitory, on any Dormitory-sponsored function/activity, 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 that he/she has been the victim of bullying or anyone with knowledge that 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 considering that the school’s ability to take action based solely on an anonymous report may be limited. Reports should be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The complaint will be investigated promptly with parents being notified of the nature of any complaint involving their student. Confidential reports can be made through WeTip.com or by calling 855-4-THE-REZ.



STOPit is the nation's leading Anonymous Reporting System that teaches and empowers individuals to recognize and anonymously report safety, misconduct, and compliance concerns *BEFORE* they escalate into a crisis or other legal matter.

POLICIES and PROCEDURES for WEAPONS, DRUGS, ILLEGAL SUBSTANCES, ALCOHOL, TOBACCO, VAPING PRODUCTS or WEAPONS POLICY, INCLUDING EXPLOSIVES

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

GUNS

Choctaw Central Dormitory Program fully supports the enforcement of the Gun-Free Schools Act, Title VIII of the Elementary and Secondary Education Act of 1995. Any student who is in possession of any type of firearm or air/gas powered gun (pellet, BB, etc.), operable or inoperable, while in school, on school property, at the Dormitory, on the school bus, on the way to or from school, at any school/Dormitory function or activity, or has such object in a vehicle on school property, shall immediately be suspended from the Dormitory with a recommendation to the Disciplinary Review Committee for expulsion for no less than one calendar year from the Dormitory.

Students who possess/use such "guns" (stopper guns, Cap guns, water guns, and other toy guns) shall be suspended from the Dormitory. Students who possess and use such guns to threaten, intimidate, and/or otherwise disrupt the Dormitory environment shall be immediately suspended and recommended for expulsion.

Guns in student possession will be seized and turned over to Choctaw Law Enforcement.

OTHER WEAPONS or EXPLOSIVES – POSSESSION of

Possession, of any hard or sharp object, such as a knife, brass knuckles, etc., or a taser device or any explosive or potentially explosive devices while at school, on school property, at the Dormitory, on the school bus, or any school/Dormitory function or activity, is a violation of this policy. Students found in possession of these objects will be suspended immediately from the Dormitory 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 Tribal Law Enforcement. Homeliving Specialist/Principal shall use their own discretion in each instance not involving a gun concerning the necessity of notification of the appropriate law enforcement authority.

DRUGS, ILLEGAL SUBSTANCES, ALCOHOL, TOBACCO, AND VAPING POLICY

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

1. Immediate Suspension out of the Dormitory Only.
2. Recommendation of Alternative placement or expulsion for one (1) calendar year to the Disciplinary Review Committee.
3. In addition, the dorm must immediately call Tribal Law Enforcement and request that police come to the school campus.
4. All illegal substances will be turned over to police, and charges will be filed as appropriate.

B.) Any individual found to improperly possess, distribute, misuse/abuse any prescription or nonprescription drug shall be disciplined as follows:

1. Immediate Suspension from the Dormitory Only.
2. Recommendation of Alternative Placement or expulsion for one calendar year to the Disciplinary Review Committee.
3. In addition, the Dormitory must immediately call Tribal Law Enforcement.
4. 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.

PROHIBITED AND RESTRICTED AREAS

While checked in at the Dormitory, students are prohibited from certain areas and should report directly to the Dormitory after school, if they are not involved in any after school program or sports. Prohibited areas include, 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, 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 are always restricted. Specific restricted areas will be communicated to the students during the orientation process. 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 part of any disciplinary action practiced by Dormitory Staff. Students are made aware of the Dormitory's policies and procedures. When they do not follow these policies, they may be given a warning. If the action is repeated, students are given a written restriction with extra details. Once the restriction(s) is/ are written and turned in, the Homeliving Specialist signs it and returns it to the Dormitory Counselor. The Dormitory Counselor then disseminates copies of the restriction papers to the Dormitory Staff, the student's parent/legal guardians, and other agencies as needed. A copy will be retained in the student's dormitory folder. There are instances where a parent/legal guardian is immediately notified of their student's behavior and the repercussions. Should Dormitory Staff be unable to notify a parent of a more serious infraction, Tribal Law Enforcement will be notified.

Restrictions are to be served during students' free time from after Study Period until 10:00PM on their residential floor. **Students on restriction are permitted to eat their nightly snacks on the Main Floor and then return to their respective floors. Students on Restriction are not allowed to order carry out/delivery, but can receive outside food from their parent/legal guardian. Furthermore, they are not allowed to participate in any of the activities that may be taking place in and around the building. These limitations may change at the discretion of the Homeliving Specialist.**

Students who are on restriction and are allowed to attend dorm trips/activities and receive student incentive money will not have any restriction days taken off.

All of the Tribal Schools/Dormitory rules apply and will be enforced while on any dormitory activity/event. This is a general guide and does not restrict the Homeliving Specialist from making other appropriate discipline decisions that are not listed under the Consequences for Behavior Violations (Restriction) section of this handbook. The Homeliving Specialist has the discretion to assign consequences for behavior violations, even if they do not appear within the Consequences for Behavior Violations section, depending on the severity of the offense.

The Dormitory Staff asks for the support and cooperation of parents/legal guardians where disciplinary matters are concerned and request that during any restriction period that students be checked in so that they may serve the restriction uninterrupted. Restriction days will be counted off each day if the student serves the entire time from after Study Period until 10:00PM. If a student checks out during that time and does not serve their restriction, the day will not be counted off. The dates of Restriction will be extended until the appropriate length of restriction time has been served. Students serving restriction will be required to complete extra details in order to count a day off. Being checked in and not completing details will not count towards taking days off.

CONSEQUENCES FOR BEHAVIOR VIOLATIONS (RESTRICTION)

The Dorm Staff will be using different behavioral modification techniques with the students and will use the consequences (restrictions) for each student as outlined below when "Restriction" is indicated. Any violations/infractions not listed, consequences will be determined by the nature of the offense.

| THREE (3) DAYS PLUS EXTRA DETAILS | |
|--|--|
| VIOLATION | DESCRIPTION |
| TARDY TO STUDY PERIOD | When student(s) are late (tardy) to Study Period. (You are tardy at 6:05PM!) |
| OVERSLEEPING (AFTER 6:30AM) | It is the student's responsibility to be awake and out of bed by 6:30AM each day. If they fail to awaken by this time, they are given restriction. Students should not be found sleeping on the couch, in/on their roommates' bed(s), the floor, the hallway, the doorways, etc. |

| | |
|--|--|
| BEING LATE GOING TO/COMING BACK FROM SCHOOL | Student is responsible or being ready to leave for school by 7:30AM. They are late to school after 7:30AM. Student is late coming back from school after 3:30PM and 12:40PM on 60% days. |
| FAILURE TO SIGN IN/SIGN OUT AT THE APPROPRIATE TIME | Student fails to sign in/sign out at the appropriate time. It is their responsibility to do so. |

| ONE WEEK (FIVE DAYS) PLUS EXTRA DETAILS | |
|---|--|
| VIOLATION | DESCRIPTION |
| FAILURE TO TAKE DAILY/NIGHTLY SHOWER | <ul style="list-style-type: none"> Any student(s) participating in any type of physical activity at school or at the Dormitory must shower nightly. All students must shower at least once daily. |
| LYING | Student has not been truthful. |
| NOT FOLLOWING POSTED LAUNDRY SCHEDULE | There is a posted schedule of when students are allowed to do their laundry. Failure to follow the posted schedule results in restriction. |
| FAILURE TO MAKE YOUR BED UP BEFORE 7:30AM | Students are to have their beds made up before 7:30AM each day. |
| 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. |
| REMOVING ANOTHER STUDENT'S CLOTHING FROM THE WASHER/ DRYER | Students are not to remove another student's clothing out of the washer/dryer and 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 else 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. |
| EXCESSIVE NOISE AFTER BED CHECK (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 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 at level 5 or lower. Any higher setting will 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 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. |
| SLEEPING DURING STUDY PERIOD | Student fails to remain awake in Study Period to complete any homework assignments, special projects, etc. |
| NOT COMPLETING DETAILS | Students are assigned specific details. If they fail to complete their assigned detail(s), they are given restriction. |

| | |
|---|---|
| ASKING STAFF FOR PERMISSION AFTER DENIAL FROM OTHER STAFF | Student must not ask another staff member for permission to do something/get something if other staff have denied them. |
| 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. |
| CHECKING IN SOMEONE ELSE'S BAGGAGE/LUGGAGE/BELONGINGS | Student brings in someone else's bags/belongings. They should only bring their own baggage/belongings when they check in. |
| WEARING SAGGY/BAGGY PANTS or PAJAMA BOTTOMS (PAJAMA – LIKE/FLANNEL PAJAMA BOTTOMS /UNDERWEAR/SKINNY JEANS/LOW RISE JEANS/ LEGGINGS/TIGHTS/YOGA PANTS (UNLESS WORN WITH A DRESS/SKIRT or SHIRT THAT COVERS THE HIPS.) | Students are not allowed to wear saggy/baggy pants, any type of pajama bottoms, or any other listed on the main floor of the Dormitory, on any Dormitory activities, or to school. |
| ENTERING ANOTHER STUDENT'S ROOM TO VISIT (Visitation is to take place on the wings/middle section, but there will be no going on 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 IN THE HALLWAY. THERE IS TO BE NO VISITING IN OTHER STUDENT ROOMS. • IF STUDENTS NEED TO SPEAK TO SOMEONE FROM THE OTHER WING, THEY CAN MEET IN THE MIDDLE SECTION, BUT STUDENTS ARE NOT TO GO ON THE OTHER WING TO VISIT WITH STUDENTS THAT RESIDE THERE. |
| 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. |
| PLAYING CHASE/TAG/"IT"/or RUNNING INSIDE THE DORMITORY/CAFETERIA/ OTHER BUILDING | Students playing chase/tag/"it"/or running in the Dormitory, Cafeteria or any other building. This is not permitted/tolerated. |
| TAKING OUTSIDE FOOD/DRINK TO THE CAFETERIA | There is no outside food/drink allowed in the cafeteria. |
| MISUSING OFFICE PHONES | Students are not allowed to be on the office phones for more than 2 minutes; 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.) |
| DISRUPTING STUDY PERIOD | Student is disruptive during study period/hour (after 1 warning by Dorm Staff). |
| 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.) |

| | |
|--|--|
| FAILURE TO FOLLOW DIRECTIONS/INSTRUCTIONS | Student has failed to follow directions/instructions given by Dormitory Staff/Bus Drivers/etc. |
| CHANGING ROOM ASSIGNMENTS | Student changes room assignment without permission. |

****THERE WILL BE NO EARLY RELEASE ON RESTRICTIONS UNDER THE FOLLOWING CATEGORIES, EXCEPT AT THE DISCRETION OF THE HOMELIVING SPECIALIST!****

| TWO WEEKS (10 DAYS) PLUS EXTRA DETAILS | |
|---|--|
| VIOLATION | DESCRIPTION |
| 1) CALLING OR TEXTING DURING STUDY PERIOD/ PLAYING VIDEO GAMES, WATCHING VIDEOS and/or MOVIES, SNAPCHAT, FACEBOOK, ANY SOCIAL MEDIA (ESPECIALLY WHILE IN STUDY PERIOD. 2) SNEAKING PHONES IN/POSSESSION OF ANY CELL PHONE/ ELECTRONIC DEVICE THAT DOES NOT BELONG TO THE STUDENT | <ol style="list-style-type: none"> 1) Student is caught placing phone call or texting while in Study Period 2) Student is caught playing video games and/or movies, being on Snapchat, Facebook, or any other social media, especially while in Study Period. 3) Student is caught viewing/showing/listening to inappropriate images/video/audio. 4) Student has been caught in possession of a cell phone/electronic device that does not belong to them. |
| INSUBORDINATION | Student has been disobedient/defiant towards Dormitory Staff. Student is unwilling to submit to authority; refusal to respond to a reasonable request. |
| USING PROFANITY/ VULGAR/ OBSCENE GESTURES | Student uses profanity or obscene gestures. Students will be sent home if this becomes excessive. |
| 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. |
| MISUSE of DORM COMPUTERS/ INTERNET WHILE ON ANY DORM SERVER) | Student has misused the internet while on and Dorm server. <ul style="list-style-type: none"> • Getting on any unauthorized sites. Bypassing Choctaw Tribal Schools Security Filters. |
| 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. |
| DISORDERLY CONDUCT | Any form of disruptive behavior not otherwise specified in the 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. |
| 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). |

| | |
|---|--|
| 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. |
| BEING DISRESPECTFUL TO OTHER STUDENTS/STAFF/BUS DRIVERS/PRESENTERS/GUEST SPEAKERS/GUESTS WHILE AT THE DORM or on ANY DORM ACTIVITY or TRIP | <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. Disrespect towards drivers can include, but is not limited to the following: not listening, making distracting noises, not following directions/instructions, singing out loud, hollering/screaming, hanging any body part out of the window, throwing objects out of the bus. Students will not be allowed to ride any dorm bus when they break the rules. • Students are expected to be respectful of all guests to the Dormitory and show them the utmost courtesy while being on their best behavior. Disrespectful behavior will include the follow: talking, laughing, singing, being on an electronic device (i.e. cell phone, mp3, tablet/computer), sleeping, any type of horseplay or playing around when guests speakers are presenting. If this becomes excessive, students can be sent home. |
| INSTIGATING | Will be defined as: <ul style="list-style-type: none"> • Starting fights – student(s) will be given suspension from the Dormitory if it can be verified/proven. • Arguments/gossip – with and/or about another student(s) will be the two week restriction plus extra details. |
| MISUSING/FAILURE TO TURN IN ELECTRONIC DEVICES | <ol style="list-style-type: none"> 1) Student is caught with any electronic devices used to commit any type of inappropriate conduct. 2) Student does not turn in electronic devices, upon request, and is caught hiding or trying to sneak them into or out of the Dormitory. <p>* Further information under “Electronic Devices” on P. 19*</p> |
| TEASING/ANY FORM of HORSE PLAY/WRESTLING | Student has been teasing, horse playing, or wrestling with others. |

| THREE WEEKS (15 DAYS) PLUS EXTRA DETAILS | |
|---|--|
| VIOLATION | DESCRIPTION |
| 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 • Lying/being in the same bed together, whether sleeping or not. (You will be sent home.) • Students can not place their beds together for any reason. All beds must be kept at least three feet (3 ft.) apart, except for bunkbeds. (You will be sent home,) |
| UNAUTHORIZED AREAS | Student was found in an area where they are not allowed to be. |
| GIVING ANYONE ANY KIND OF TATTOO IN THE DORMITORY/ GETTING (SOMEONE GIVING YOU A TATTOO OR YOU TATTOOING YOURSELF) ANY KIND OF TATTOO IN THE DORM | <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). OR • A student has given themselves/received a tattoo from someone else while in the Dormitory (or on any activity or trip). |
| BEING ON THE WRONG RESIDENTIAL FLOOR WITHOUT PERMISSION/ PROPER SUPERVISION | Boys caught on the girls' floor or girls caught on the boys' floor without proper permission/proper supervision. Student(s) will be taken home. |
| USE/POSSESSION of TOBACCO/VAPING PRODUCTS (includes matches/ lighters, vape pens, vape cartridges, electric/vaporized cigarettes, etc.) | <ul style="list-style-type: none"> • Student is in possession of/uses any form of tobacco, matches, lighters, electronic/vaporized cigarettes, vape cartridges, etc. |
| <ol style="list-style-type: none"> 1) COMING INTO THE DORMITORY WITH HICKEYS/ PINCH MARKS 2) RECEIVING/ GIVING HICKEYS/ PINCH MARKS | <ul style="list-style-type: none"> • Student has checked into/entered the Dormitory with hickeys/pinch marks. • Student receives or gives another student hickeys/pinch marks while being checked into the Dormitory. |
| POSSESSION/USE OF A LASER/ LASER POINTER | Student is in possession of/uses a laser/laser pointer while on campus grounds, in the Dormitory (or on any activity) etc. |
| ANY TYPE OF MISCONDUCT IN THE BATHROOM (can include, but not limited to the following) | <ul style="list-style-type: none"> • Flipping/popping towels at other students. • Opening shower curtains while another student is showering or changing. |

| | |
|---|--|
| | <ul style="list-style-type: none"> • Throwing items at others when they are taking a shower or changing. • Pushing/shoving other students in/into the shower stalls • Going through/taking other students' belongings while they are in the shower. • Misuse of any cleaners/air freshner while others are in the bathroom or while doing details. |
| PUBLIC EXPOSURE OF ONESELF; URINATING/ DEFECATING ANYWHERE 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 somewhere other than a toilet (i.e. any type of container, trash can, etc.) |
| PULLING/HANGING ON PIPES | Any pulling of or hanging from/on any pipes. This can result in broken water pipes. |
| FALSE FIRE ALARMS | The deliberate pulling of a fire alarm when there is no sign of a fire. |

| FOUR WEEKS PLUS EXTRA DETAILS or POSSIBLE SUSPENSION/ EXPULSION | |
|---|---|
| VIOLATION | DESCRIPTION |
| AWOL | <ul style="list-style-type: none"> • LEAVING THE DORMITORY WITHOUT PERMISSION/NOT RETURNING TO THE DORM AFTER SCHOOL ACTIVITIES, ETC. CHOCTAW LAW ENFORCEMENT WILL BE NOTIFIED, AS WILL THE STUDENT'S PARENT(S)/LEGAL GUARDIAN(S). Students CAN NOT walk across the street to the Tribal Offices (or anywhere in the area); they CAN NOT leave the campus through the any gates to the rear of the school (leads to Government Quarters Housing/road), behind the cafeteria, or near the Dorm, or through any openings. Doing so without being properly checked out from the school or dorm will result in the student's parent/legal guardians being notified, as well as Choctaw Law Enforcement. The student will also receive restriction for this. • Student is not properly checked out from the School or Dormitory. |
| ASSAULT & BATTERY (This will vary on a case-by-case basis. It may fall under the SUSPENSION/ EXPULSION/DISMISSAL FROM THE DORMITORY, depending on the situation and at the discretion of the Homeliving Specialist.) | Student/Staff who attempts to harm other student(s)/Staff through any type of physical contact or use any type of weapon. |

| | |
|---|--|
| HARRASSMENT (ANY TYPE OF) | Any verbal or physical action that makes a student feel threatened or afraid may be considered an intimidating/bullying/ abusive behavior will be considered as harassment. Also, see “Harassment Policy” for further information (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 and at the discretion of the Homeliving Specialist.) | <ul style="list-style-type: none"> Students that fight while in the Dorm 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, look outs, actual participants, anyone holding a door, anyone recording/filming, etc. If the suspension comes from the school, the student will be suspended from the Dormitory for the same amount of time. Student grabs, bites, or hits another student for any reason. Student will be sent home. |
| INVASION OF PRIVACY | 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.) STUDENT(S) WILL BE SENT HOME. |
| THREATENING/INTIMIDATION | Intimidation/threatening 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. |
| BULLYING | Bullying is any cruel verbal, social, or physical abuse from one student to another/student to staff/or from one adult to another. Any physical abuse constitutes assault & Battery. Verbal bullying involves using written or verbal communication to hurt or humiliate another in any form. |
| DESTRUCTION/VANDALISM of DORMITORY PROPERTY | <ul style="list-style-type: none"> 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). |
| BEING FOUND IN OPPOSITE SEX ROOM | Student is caught/discovered to be in another student room of the opposite sex. |
| ANY TYPE of INAPPROPRIATE BEHAVIOR | Any type of inappropriate behavior not otherwise covered I any other section of the handbook. |
| ANY VIDEO or AUDIO RECORDING /POSTING OF IMAGES or VIDEO, ETC. TO ANY SOCIAL MEDIA (This will vary on a case by case basis. It may fall under the SUSPENSION/DISMISSAL FROM THE DORMITORY , depending on the situation and at the discretion of the Homeliving Specialist.) | <ul style="list-style-type: none"> Student is found to have recorded any images/footage/audio of anyone, student or staff, on any residential floors, in any restrooms, or without permission from the Homeliving Specialist. Student posts/uploads/shares any images/footage/audio taken of anyone, students or staff, from the Dormitory to any social media. |

| | |
|--------------------------------------|---|
| THEFT/STEALING | <ul style="list-style-type: none"> • Taking items without permission/taking items that do not belong to you. |
| POSSESSION OF STOLEN PROPERTY | <ul style="list-style-type: none"> • Student(s) are found to be in possession of items that do not belong to them. |

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 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 OTHERS. The following could be cause for suspension/dismissal/expulsion from the Dormitory or may be referred to the DRC.'

| VIOLATION | DESCRIPTION |
|--|---|
| POSSESSION OF ANY FIREARM/ PISTOL/PELLET/CAP GN/BB GUN/ STARTER GUN/WATER GUN/ANY LOOK-A-LIKES/HOME MADE GUN LIKE DEVICES, ETC. | <ul style="list-style-type: none"> • Student has possession of a firearm of any type will result in an expulsion from the Dormitory. Choctaw Tribal Schools fully support the enforcement of the Gun-Free Schools Act, Title VIII of the Elementary and Secondary Act of 1965. Any student who is possession of any type of firearm or air/gas gun (pellet, BB, etc.) operable or inoperable, while in the school/at the Dorm, on school property, on the school/Dorm bus, on the way to or from 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 Disciplinary Review Committee for EXPULSION for not less than one calendar year. • Students who possess other types of “guns” (start guns, cap gun, water guns, any homemade gun like devices shall be suspended from the school/Dorm for ten (10) days. A second incident shall result in a ten (10) suspension and recommendation to the Disciplinary Review Committee for Expulsion. • Students who possess and use such “guns” to threaten, intimidate, and/or otherwise disrupt the school/Dorm environments shall be immediately suspended and recommended for expulsion. • Guns in student possession will be seized and turned over to the Department of Public Safety/Choctaw Law Enforcement |
| POSSESSION OF OTHER WEAPONS OR EXPLOSIVES; DISCHARGING/ POSSESSION OF ANY TYPE OF FIREWORK | <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 device or any explosive or potentially explosive devices |

| | |
|---|---|
| | <p>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.</p> <ul style="list-style-type: none"> • 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. |
| POSSESSION/USE OF OTHER WEAPONS | <p>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 the 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 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 themselves or others will result in a suspension/expulsion from the Dormitory. |
| 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/tampers with any smoke detector/fire alarm/fire extinguisher/electrical or circuit breaker boxes when there is no sign of a fire will result in EXPULSION from the Dormitory. • Student opens the breaker/circuit boxes; flips/turns breakers on and off in the breaker box. |
| ANY TYPE of SEXUAL MISCONDUCT (ASSAULT, RAPE, SODOMY,ETC.) | <p>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.</p> |

| | |
|--|--|
| <p>EXPLICIT/ANY SEXUAL ACTIVITY/INCIDENT</p> | <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. <p>*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.*</p> |
| <p>CONTRABAND ITEMS</p> | <p>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.</p> |
| <p>DRUG PARAPHERNALIA</p> | <p>Student is caught with any equipment, product, or accessory that is intended or modified for making, using, or concealing drugs, typically for recreational purposes.</p> |
| <p>1. POSSESSION/USE OF/ SUSPICION of BEING UNDER THE INFLUENCE OF ANY TYPE OF DRUGS, ALCOHOL, TOBACCO, VAPING PRODUCTS, INTOXICANTS, ETC.</p> <p>2. USE/POSSESSION of INHALANTS, PRESCRIPTION and OVER-THE COUNTER MEDICATION</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 drugs, Over-the-Counter drugs, or counterfeit substance, represented or believed to be any of the aforementioned substance) Choctaw 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. |

PARENTAL or GUARDIAN NOTIFICATION

Parents/legal guardians will be notified by a letter if their student is placed on restriction. For more serious behavior violations, every effort will be made to notify them immediately.

DORMITORY POLICY ON SCHOOL SUSPENSION

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

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

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

DORMITORY CLEANING

While the Residential Assistant Custodian is responsible for the major part of the facility cleaning, Dormitory Staff and Students are responsible in the following areas:

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

NON-RESIDENT DORMITORY USE AGREEMENT

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

STUDENTS 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 OBTAINED FROM ANY DORMITORY STAFF. ONCE FILLED OUT, THE FORM CAN BE TURNED IN TO THE HOMELIVING SPECIALIST OR HIS/HER DESIGNEE.

PARENT CONFERENCES

Parent conferences will be scheduled at different times throughout the school year as needed. Conferences will be scheduled by the Homeliving Specialist, Administrative Assistant/Secretary, or Counselor

and will include all parties involved. All efforts will be made to contact parent(s)/legal guardian(s) regarding needed conferences.

COUNSELING

Individual and group counseling is available to all students from the Dormitory Counselor. Students may be referred by a parent, staff member, or themselves. All students are encouraged to confer and/or request assistance to resolve problems that may adversely affect them such as personal problems, difficulties in the classroom or the Dormitory, problems with another student, needing someone to listen, or if a drug or alcohol problem exists. If needed, students may be referred to Behavioral Health 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. Students will be supported in their efforts towards a rounded education through cultural language classes, native dances, games, food, and historical studies. 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 Lead Dormitory Assistants, Dormitory Counselor, 2 male and 2 female assistants will act as advisors to the Dormitory Council. Council members are role models for other dormitory 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 dormitory 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 dormitory for at least 1 year and be in good standing at the dormitory and the school. The staff sponsors for the Student Disciplinary Committee will be the Administrative Assistant/Secretary and the Dormitory 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 issued driver's license or state issued photo ID. 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.

END OF THE YEAR TRIP

If there is an approved End of the Year Trip, it is necessary to have certain rules established. ALL DORMITORY AND SCHOOL RULES STILL APPLY ON ALL DORMITORY-SPONSORED ACTIVITIES/TRIPS. First, a student MUST meet ALL ELIGIBILITY REQUIREMENTS. Any interested students will need to provide staff with proof of their willingness to follow rules, be cooperative, and accept responsibilities while they reside in the dorm. The following points are important to understand:

- 1) All dormitory and school rules and regulations will apply during the entire activity/trip, violations will be noted, recorded and any restriction time will need to be served upon entering/returning to the dorm.
- 2) The Dormitory Staff has established certain ground rules that specify who will be eligible to go on these trips. These rules are based on the need for observing the safety and well-being of all traveling. It is considered high risk for students who have broken certain rules to accompany the group. Specifically, students who have been fighting, caught stealing, come to the dorm under the influence of some intoxicant, possession of any type of weapon or firearm, or had any incidences of AWOL from the dorm or from a dorm activity. We travel to new places and the staff is responsible for the safety of all students and cannot isolate themselves from the group to supervise one student for whom rules have little or no meaning, as proven by his/her past behavior.
- 3) If the Dormitory Staff feel that students who repeatedly exhibit a lack of respect for fellow students/staff have not earned the privilege of the trip and could easily become the cause of trouble for others who have followed the rules and plan to enjoy the experience. The Dormitory Staff holds a review of individual cases when there are repeated violations of the respect rules, and can recommend that such an offender be left behind.
- 4) If all restrictions and extra details are not completed before the departure date, the student is ineligible. Every opportunity is provided for each student to follow the rules, or to complete a restriction. It is the responsibility of the student to do so.
- 5) TO BE ELIGIBLE:
 - a) COUNTED ONE NIGHT EACH WEEK FOR ALL THREE (3) COUNT WEEKS. Students must meet the required number of days of residing in the dormitory. Also, students having 5 or more restrictions are not eligible to go on the trips. Also, they may not have any incidences of AWOL, etc.
 - b) If a student is attending the Alternative School at the end of the school year, they will not be allowed to go on any Dorm sponsored trips.
 - c) **IF THERE ARE ANY INCIDENTS OF THEFT BY A STUDENT, THAT STUDENT WILL BE EXPELLED FROM THE DORMITORY FOR A LENGTH OF TIME TO BE DETERMINED BY THE HOMELIVING SPECIALIST; WHEN THEY ARE ALLOWED TO RETURN TO THE DORMITORY, THEY WILL BE ON A PROBATIONARY STATUS AND CAN BE RELEASED FROM THE DORMITORY AT ANY TIME FOR ANY SERIOUS INFRACTIONS OR AT THE DISCRETION OF THE HOMELIVING**

SPECIALIST; AND THEY WILL NOT BE ALLOWED TO GO ON ANY SPRING BREAK/END-OF-THE-YEAR TRIPS FOR AT LEAST THREE (3) YEARS.

d) IF THERE ARE ANY INCIDENCES OF A STUDENT BEING UNDER THE INFLUENCE/IN POSSESSION OF ANY TYPE OF INTOXICANT(S)/ILLEGAL SUBSTANCES/WEAPONS /DRUG PARAPHRENAILIA WHILE ON ANY DORM TRIP/ACTIVITY, THEY WILL BE SUSPENDED FROM THE DORMITORY AND SENT TO DRC (DISCIPLINARY REVIEW COMMITTEE) FOR FURTHER DISCIPLINARY ACTION.

- 6) Students are required to spend **20 days** in the Dormitory for observation of their behavior. This should take place from after Spring Break until just before the End of the Year Trip.
- 7) **Failure of Student(s) to show up for the trip will result in forfeiture of their going on any future trips.**

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 6:00am.

| | | | | | |
|---------------|---------|---------|--------|--------|---------|
| GRADES 7 – 12 | 3:30PM | 5:30PM | 7:30PM | 9:00PM | 10:00PM |
| | 11:00PM | 12:00AM | 1:00AM | 2:00AM | 3:00AM |
| | 4:00AM | 5:00AM | 6:00AM | | |

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/permanent marker. Students are responsible for laundering their own clothing, with detergent and any additives they provide. The dormitory staff strongly recommend 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 DORMITORY/DORMITORY STAFF WILL NOT BE RESPONSIBLE FOR ANY LOST CLOTHING OR PERSONAL ITEMS LEFT BY STUDENTS. THIS ALSO APPLIES TO ANY ITEMS THAT THEY MAY HAVE BEEN “LOANED OUT” OR “BORROWED”.**

DORMITORY GUIDELINES for FIRST AID and HEALTH PROCEDURES

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

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 | <p>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.</p> <p>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> <p>Absolutely no medications are to be kept in student rooms.</p> |
| DENTAL/MEDICAL APPOINTMENTS | <p>Parents/legal guardians will be responsible for making medical and dental appointments for their student(s). In case of any emergencies, parents/legal guardians will be contacted to meet the staff and student at CHC.</p> |
| 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> |
| PASSION MARKS/HICKEYS/PINCH MARKS | <ul style="list-style-type: none"> • 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. <ul 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. |

| | |
|---------------------------------|---|
| | <ul style="list-style-type: none"> • 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 may be applied to protect the area. If a blister pops later, use a dry gauze dressing and watch for signs of infection.</p> |
| 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 other pain medication, 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 | <p>Do not move them. Call the hospital/ambulance immediately. Keep the student still.</p> |
| 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> |

| | |
|-----------------------------------|---|
| | 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. |
| 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. Staff will stay with the student for observation until the student is fully recovered. If they do not recover quickly or they faint again, call for an ambulance and have them transported to the hospital. |
| CONVULSIONS | A person will become stiff, head will fall back and eyes will roll when they first begin a convulsion. <ul style="list-style-type: none"> • Ease them to the floor. • 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 | If poison or drug overdose is suspected, do not force vomiting. Call the hospital and give them as much information as possible. If the student is having forceful (projectile) vomiting, call the hospital. |
| DIARRHEA | <ul style="list-style-type: none"> • For diarrhea, give the student an antidiarrheal medicine as indicated on the label. • Avoid dehydration, give 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 medication, give fluids, and keep in bed. If the fever is still 99.4 degrees F, contact parent/legal guardian/caseworker to inform them and have them come pick the student up. |
| HIGH BLOOD PRESSURE CRISIS | TRANSPORT TO CHOCTAW HEALTH CENTER IMMEDIATELY. |
| DIABETIC CRISIS | <p>A diabetic crisis can be life-threatening. Hyperglycemia can cause confusion, slurred speech, and/or loss of consciousness. Hyperglycemia may lead to Diabetic Ketoacidosis, requiring the individual to receive insulin and electrolytes through a vein.</p> <p>In the event of a diabetic crisis, the student will be transported by tribal vehicle or ambulance to the Emergency Department as soon as possible. Parents/guardians will be notified and asked to meet staff at CHC.</p> |

| | |
|--------------------------|---|
| 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/ENFORCEMENT FIRE DEPARTMENT MELINDA GIBSON MAINTENANCE – ROBERT ROUTH | (601) 656-5711 911/656-0620 (601) 416-3373 (601-656-6612/ (601) 416-8396 |
| POWER FAILURE | MAINTENANCE –ROBERT ROUTH CENTRAL ELECTRIC POWER ASSOC. MELINDA GIBSON | (601) 656-6612/ (601) 416-8396 (601) 656-2601 (601) 416-3373 |
| INCLEMENT WEATHER | * 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) 416-3373 |
| RUNAWAYS | CHOCTAW LAW & ORDER/LAW ENFORCEMENT MELINDA GIBSON STUDENT’S PARENT/GUARDIAN | (601) 656-5711 (601) 416 - 3373 |
| HEALTH | CHOCTAW HEALTH CENTER MELINDA GIBSON | (601) 656-2211 (601) 416-3373 |

SCHOOL CLOSURE

- The Director of Schools and Tribal Administration will determine school closures based upon severity of weather.
- The Tribe’s Office of Public Information will post information on social media and make necessary notifications to radio and television stations.

EMERGENCY PROCEDURES

TORNADO

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

After school, it is the responsibility of the Dormitory 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, the Dormitory would be closed, and students will be sent or bused home. In the event the power should go off, the staff should immediately notify CEPA at (601) 656-2601, Robert Routh at (601) 656-6612/ (601) 416-8396.

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 dormitory. 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 parking area by the portable buildings located near the Complex offices.
- Staff is responsible for taking a student count according to check in sheet.

STUDENT ILLNESS/INJURY/ETC.

Should a student become ill or injured while at the Dormitory the following steps should be followed:

- Once Dormitory Staff has been informed by the student of the situation, they will determine whether or not the student needs to be taken to CHC immediately.
- If the student does need to be seen at CHC, then the Dormitory Staff is to contact the student's parent/legal guardian/caseworker to notify them and have them meet Dormitory Staff at CHC.
- Once the parent/legal guardian/caseworker arrive at CHC/facility to take over responsibility for their child/client, then Dormitory Staff is to report immediately to their work site.
- Should the student be released from under medical care and cleared to return to the Dormitory, any medications that have been prescribed to the student should be given to Dormitory Staff.
- If student(s) are required to return to the doctor for a check-up, it is the parent(s)/legal guardian(s) responsibility to take them.
- Should the student be released from under medical care and not cleared return to the Dormitory or school, they will need an excuse slip when they return. Students should return to school/dorm on the date listed on the excuse slip and not before.
- Students that are ill, or present with certain issues, are not allowed to reside in the Dormitory.

STUDENT SAFETY: COVID/HAZZARD PROCEDURES

- Each time a Dormitory Student checks-in to the Dormitory, their parent/legal guardian or someone on their check-out list must escort the student into the building where they will need to complete and sign a Student Health Screening Form for the student. On the screening form, there is a section where the parent/legal guardian, person checking the student in must include the student's destination for the end of the week. This cannot be left incomplete.
- Once the student is properly signed in, the Dormitory Staff will use an infrared thermometer to take their temperature. If the student's temperature is below 99.4°F, they will be allowed to check-in and proceed onto the Main Floor and beyond. The student must sign in on the Student Check-In log, as

well as the Daily Sign-In sheet. Once their temperature has been taken and the forms completed, the Dormitory Staff will place a colored wristband around their wrist or a sticker on their clothing. The wristband is to signify to other Staff that the student's temperature was taken and within range.

- If the student's temperature is above 99.4°F, Dormitory Staff will inform the parent/legal guardian of the high temperature. Dormitory Staff will wait a few minutes and take the temperature again. If it remains high, Dormitory Staff may use another thermometer to take it again after waiting a few minutes. If it remains high, the student will not be allowed to check-in to the Dormitory. The student's parent/legal guardian will be strongly encouraged to take the student to Choctaw Health Center or their medical/health provider to be examined. The Parent/legal guardian will need to provide documentation to certify the student has been fever free for 24 hours before they can return to the school/Dormitory.
- The Dormitory Staff will follow this process each time a student is checked into the Dormitory.

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. There are cameras installed in the main hallways and living spaces in the Dormitory.

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. Dormitory 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 Secretary's office.

RECEIPT OF FUNDS OR FUNDRAISING FUNDS

All funds received by the school/Dormitory 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 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 are responsible for monitoring and overseeing network and Internet activity.
 - No food or drinks in the Computer Labs.

- Teachers are expected to have plans before students use the Internet, which include pre-researching sites that are used.
- Consequences of Unacceptable Use:
- Suspension and/or termination of network and Internet privileges.
- And/or additional disciplinary action as determined at the administrative level regarding unacceptable language and/or behavior.
- And/or referral to law enforcement authorities for criminal or civil prosecution.
- Respect for Others:
- Users shall only use computer equipment for which they have been granted permission or that which has been assigned or loaned to them by a district or school administrator, technologist, or authorized staff member, for their use. Within reason, users are responsible for repairing damage done to any computer while in their possession.
- User shall be considerate of others when using school/district computer equipment or informational resources and abide by any time limit restrictions stated.
- Users shall log off workstations after finishing their work to protect their own privacy and ready the workstation for use by others.

STUDENT RIGHTS

The Rights of Students are listed in the Choctaw Tribal Schools Handbook and are applicable to students enrolled in the Dormitory Program.

EMERGENCY CONTACTS

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

NAME: _____ Relationship to child: _____ Phone: _____

NAME: _____ Relationship to child: _____ Phone: _____

NAME: _____ Relationship to child: _____ Phone: _____

NAME: _____ Relationship to child: _____ Phone: _____

PARENT/STUDENT AGREEMENT FORM

This is to verify that I have received, read, and agree to abide by the Choctaw Central Dormitory Student Handbook for the 2024-2025 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 daily when a student returns to or enters the Dormitory from outside. A metal detection wand will be used on a routine basis.

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

Signature _____ Date: _____, 20____.

Student

Signature _____ Date: _____, 20____.

Parent

Signature _____ Date: _____, 20____.

Legal Guardian

CHOCTAW CENTRAL DORMITORY PROGRAM BEHAVIORAL CONTRACT FORM

STUDENT'S NAME: _____ DOB: _____
GRADE: _____ DATE: _____ TIME: _____

DEAR PARENT/LEGAL GUARDIAN,

Your child is being placed on a Behavioral Contract for violating Dormitory Rule(s) as outlined by the Choctaw Central Dormitory Student Handbook. As a result of their actions, the following corrective measure(s) has/have been administered. Please help your child to understand the importance of the guidelines set forth by the Dormitory Student Handbook. If you have any questions, please feel free to contact the office at (601) 650-7311, (601) 650-7312, or (601) 650-7310.

The purpose of this contract is to inform the student and the parent(s)/legal guardian(s) that the student must comply with all rules/regulations/policies/procedures of the Choctaw Central Dormitory Program and the specific terms set forth by this contract. This contract gives the student the opportunity to demonstrate that their undesirable behavior patterns have changed and that they will be an asset to the Choctaw Central Dormitory Program.

This Behavior Contract is a binding agreement with an understanding between the student and the Dormitory Program.

The unacceptable/inappropriate behavior/rule(s) violated by your child:

The corrective measures taken thus far:

The student agrees to be a positive influence in the Dormitory and to enhance the overall residential environment by exhibiting proper behavior. This contract assures all concerned that the student is here to experience a positive residential environment.

The student acknowledges that they are currently serving _____ days of restriction plus extra details. They also acknowledge that receiving any additional restrictions from now until _____ Will result in further consequences (i.e. Suspension/Expulsion from the Dormitory, etc.)

The student acknowledges that he/she has read this contract and understands that should they violate their Behavioral Contract before they reach the date of completion, further disciplinary actions will be in order. Any violations will result in Suspension/Expulsion from the Choctaw Central Dormitory Program. All corrective measures are at the discretion of the Homeliving Specialist.

The Parent/Legal Guardian, _____, was contacted at _____ by _____ on _____.

Student Signature

Date

Homeliving Specialist

Date

