



# **STAFF HANDBOOK**

**SCHOOL YEAR 2025-2026**

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**School Year 2025-2026**

## **Choctaw Tribal Schools**

**Mississippi Band of Choctaw Indians  
Cyrus Ben, Tribal Chief**

Approved by MBCI Tribal Council Resolution: CHO-25-049

You can find us on the internet at  
**[www.choctawtribalschools.com](http://www.choctawtribalschools.com)**

## Choctaw Tribal Council

### Bogue Chitto

Ronnie Henry, Sr.  
Angela Hundley\*  
Kendall Wallace

### Pearl River

Nigel Gibson  
Deborah Martin\*  
Kent Wesley

### Bogue Homa

Berdie Steve\*

### Red Water

Ricky Anderson, Sr.\*  
Samuel John

### Conehatta

Hilda Nickey\*  
Gregory Shoemake  
Timothy Thomas, Sr.

### Standing Pine

Lalania Denson\*  
Richard Sockey

### Crystal Ridge

Christopher Eaves\*

### Tucker

Demando Mingo\*\*  
Dorothy Wilson

\*Member of Tribal Council Committee on Education

\*\*Chairperson of Tribal Council Committee on Education

The Parent/Student Handbook published by the Choctaw Tribal School System contains detailed and critical policy regarding student attendance, student discipline, etc. All staff members must carefully follow the policy and guidelines established by the Parent-Student Handbook.

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**Choctaw Tribal Schools**  
**P.O Box 6008**  
**122 Division of Schools Drive**  
**Choctaw, MS 39350**  
**Phone: 601.650.7302 / Fax: 601.656.9454**  
**Mrs. Delnita Jones, Director of Schools**

**Bogue Chitto Elementary School**

13241 Hwy 491 North  
Philadelphia, MS 39350  
Phone: 601.389.1000 / Fax: 601-389-1002  
Principal: Dr. Greg Carlyle  
greg.carlyle@choctawtribalschools.com

**Red Water Elementary School**

107 Braves Blvd.  
Carthage, MS 39051  
Phone: 601.267.8500 / Fax: 601.267.1606  
Principal: Elter Wilson  
elter.wilson@choctawtribalschools.com

**Choctaw Central High School**

150 Recreation Rd.  
Choctaw, MS 39350  
Phone: 601.663.7777 / Fax: 601.663.7776  
Principal: Alaric Keams  
alaric.keams@choctawtribalschools.com

**Standing Pine Elementary School**

538 Hwy 487 East  
Carthage, MS 39051  
Phone: 601.267.9225 / Fax: 601.267.9129  
Principal: Linda Peoples  
linda.peoples@choctawtribalschools.com

**Choctaw Central Middle School**

150 Recreation Rd.  
Choctaw, MS 39350  
Phone: 601.663.7777 / Fax: 601.663.7776  
Principal: Shannon Smith  
shannon.smith@choctawtribalschools.com

**Tucker Elementary School**

126 East Tucker Circle  
Philadelphia, MS 39350  
Phone: 601.656.8775 / Fax: 601.656.9341  
Principal: Elijah Ben  
elijah.ben@choctawtribalschools.com

**Conehatta Elementary School**

851 Tushka Dr.  
Conehatta, MS 39057  
Phone: 601.775.8254 / Fax: 601.775.9229  
Principal: Brian Parkman  
brian.parkman@choctawtribalschools.com

**Choctaw Career Technical Education Center**

404 Industrial Rd., Suite 2  
Choctaw, MS 39350  
Phone: 601.663.7801 / Fax: 601.663.7840  
Administrator: Daniel Thomas  
daniel.thomas@choctawtribalschools.com

**Pearl River Elementary School**

470 Industrial Rd.  
Choctaw, MS 39350  
Phone: 601.656.9051 / Fax: 601.656.9054  
Principal: Suzanne Hyatt  
suzanne.hyatt@choctawtribalschools.com

**Choctaw Virtual Learning Center**

390 Industrial Rd.  
Choctaw, MS 39350  
Phone: 601.663.7928  
Administrator: Nell Adkins  
nell.adkins@choctawtribalschools.com

## Organizational Statement and Directory

The administrative head of the Choctaw Tribal School System is the Tribal Chief of the Mississippi Band of Choctaw Indians. The Tribal Council, particularly through the Committee on Education, determines policy for the Department of Schools and empowers the Director of Schools to execute policy to provide leadership and management for the school system. Annually, the Choctaw Tribal School System requests accreditation from the Mississippi Department of Education as a nonpublic school. The Department of Schools maintains a strong support office to provide technical coordination of all school services. Each local school is led by a Principal who handles the day-to-day supervision of all facets of local school operation. At each school, the Local Advisory Committee On Schools (LACOS) serves as a committee of parents/guardians and interested community members who meet with the local school administration in an advisory capacity for the hiring of school employees and the discussion of all aspects of the school program.

Director of Schools.....	650-7667
Assistant Director of Schools.....	663-7662
Department of Schools.....	650-7302
School Business Office.....	650-7302
Exceptional Education Office.....	663-7643
District Registrar's Office.....	650-7371/650-7322
District Food Services Office.....	663-7863
District Maintenance Office.....	656.6612
District Transportation Office.....	650-9211
Dormitory.....	650-7311
Parent/Education Center.....	656-5724
Bogue Chitto Elementary.....	389-1000
Conehatta Elementary.....	775-8254
Pearl River Elementary.....	656-9051
Red Water Elementary.....	267-8500
Standing Pine Elementary.....	267-9225
Tucker Elementary.....	656-8775
NASA Teacher Enhancement Center.....	663-7771
Choctaw Central Middle School.....	663-7777, ext 2
Choctaw Central High School.....	663-7777, ext 1
Choctaw Career Technical Center.....	663-7802
Choctaw Alternative Education Center.....	663-7777
Tribal Office.....	656-5251
Tribal Insurance Office.....	650-1579

## **Our Motto, Vision, and Goals**

### ***Our Motto***

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

### ***Our Vision***

In the pursuit of excellence and believing that Alla momat ikkana chih, all children will learn, Choctaw Tribal Schools strive to provide a healthy, safe, community-based, culturally relevant, and inspiring learning environment for Native American learners.

### ***Our Purpose***

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

### ***Our Goals***

- Increase the rigor of the curriculum and assessment system and the use of technology
- Raise achievement levels for all students and close the gap between district and national achievement levels
- Provide early learning experiences that increase opportunities for students to succeed academically, socially, and emotionally
- Develop cultural pride and knowledge of Choctaw language and cultural heritage
- Reduce dropout rate and increase the graduation rate
- Maintain a school campus where students are safe and parents feel welcomed, informed, and involved

### ***Believing all children will learn, we commit to...***

- Creating an educational environment that will challenge, inspire, and excite students
- Preparing all students to reach their fullest potential
- Creating a positive school climate that is fostered by caring individuals who model respect and set high expectations for students
- Providing instruction and activities for development of mental, physical, social, and emotional well-being of students.

## **History**

The Choctaw Indian Reservation consists of 35,000 acres of trust land scattered over seven counties in east central Mississippi. The over 11,000 members of the Mississippi Band of Choctaw Indians live in the eight reservation communities of Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River (the site of tribal headquarters, the industrial park, Pearl River Resort, the health center/hospital, and other tribal services), Red Water, Standing Pine, and Tucker.

Members of the Mississippi Band of Choctaw Indians are descendants of the proud Choctaw individuals who refused to be removed to Oklahoma in the 1830's. For nearly 150 years, most Mississippi Choctaws lived in isolation and poverty with little or no access to education. No schools existed for Choctaw students prior to the 1920's and 1930's, when the Bureau of Indian Affairs built elementary schools. Choctaw Central High School was constructed in 1963. Before that time, segregation prohibited attendance by Choctaw students in either the black or white Mississippi public schools. Choctaw students who wished to attend high school had to attend federal boarding schools in North Carolina, Oklahoma, or Kansas; few did so. Most tribal members worked as sharecroppers or agricultural laborers and were only seasonally employed. Virtually all tribal business was managed by the Bureau of Indian Affairs and Indian Health Service officials.

In the mid-1960's, the tribe determined to improve its circumstances and began to work toward economic and governmental independence. Tribal leadership provided by the Tribal Chief and the seventeen-member Tribal Council (representatives elected from each of the Choctaw communities) has enabled the establishment of a centralized system of self-government that provides comprehensive health, education, social, law enforcement, courts, housing, and the economic development services.

In the 1980's the U.S. Congress passed two significant laws that opened the door for the Tribe to take control of its own educational programs – the Indian Self-Determination Act (PL 93-638) and the Tribally Controlled Schools Act (PL 100-297). In 1988, with the Choctaw Tribal Council as the official school board, the Tribe contracted from the Bureau of Indian Affairs all operations of the tribal schools and today continues to administer the schools as a BIA grant-funded school system, including six elementary schools, a middle school, and a high school. The school system reports administratively to the South and Eastern States Education Office of the Bureau of Indian Education in Nashville, Tennessee, and to the office of the BIE Director in Washington, D.C. The Bureau of Indian Education is considered a “state” education agency by the U.S. Department of Education. The Choctaw Tribal Schools must fully comply with all federal requirements for Every Student Succeeds Act (ESSA), special education, and other federal programs. As Bureau of Indian Education funded schools, enrollment in the tribal Schools is limited to students who hold a BIA Certificate of Degree of Indian Blood of at least one-quarter.



## Halító!

Holisso ápisá ilappakó falámat hash áyala ká yakókih oklah il áchih. Oklah í chi písa kat hapi ná yokpah.  
Hapí Chahta immi hicha Chahta annopa átokmá atóksalíchit oklah kil okchalíchih.

Hello!

We say thank you for coming back to this school. We are happy to see you. Let us work on keeping our Choctaw culture and Choctaw language alive.

We are the schools of the Mississippi Band of Choctaw Indians, and we are deeply proud of the unique heritage that is ours. Our schools are important places for learning about grammar, reading, mathematics, science, social studies, the arts, and sportsmanship. They are also very important places for learning about the Choctaw language and culture. We hope that every person associated with the Choctaw Tribal School System – students and staff, tribal members and non-tribal members – will all learn together about our rich Choctaw past, our vibrant Choctaw present, and our bright and shining Choctaw future!

The following is the “Pledge of Allegiance” in the Choctaw language:

United States of America i shapha hicha im áyalhtoka ya im áyalhilih,  
Ná miya yakómika ohikíyah átoko,  
Yakni moyyót Chihówa inotákah,  
Itti filammichi iksho,  
Oklah moyyóma kat yoka kiyoh,  
Hicha ná ittim áyalhpisáchih.

*(We thank the Choctaw Language Program for providing these Choctaw translations.)*

# Choctaw Tribal Schools 2025-2026 Calendar

July 31 and January 5 – Professional Development Days – Paid Stipend

<b>1<sup>st</sup> Semester (90 Student Days)</b> Aug 1 - Staff Work Day Aug 4 -Students 1st Day Aug 8 -Nanih Waiya Day Aug 27 - Early Release Students 2 pm Sep 1 -Labor Day Holiday Sep 8 - Progress Reports Sep 24 - Early Release Students 2 pm Sep 26 -American Indian Day Holiday Oct 3 - End 1st Term Oct 6 - Begin Second Term Oct 13 -Chahta iNittak Holiday Oct 14 -Comm Rel/Rep. Cards Oct 29 -Early Release Students 2 pm Nov 10 - Progress Reports Nov 11 -Veteran's Day Holiday Nov 24-28 Thanksgiving Holidays Dec 19 -End 2nd Term/60% Day for Students Dec 22 - Jan 2 -Christmas Holidays <b>2nd Semester (90 Student Days)</b> Jan 5 - Staff Professional Development Day Jan 6 - Second Semester Begins for students Jan 12 - Comm Rel/Rep Cards Jan 19 -MLK Holiday Jan 28 -Early Release Students 2 pm Feb 9 -Progress Reports Feb 16 - President's Day Holiday Feb 25 -Early Release Students 2 pm Mar 6 -End 3rd Term Mar 9-13 - Spring Holidays Mar 16 - Begin 4th Term Mar 23 - Comm Rel/Rep Cards Apr 2 - Early Release Students 2 pm Apr 3 - Good Friday Holiday Apr 20 - Progress Reports May 21 -End 4th Term May 21 - 60% Day/Last Day for Students May 22 - Staff Work Day - Last day for Teachers	AUGUST	<b>19 Instructional Days</b> <b>21 Contract Days</b>							JANUARY	<b>18 Instructional Days</b> <b>21 Contract Days</b>						
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		24 25 26 27 28 29 30								25 26 27 28 29 30 31						
	31															
	SEPTEMBER	<b>20 Instructional Days</b> <b>22 Contract Days</b>							FEBRUARY	<b>19 Instructional Days</b> <b>20 Contract Days</b>						
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		21 22 23 24 25 26 27								22 23 24 25 26 27 28						
		28 29 30														
	OCTOBER	<b>22 Instructional Days</b> <b>23 Contract Days</b>							MARCH	<b>17 Instructional Days</b> <b>22 Contract Days</b>						
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		19 20 21 22 23 24 25								22 23 24 25 26 27 28						
		26 27 28 29 30 31								29 30 31						
	NOVEMBER	<b>14 Instructional Days</b> <b>20 Contract Days</b>							APRIL	<b>21 Instructional Days</b> <b>22 Contract Days</b>						
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23 24 25 26 27 28 29							26 27 28 29 30									
DECEMBER	<b>15 Instructional Days</b> <b>23 Contract Days</b>							MAY	<b>15 Instructional Days</b> <b>16 Contract Days</b>							
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	21 22 23 24 25 26 27								17 18 19 20 21 22 23							
	28 29 30 31								24 25 26 27 28 29 30							
							31									
Early Release Days – Students Dismiss at 2 pm							10		Federal/Tribal Holidays							
August 27, 2025							18		School Holidays							
September 24, 2025							2		60% Days							
October 29, 2025							180		Student Instructional Days							
January 28, 2026							210		Teacher Contract Days							
February 25, 2026							2		Staff Work Days							
April 2, 2026									Students First Day							

## A. EMPLOYEE POLICIES AND BENEFITS

Notification to begin employment (both new hires and transfers) with the Mississippi Band of Choctaw Indians (MBCI) is made after the Tribal Chief has approved the hiring documents, the applicant's background is cleared, and the applicant has a cleared drug test. NO supervisor has authority to have an employee to begin employment or transfer into a position, until all items are completed at the MBCI Human Resources Office. The Department of Schools Human Resources Assistant will notify supervisors when the hiring process is complete.

All employees of the Choctaw Tribal School System are employees of the Mississippi Band of Choctaw Indians and, as such, are subject to the regulations and policies of the Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians or any revision of the tribal personnel policy. All employees should receive a copy of the Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians; every supervisor and employee should be familiar with this publication. Additional copies are available through local school offices or from the MBCI Personnel Office and on the Choctaw.org website. **In all cases, the Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians supersedes any guidelines published in this Choctaw Tribal School Staff Handbook. If the Administrative Personnel Policy & Procedures manual is revised, then the revised regulations and policy will take effect as approved.**

The Choctaw Tribal School System offers a complete program of fully accredited instructional and extra-curricular activities. The schools and their many opportunities are competitive in all ways with other schools in the Choctaw communities. Employees of the school system are strongly encouraged to enroll their own children in the tribal schools whenever eligible. It is an important statement to students, community, and the public in general when employees choose to enroll their eligible children in the tribal schools.

### Policies

#### Line of Communication/Authority

All employees shall refer matters requiring administrative action **in writing** to the supervisor immediately in charge of the area in which the problem arises. Supervisors shall refer the matter to the next higher authority as necessary. All employees shall have the right to appeal to the next higher authority if they are dissatisfied after having fully communicated concerns or problems to the immediate supervisor. All matters to be submitted to the Tribal Chief shall first be brought before the Director of Schools.

#### Leave Policies

All education employees are subject to the leave policies for contract employees as outlined in the Administrative Personnel Policy & Procedures. Twelve-month employees of the Choctaw Tribal School System earn leave according to the tribal personnel policy. **Any revision of the Administrative Personnel Policy & Procedures regarding leave will supersede any current Choctaw Tribal Schools policies.**

Personal leave is accrued based on the number of years of employment with the MBCI. Instructional personnel may not take personal leave during the first two weeks or the last two weeks of the school year; nor may they take personal leave the day before or the day after a holiday. Except under extraordinary circumstances, personal leave may not be taken on the Friday following pay day.

Forms or electronic form submission requesting Annual Leave or Personal Leave must be submitted at least two (2) work days prior to the actual dates of the leave. Requests for Sick Leave **in excess of two (2) working days** must be supported by a medical certificate from either a physician or an Indian practitioner.

Supervisors must submit the name of the employee to human resources when the employee misses three (3) consecutive days of work due to sick leave, whether the employee has leave or is away without leave. Supervisors must also submit the names of employees who consistently miss over 24 work hours intermittently (i.e., not all at once) during a pay period (with a medical excuse). Supervisors should never ask personal health questions, although the supervisor may request the proper fitness for duty form to be completed by the physician before the employee may return to work duty. Issues regarding fitness for duty are handled by the Office of Human Resources. See information on Family Medical Leave Act (FMLA) in the Administrative Personnel Policy & Procedures or call the Office of Human Resources for more information.

When an employee retires or leaves the Choctaw Tribal School System, he or she will not be paid for any unused sick leave, although the employee may transfer up to 100 hours of sick leave to his spouse, child, parent, or sibling who is also an employee of Tribal Government Services Division.

Employees are entitled to two (2) paid days of bereavement leave for the death of immediate family members (as the term is defined in the Administrative Personnel Policy & Procedures and subject to the restrictions in said policy).

Absences for professional meetings or training must take into consideration the good of the students and the school. Attendance at such events is contingent upon such factors as numbers involved, expense to the district, and amount of time away from the school. All requests for attending workshops, conferences, training, or other professional meetings must be submitted in writing and approved by the Principal and the Director of Schools.

The Choctaw Tribal School System encourages and assists employees who are tribal members to earn college degrees. With the approval of the Principal, Assistant Director of Schools, Director of Schools, and the Tribal Chief, CTS tribal member employees may be granted administrative leave for attending college classes, provided the leave does not disrupt the school's instructional program. When such leave is granted, employees will work on their college assignments on their own time – not during work hours at their work sites. As with all other employees, all tour-of-duty hours must be devoted to the responsibilities of the employee's position.

At various times throughout the year, the tribe holds certain events for which Administrative Leave is granted. A memorandum from the Tribal Chief will be issued regarding the amount and conditions of any Administrative Leave granted. This leave must be approved by the supervisor prior to any employee leaving their duty station and applies to all non-essential personnel. Essential personnel are granted this leave only at the discretion of their supervisor. All 210-day contract CTS employees are considered essential for the purposes of administrative leave because they work only when students are present and provide student services. Any essential employee who wishes to attend such events will be required to sign personal leave. All other CTS personnel, whose contracts are more than 210 days, may attend such events at the discretion of their supervisor, provided they are not providing services to students on that day or at the time granted. Any individual who is performing or assisting in such tribal events must provide a letter from the event coordinator to ensure their presence is required and will be granted administrative leave regardless of their status as essential or non-essential. Any administrative leave specifically granted for the Choctaw Tribal Schools System is granted to all CTS employees, regardless of their status as essential or non-essential (e.g., when administrative leave is granted to CTS on the last day of a semester after students are released).

#### Wellness Policy

The Choctaw Tribal School System has adopted the Wellness Policy published by the Mississippi Department of Education and approved by the Choctaw Tribal Council as official policy and guidance for school programs, activities, and curriculum. This policy includes goals for nutrition education, physical activity, and other promotions of student wellness, as well as guidance/requirements for school meals,

snacks, refreshments, and food-sales. All schools will follow the guidelines established in this policy. All schools will also closely follow accreditation guidelines for physical education time and activity.

#### Deliveries at School

Schools will not accept deliveries of flowers, candy, gifts, and other such items at any time.

#### Notification of Non-renewal of Contract

In compliance with Choctaw Tribal Council Resolution 41-91 (as amended by CHO 08-054), employees shall be duly notified of contract non-renewal according to the following terms:

- Principals shall receive written notice of non-renewal on or before March 15.
- Any other education contract employee (administrators, support staff, and classroom staff) shall receive written notice of non-renewal on or before the first Friday in April.
- The failure to give timely notice of non-renewal does not automatically renew the contract and does not give the employee any right of renewal or any cause of action for non-renewal.
- It is the responsibility of the principal or supervisor to inform the employee in person with a written document informing the employee that his or her contract will not be renewed.
- It is the responsibility of the employee to maintain their educator license. In order to be issued a contract for the upcoming school year, certified employees must have an active Mississippi Educator license for the upcoming school year by the last Friday of April. Failure of certified staff to maintain their teaching license can result in the position being advertised and the staff member having to re-apply. In the case of a PERS license being applied for, which can only be procured after license expiration, the individual must submit a letter stating the PERS license is being requested.

### **Benefits**

#### Salaries

Employee salaries are based upon the uniform MBCI Education Compensation Plan. Employees earn incremental increases for experience and may be awarded merit increases for exceptional job performance. All education-contract employees are paid their salaries in pro-rated, bi-weekly installments over a 12-month period.

Salaries are based on level of education license and years of experience as an educator. Newly hired employees may count only ten (10) years of experience outside the Choctaw Tribal Schools for salary purposes. Allowable experience includes years working as an educator at any accredited school or college.

During the period of a valid contract, an employee's salary will not be adjusted to reflect increases in certification levels, additional college hours, or other personal improvements. Such a salary increase will be part of the next year's regular contract.

Certain deductions to an employee's paycheck are mandatory, such as federal and state withholding taxes and social security. The employee may also participate in the tribal 401K retirement fund program, insurance options, the Choctaw Community Fund, and other personal deductions. Information about these programs is available through the appropriate tribal offices. Any change in the employee's withholding status, name, or address must be reported immediately to the MBCI Human Resources office. All other payroll or deduction changes should be submitted to the payroll department located in the MBCI Office of Finance and Accounting.

#### Employee Benefits Package

The Mississippi Band of Choctaw Indians provides a comprehensive benefit package to all employees. To determine your eligibility, please contact the MBCI Risk Management Office at 601-650-1579. Employees may review the benefit offerings at [www.choctaw.org](http://www.choctaw.org).

The Mississippi Band of Choctaw Indians provides workers' compensation coverage to all eligible employees in accordance with the State of Mississippi Workers' Compensation Rules and Regulations. Employees must report any work-related injury or work safety hazard to their supervisor immediately.

## **B. PROFESSIONAL DEVELOPMENT RESOURCES**

### **Orientation and Job Description**

All newly hired employees, including transfers within the Choctaw Tribal School System or other tribal government programs and enterprises, are required to attend orientation. Orientation is held at the Risk Management office each Monday after payday beginning at 8:00 a.m. Staff members are required to submit to a background check before employment and participate in the tribal orientation and local school orientation within the first month of employment. These orientations are meant to help employees familiarize themselves with their job description, complete necessary paperwork, learn employment requirements and have any questions answered regarding their employment. Instructional staff will be assigned a local school mentor for guidance during their first year of employment. Immediate supervisors will provide clarification of all job duties.

### **Personnel Evaluations**

Principals, Program Coordinators, and other supervisors are expected to regularly monitor and evaluate the job performance and personal work habits of all employees. Informal evaluations will be conducted throughout the year. At least once each semester, supervisors will conduct a formal Employee Evaluation for every employee under their supervision. The forms used for these evaluations are available in the principal's office at each school.

Every staff member will receive periodic evaluations from the supervisor. These evaluations are conducted for the following reasons: (1) to evaluate the professional competency of the staff; (2) to improve school programs; (3) to identify in-service or training needs; (4) to consider individuals for transfer or promotion; (5) to assess personnel selection practices; (6) to plan individual staff member improvement programs as necessary; and (7) to recognize contributions and efforts of staff. District staff or education consultants may assist in mentoring and employee development. Evaluations are intended to help the employee in their professional development. All employees, with guidance from their supervisor, will have a Career Development plan that is updated at least annually.

Employees who need assistance in fulfilling the duties of their job as outlined in their job description, should first receive counseling, job training and support. If job performance does not improve, corrective action plans and probation may be recommended. If and when the supervisor receives notification that an active staff member has an unfavorable incident show up on a background report, the supervisor should inform the employee of the report, and could be warned, suspended or terminated based on the number of incidents and the severity of the incident itself.

### **Professional Development Program**

A variety of professional development activities are planned for the school year. All staff members are **required** to participate in these activities for their own personal professional growth and for schoolwide and districtwide communications. Any staff member requesting to attend a professional development session outside of the school district is required to submit the request on approved request forms and have their supervisors' approval prior to submitting the request to the district office. Requests will be reviewed based on the school improvement plans, the director's approval, and available funds.

Staff members who have attended conferences, workshops, or other professional meetings are required to submit a brief information summary to their supervisor upon their return to work and may be asked to present information at professional development activities. This report should include highlights of the meeting and what benefits the employee gained from attendance.

In order to cause as few disruptions in the school program as possible, employees are limited to attending one self-selected workshop or professional development opportunity that takes place on instructional days. (One workshop or training may include more than one day if approved by supervisor.) This does not include training or professional development that is assigned by the school or program. Certified staff members are encouraged to use summer opportunities, online and evening courses, and weekend meetings to earn CEUs necessary for license renewal.

### **National Board Certification**

The National Board for Professional Teaching Standards (NBPTS) offers certification of teachers in specific licensure areas. National Board Certification is a rigorous process that only the best, most committed teachers can attain. Certification for NBPTS in all licensure areas contains a teaching component, which requires teachers to document their work with students. In order to encourage the standard of excellence among the teaching staff, the Choctaw Tribal Schools will follow the guidelines of the Mississippi Department of Education in offering incentives for teachers who achieve National Board Certification. To that end, Choctaw Tribal Schools will offer the following guidelines for providing incentives for teachers who achieve National Board Certification:

- Eligible teachers holding NBPTS certification will receive a salary supplement of \$6,000 for each year of the life of the NBPTS certificate.
- The salary supplement for the first year of achieving NBPTS certification will begin with the date of the letter announcing certification, when the certification actually is awarded, and be prorated for the remainder of the year.
- Counselors, librarians, and speech pathologists are considered classroom teachers.
- Choctaw Tribal Schools recognize that speech pathologists work with students in a clinical setting, and the American Speech, Language and Hearing Association governs training for this purpose. Therefore, speech pathologists, who have achieved ASHA Certification, will receive the same salary supplement as NBPTS teachers.
- The Choctaw Tribal Schools recognizes counselor certification offered by both the NBPTS and the National Board of Certified Counselors for granting new salary supplements or for renewal of existing national counselor certification.

It is the teacher's responsibility to initiate the NBPTS certification process, to pay all costs and fees during the process, and to spend his or her own personal time in the pursuit of certification. When certification is successfully achieved, the teacher should notify the local school principal, who will recommend the pay increase.

To encourage and assist teachers who wish to work through the National Board Certification process, the Choctaw Tribal School System has a Central Office staff person assigned to the program. For more information regarding National Board Certification, contact at 601-663-7640.

### **District Resources**

The Department of Schools Central Office is open daily, throughout the year, from 7:30 a.m. until 4:30 p.m. Housed at the Central Office are the Title I, Exceptional Education, Technology, Curriculum, Registrar, Choctaw Language, and Business offices. For more information, contact the Department of School at 601-650-7302.

### **Technology Expectations for Teachers**

The Choctaw Tribal School System expects all instructional staff to be proficient in the use of technology as a tool for learning and to become familiar with the variety of software programs utilized in the school district. All staff should be proficient in the use of email, the approved teacher evaluation software, the approved lesson planning software, Microsoft Office applications, and the district student level database.

## C. PROFESSIONAL CONDUCT AND ACCOUNTABILITY

### Documenting Employee Attendance

All local school staff will follow a daily work schedule of 7:30 a.m. until 3:30 p.m. All staff members will eat lunch and breakfast with students. Employees must go to the cafeteria unless otherwise assigned by the principal. (See School Cafeteria for more information).

Both certified and non-certified employees must call in to their supervisors by 6:00 a.m. on any day that they will be absent from work, if previous notification has not been made. Employees must personally call into their supervisor by the time their work days begins if they know they will be tardy to work. If a non-exempt employee does not call in they will be charged leave without pay until they report to work. Exempt employees who do not call in will receive disciplinary action. Employees who did not call in tardy and then report to work must meet with the supervisor prior to beginning their work day. Employees who work shifts other than 7:30 a.m. until 3:30 p.m. must call in at least 2 hours prior to the beginning of the shift. Employees who are absent and fail to call in may be subject to disciplinary action.

**Employees are expected to be at their assigned work sites and duty stations at the starting time for their day.** If an employee is tardy three (3) times, the supervisor will issue a written warning using the current Corrective Interview Record form and process (including evidence of counseling and a career development plan to assist the employee in improvement in their job); a Corrective Interview Record and corresponding paperwork will be filed for each subsequent tardy. The fourth tardy will result in a Corrective Interview with a written reprimand and the fifth tardy will result in a Corrective Interview with a recommendation for probation (ninety days); if an additional tardy occurs during the period of probation, the employee may be recommended for termination. Supervisors file all recommendations for the Tribal Chief's decision to Human Resources through the Director of Schools.

**Employees must not leave their assigned work site without proper authorization from their supervisor.** If an employee is AWOL (Away Without Leave – this includes being tardy and not calling the supervisor) three times, the supervisor will issue a verbal warning, with a counseling form. If the employee is AWOL a fourth time, a counseling and corrective interview will be held. After the corrective interview, if the employee is again AWOL (fifth time), the employee will be recommended for probation (thirty, sixty, or ninety days). If the employee is AWOL during the period of probation, the employee will be recommended for termination. **Employees must sign out and clock out when they leave their work sites for any personal reason during the day. Except for routine work duties which are pre-approved by the supervisor, employees must have their supervisor's approval before leaving the work site.**

### Employees will clock-in and clock-out according to the following guidelines:

- Employees must immediately clock-in when they arrive for work.
- Failure to clock-in and clock-out may result in leave-without-pay and/or corrective action.
- Employees shall be responsible for clocking-in and clocking-out for themselves only.
- If an employee has trouble clocking-in or out they must inform the timekeeper and their supervisor immediately.
- Employees who falsify their time, or who clock-in or clock-out for another employee will be subject to immediate corrective action.
- Employees who have their time card clocked-in or clocked-out by another employee will be subject to immediate corrective action.
- Employees must clock-out when they leave their worksites for any reason and clock-in again immediately upon return (doctor's appointment, etc.) with approval of the supervisor to be away. In special situations (workshops, travel, field trips, extracurricular activities, etc.), time will be adjusted with the supervisor's concurrence and signature.
- **Employees who arrive late for work may not stay after their usual clock-out time to "make up" the time missed by their tardiness.**



- Employees must use the timeclocks at their place of employment to record their hours of work, unless there is advance written permission given by their supervisor which justifies a clock in or out at a different location.
- Non-exempt employees are required to clock in and clock out for lunch breaks. The designated lunch hour is from 12:00 noon until 1:00 p.m. Any employee needing to alter lunch breaks must gain prior approval from their immediate supervisor. The timeclock punches should reflect the actual time the employee was on their lunch break and must NOT be adjusted.
- There may be a rare and infrequent occasion where a manual punch is required for an employee. If there is an occasion that requires a manual punch, there should be written communication between the employee, timekeeper, and supervisor that justifies and documents the manual punch (see Missed Punch form).
- Leave requests should be submitted in time system after communication with supervisor and per policy prior to taking leave. Supervisors must ensure leave requests are submitted and approved in a timely manner. Leave requests should not be submitted in time system at the end of the pay period or after the fact. If at the end of the pay period an employee has not submitted leave and has any time unauthorized, the supervisor may authorize the department's time and attendance clerk to input leave if the employee has any or input as leave without pay per attendance policies.
- Time cards should not be left unreconciled prior to close of the pay period.
- Employees, supervisors, and timekeepers should have all timecards verified and approved by noon on the Tuesday following the end of the pay period. Once timecards are locked, edits are not allowed until regular payroll is completely processed. If time cards corrections are made after regular payroll is processed, payment for the correction may be included as part of the next payday.

Principals/Supervisors must carefully monitor employee schedules to ensure that teachers do not have more than one planning period during the day. Teachers are expected to use library, music, physical education, drug education, and similar times when students are out of the classroom as planning periods, or be assigned duty or tutoring if scheduling results in more than one planning period on specific days of the week. Supervisors must verify time each time period in the time system.

It is understood that employees on a school staff are an important part of the larger community. Working at school events to support the students and their accomplishments is expected beyond regular working hours.

### **School – Home Compact**

Because we believe that the education of every student must be a partnership between the school and the home, we make this compact to demonstrate our acceptance of our shared responsibilities. By the school's presentation of this compact in this handbook and by the parent/guardian's signature on the enrollment application (handbook agreement statement), we hold ourselves accountable to each other to do our very best in providing an educational system and a home environment that will promote learning and achievement.

The school agrees to the following:

- to provide high quality curriculum and teaching
- to demonstrate high expectations of all students
- to maintain a supportive and safe learning environment
- to offer individual parent-teacher conferences at least once a year
- to provide frequent reports on student progress, in addition to regular report cards
- to welcome parents as visitors, observers, or volunteers in reasonable settings
- to offer a variety of parent meetings each year, with childcare provided

Parents and Guardians agree to the following:

- to encourage and monitor regular school attendance
- to encourage and monitor the completion of homework and other assignments

- to monitor the child's rest, encouraging healthy patterns of sleep
- to monitor television viewing, establishing appropriate limits
- to encourage positive use of extracurricular time
- to volunteer, if possible, to help in school class or extracurricular events
- to attend parent meetings whenever possible

## **Professional Conduct**

An educator shall abide by federal, state, and local laws and statutes and tribal policies. Unethical conduct includes, but is not limited to, the commission or conviction of a felony or sexual offense. As used herein, conviction includes a finding or verdict of guilty, or a plea of *nolo contendere*, regardless of whether an appeal of the conviction has been sought or situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

In the community, the reputation and credibility of the schools depends greatly upon the reputation and credibility of employees. All employees are expected to demonstrate high ideals of morality and integrity in their personal lives, including during non-school hours. Employees who fail to meet this standard will face corrective action by their supervisor.

## **Educator/Student Relationship**

An educator should always maintain a professional relationship with all students, both in and outside the classroom.

Ethical conduct includes, but is not limited to, the following:

1. Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of teacher/student authority while expressing concern, empathy, and encouragement for students.
2. Nurturing the intellectual, physical, emotional, social, and civic potential of all students
3. Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
4. Creating, supporting, and maintaining a challenging learning environment for all students

Unethical conduct includes, but is not limited to, the following:

1. Committing any act of child abuse
2. Committing any act of cruelty to children or any act of child endangerment
3. Committing or soliciting any unlawful sexual act
4. Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability
5. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs
6. Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationship with a student.

## **Communications with Parents and Students**

All staff are expected to record all personal communication to parents in the district-approved parent engagement system. This record is an important part of accountability and ensures administrative staff are informed of communication with parents/guardians. General memos sent to all students are not required to be logged into the student information system.

New technologies, such as social networking tools, provide exciting ways to collaborate and communicate. Nevertheless, we must exercise care to be sure we use such tools with students and parents in ways that are both age-appropriate and consistent with the mission of the school. School faculty and staff are expected to behave honorably in both real and virtual (online) spaces. Activities which are improper, unethical, illegal, or which cause undue discomfort for students, employees, parents, or other members of the school community should be avoided in both physical space and cyberspace.

Related to class use and course work, all media must be approved by the schools' principal and IT department and run through the school network. Online courses that have built in message systems can be monitored by district administrators. These message systems only allow for teacher-to-student messages related to the course content. Staff may communicate with students through the school monitored email systems. **Staff text messaging a student on a personal phone is not a school approved use of media.** Staff may communicate with adult parents/guardians via cell phone and or text messages.

After a student graduates, Choctaw Tribal School System urges that staff members use discretion and good judgment when "friending" alumni who may still have siblings in the school, alumni who may be connected with current students, or alumni who are under the age of eighteen (18).

In compliance with the Family Educational Rights and Privacy Act of 1974, the Choctaw Tribal School System has a responsibility to safeguard students' personally identifiable information (PII) and educational records, including but not limited to attendance, grades, and behavior. **Staff are not to disclose student information to school officials who do not have a legitimate educational interest or to other adults who do not have legal guardianship of a student.** Before any school records will be released to third parties (colleges, potential employers, etc.) who have requested copies of a student's school records, written parental consent is required, or the written consent of the student who is 18 years of age or older. Requests for records to be disclosed to persons other than a parent/guardian must be directed to the school counselor.

### **Acceptable Use of Internet and Social Media**

Staff are required to abide by the Acceptable Use / Internet Use Policy as outlined in new employee forms which are signed and explained during local school orientation, and as listed below. Staff should never log in as another employee nor allow anyone access to their secure log in information. If your secure log in information is compromised, please contact the district network administrator for a new password. All school staff are required to abide by the internet and social media policy even if they do not access the tribal school's network or email. Staff are encouraged to submit school related pictures and information about their class or program to the district approved staff charged with posting social media information, but staff are not approved to personally post student pictures, content, or personally identifiable information on their personal accounts.

Because school staff must grade student work, evaluate students or provide feedback in ways that friends do not, **employees may not "friend" a student on social media.** (Exceptions to this would include staff members who are relatives of a student. Even in this case, caution should be used in what is shown and discussed on social media sites.) **Staff should never communicate with students through personal texting, personal email or personal social media.** If the school district believes that an employee's activity on a social networking site, blog, personal website or cell phone may violate the school's policies, the school may request that the employee cease such activity. Depending on the severity of the incident, the employee may be subject to disciplinary action. See Social Media Policy for MBCI.

### **Internet Use Policy**

Internet and network access are provided to the students and staff at Choctaw Tribal Schools. Computers, laptops, tablets, and other electronic technology are tools with which to perform research, retrieve information, compile data, and create documents related to education. Students are expected to report any problems with the technology equipment they have been assigned to use. Teachers will be responsible for educating students on safety related to Internet usage and are required to monitor student activity according to the policy. This will be documented in lesson plans.

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. **Staff should NEVER share their secure login information with anyone.**

### 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. System administrators have access to all mail.
- 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 by the Following:

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

### Computer Lab/Classroom Technology Usage

- Staff members assigned to a group of students are responsible for monitoring and overseeing their network and internet activity.
- No food or drinks allowed around electronic devices.

### Consequences of Unacceptable Use Are:

- 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.

### **Duty Assignments**

Principals will assign staff members to student supervision as required to ensure student safety, during breakfast, lunch, bus loading and unloading, extracurricular activities, hall monitoring, and other determined times and locations identified. At Choctaw Central High School, the principal or an assistant principal, along with other assigned staff, will be present to supervise students during breakfast and lunch periods every day. CCHS teachers will walk their classes to and from the cafeteria for lunch period and supervise students during the lunch. Teachers are required to have a list of their current student roster with them at all activities that require them to be away from the classroom supervising students.

### **Dress**

School staff are not required to wear uniforms; however, any staff person may wear school uniforms if he/she chooses. All staff are expected to dress professionally and appropriately which includes the employee issued badge/identification. No jeans or t-shirts may be worn. Apart from physical education and athletic department staff, no staff members may wear any type of athletic wear, including sweat shirts/pants, wind suits/warm-up suits, and other similar attire. No "scrubs." No leggings without a top that falls below the hip line. Female teachers must exhibit professional modesty, including not wearing low-cut tops.

Certain programs, such as Food Services, Dormitory, Facilities and Maintenance, Security, and School Transportation may require their employees to wear uniforms.

Principals may occasionally designate a special day to allow a deviation from the dress code for students and staff. These days will be announced and promoted prior to the date. No sleepwear or underwear worn outside the clothing is allowed on any day, including both students and staff. Non-school personnel who accompany students on field trips or extracurricular activities are expected to comply with appropriate standards of dress.

No staff will be allowed to wear hats or head covering indoors.

### **“Hickeys” and “Passion Marks”**

All staff members must be acceptable role models for Choctaw youth, and the presence of “hickeys” or “passion marks” is a distraction and is not allowed at work. Any staff member who reports to work displaying these marks will be counseled by his or her supervisor or principal, and appropriate action will be taken as necessary, including the following:

- At the first offense, the employee will be given a written warning and a copy placed in the employee’s personnel file.
- At additional offenses, the employee may be asked to take leave (or leave without pay if the staff does not have leave) until the mark has cleared or may be recommended to the Tribal Chief to be suspended without pay.

### **Keys**

Employees are issued keys for their designated areas as necessary. Keys are the property of the school and are not to be duplicated; all keys must be turned in to the principal/supervisor at the end of the school year. Employees are required to report to their supervisor within 24 hours of any lost or misplaced keys.

### **Activities Beyond the Workplace**

When an employee’s outside activities – whether other employment or personal activities – interfere with or otherwise affect an employee’s job performance or effectiveness, the employee’s supervisor should take administrative action to address the problem. Contract employees in the Choctaw Tribal School System may not take employment that requires working after 11:00 p.m., Sunday through Thursday. Full-time employees are required by tribal personnel policies to receive permission from the Tribal Chief before taking a second job or other supplementary employment.

### **Workplace Relationships**

Professional friendships and relaxed interpersonal relationships are encouraged among staff members. However, relationships that advance to courtship, on-the-job romance, or inappropriate physical contact are prohibited at any time during the work day.

### **Intellectual Property**

The Choctaw Tribal School System employs outstanding professionals who have developed high quality products of excellence in such areas as curriculum, instructional design, software and computer programs, and other education-related matters. Many of these products are of such high caliber that they are sought by companies, consultants, and individuals for their own uses. Employees of the Choctaw Tribal School System are reminded that the unauthorized sharing of intellectual property is unethical and, in many cases, illegal.

The Choctaw Tribal School System and the Mississippi Band of Choctaw Indians retain all rights to ideas, processes, procedures, and material used in developing or providing products and/or services in the Choctaw Tribal School System. Employees are prohibited from sharing in any form (copied, hand-produced, electronic, spoken, or other) the products or service designs developed by CTS/MBCI

programs and employees with any company representative, consultant, or other non-CTS/MBCI individual.

### **Liquidated Damages**

Liquidated damages is a provision allowing for the payment of a specified sum in case of breach of contract. Any certified staff member who submits a late resignation will be subject to the following liquidated damages:

- Resignations received July 1-14 will be charged 8% of their current salary
- Resignations received July 15-31 will be charged 10% of their current salary
- Resignations received August 1st will be charged 15% of their current salary
- Resignations received thereafter, will be charged 20% of their current salary

The penalties for late resignations may be waived if it is determined that the cause for the late resignation is due to catastrophic reasons, e.g., transfer of spouse (employment), illness of immediate family member, death of immediate family member.

## **D. DUTIES / EXPECTATIONS**

### **Cultural Awareness**

As part of working in the Choctaw Tribal School System, employees are expected to develop an understanding of the language and culture that is uniquely Choctaw. To this end, new non-Choctaw employees of the Choctaw Tribal School System are required to take a one-semester course in Choctaw language and culture during their first year of employment. This course is offered free of charge during non-school hours through the school district's professional development program, or the course may be arranged at the employee's expense through Mississippi State University. This requirement applies to all personnel, whether part-time or full-time, including tutors and other instructional enhancement teachers.

### **Responsibility for Student Supervision**

All staff members, including para-professionals and support staff, share an ethical responsibility for supervision of student behavior that ensures the students' well-being and safety. This supervision is applicable in classrooms, corridors, restrooms, and all other areas of the school premises. Responsibility for supervision also extends to field trips and other school sponsored off-campus activities. When students are traveling for any event via school bus, the head coach(es), sponsor(s), and chaperone(s) assigned, must accompany the students on the bus. This includes sports teams. In addition, all coaches of any sport are required to have a Commercial Drivers License (CDL) in order to provide both supervision and transportation of our sports teams. This is also required to alleviate bus driver shortages for regular daily bus routes when teams travel early in the day.

It is imperative for student safety that a familiar adult who has access to the student's school records via NASIS be present in the event of any kind of incident. Staff members who accompany students on field trips or other student travel must make certain that students attend those activities to which they were sent.

### **Supervision of After School Events**

Any teacher or coach conducting after school activities has responsibility for supervising students participating in those activities. This responsibility continues, following the activity, until all students leave the campus, or until students are released into the custody of the parents/guardians.

### **Lesson Plans**

Teachers will write daily lesson plans according to the guidelines established by their local school principal. Failure to submit original lesson plans as required is cause for disciplinary action.

## **Substitute Teachers**

As soon as a teacher knows that he or she will be absent from school, the teacher should notify the principal so that arrangements can be made for a substitute teacher. Principals should always be notified by 6:00 a.m. on the morning of a teacher's absence. Teachers should have an identified "substitute folder" on his/her desk at all times containing at least 5 days of work in the case of an emergency or an instance that causes extended unexpected absence. The substitute folder should be updated regularly to match the standards being taught. When teachers have planned absences, they should prepare lesson plans which continue the regular classroom program of study as closely as possible. Local school principals may have additional expectations for their staff in regard to leave requests, substitute lesson plans, and regular lesson plans.

When possible, the teacher should notify the principal the day before the expected return to class. Program regulations prohibit the use of tutors or special education personnel, as substitute teachers, whether for a full day or for just one or two periods.

## **Classroom Management Plan**

1. All staff should be courteous and kind to all other school employees at all times.
2. Only principals and assistant principals are permitted to issue corporal punishment as outlined in the parent/student handbook. Other staff may be asked to be a witness of the punishment.
3. Teachers should maintain professional relationships with students at all times.
4. The day's objectives and homework must be posted on the board.
5. Minimum classroom rules and consequences must be posted.
6. Classrooms should be neat and organized.
7. All students should be on task at all times.
8. Teachers should be consistently interacting with students and moving about the classroom.
9. Bulletin boards should be current and demonstrate current student work (changed at least once a month).
10. Teachers should show consistency in student discipline and in adherence to the school discipline plan.
11. Teachers should work with the school principal to establish classroom expectations which are in line with schoolwide expectations regarding student behavior.
12. All staff should clearly communicate expectations for students, explaining and training students regarding positive and negative consequences so students better understand the schoolwide behavior plan and learn to work toward a positive classroom atmosphere, which includes consequences but also positive behavior supports and recognition.
13. Teachers should demonstrate use of creative and innovative teaching methods.
14. Teachers are required to maintain an electronic and paper copy of all grades and attendance for students they teach. The electronic data should be entered in the student information system on a daily basis and the paper copy or book should be turned in at the end of the school year for official record.
15. Teachers are required to put a minimum of 2 grades in the grade book per week for each course.
16. Teachers are required to sign off that the grades in their gradebooks (paper & electronic) match. Their signature also verifies that the grades reflect the student's true performance on the grade and/or course standards. Electronic input of grades will be periodically monitored by administrators and on the parent portal. Failure to electronically input grades on a regular basis will be noted on the teacher's formal evaluation.
17. Teachers should show evidence of Mississippi College and Career Readiness Standards instruction.
18. Teachers should show evidence of preparation for state assessments and objective instruction.
19. Teachers are expected to maintain an up to date visible fixed assets inventory of classroom equipment. A 10% random audit will be conducted each semester. All fixed assets must be signed off by an administrator at the beginning and end of the year. CTS Property & Supply must have a copy of all Fixed Asset lists.
20. Teachers will follow the chain of command in all matters.

21. Teachers should utilize the Instructional Aide in classroom management and planning, and to promote an effective learning environment.
22. Teachers and Instructional Aides should turn in lesson plans and reports as required.
23. Teachers and Instructional Aides must not leave their classrooms while students are present.
24. Instructional Aides are present to assist in instruction. Instructional Aides should conduct learning exercises with individuals and small groups.
25. Instructional Aides will work cooperatively and effectively with all staff members.
26. Instructional Aides will assist the teacher in the implementation of the classroom management plan.
27. Instructional Aides will assist the teacher in taking students to the cafeteria, will eat in the cafeteria when the students eat, and will assist the teacher in taking the students back to the classroom.
28. Instructional Aides will follow the chain of command in all matters.
29. Staff members must not make social visits during instructional time or in instructional settings.
30. Teachers and Instructional Aides will monitor student dress for compliance with the student dress code as stated in the Parent/Student Handbook.
31. Staff are required to document all parental contacts.
32. It is the responsibility of the principal or supervisor to ensure that all policies and procedures in the CTS Staff and Parent/Student Handbooks are monitored and enforced.

Violation of any, but not limited to any, of the above policy or any CTS or MBCI policy are subject to disciplinary action.

### **Monitoring the Grade Book**

- Teachers must input grades into NASIS weekly.
- There should be a minimum of 18 grades per 9 weeks for each course.
- There should be evidence in the grade book in NASIS that relate to the Mississippi College and Career Readiness Standards.
- Grades for all students, including students receiving services in the Alternative Education Program, must be finalized, verified, and posted according to the deadlines set for issuing report cards and progress reports.
- Teachers are not authorized to recalculate previous nine weeks grades to help a student improve their grades or achieve a passing grade.

### **Monitoring Student Attendance**

Each school principal will designate staff member(s) to run reports and monitor attendance in the student information system to ensure data is accurate and up to date. Specifically, the attendance clerk will be responsible for recording student check in/out in the student information system, which will include a record in the system of the person who checks out the student. At CCHS and CCMS attendance must be taken after every class change or when any transition occurs. The local school NASIS administrator in conjunction with the district NASIS administrator will be responsible for ensuring monthly review and cleanup of attendance data.

Staff responsible for recording student attendance, including teachers and attendance clerks, must accurately record attendance for each student every day, beginning with the first date of the student's enrollment. When a student is absent from class, the appropriate attendance code must be recorded. Attendance codes include check-ins/check-outs, absences, or exempt (not present in class, but exempt from being counted absent).

When a student has accumulated three (3) unexcused absences and/or five (5) unexcused late checkins/checkouts to school, or has additional unexcused absences after the first referral, the classroom teacher must contact the guardian regarding the reason for the absences and refer the student's name to the school counselor and/or staff assigned to monitor truancy. School truancy staff will refer the student's name to the district attendance officer at any point during the school year when the student has five (5) unexcused absences and/or unexcused late check ins/checkouts which have accumulated to the same number of absences. Continued monitoring of attendance by the classroom



teacher, administration, home/school liaison, and truancy officer for student(s) having five (5) unexcused absences and a referral to truancy should be documented with additional documented home visits, phone calls, and completion of an Indian Child Protection Referral (ICPR) until contact is made with the parent/guardian and a documented parent conference held.

### **Alternative Education Program**

The home school will retain the enrollment and maintain student records in the student information system, including grades, attendance, etc. for students assigned to the Alternative Education Program. The home school will provide pertinent student records, including grades, attendance, health, etc., to the Alternative Education Program staff to ensure student safety and continuity of services. The home school may also provide lessons and assignments to support the student's academic progress, as determined by the Alternative Education Program staff and the home school principal.

### **Recording Student Behavior Incidents**

Student behavior events will be logged in the student's Behavior Tab in NASIS by a school administrator or his/her designee. These recorded behavior events may be used as documentation should the student be referred to the District Discipline Review Committee or appeal a disciplinary decision.

### **Home Visits and Community Involvement**

Teachers and instructional aides, in cooperation with support staff, should make documented visits to the homes of students who are determined to be at risk or in danger of failure or who have attendance problems. Principals and/or assigned administrators will monitor documentation of visits through the student information system and follow-up by documenting student truancy as a behavior referral in the system according to the attendance requirements established in the parent/student handbook. Documentation of these required visits will be part of each teacher's annual performance evaluation.

All staff members are encouraged to participate in the activities of the Choctaw communities. To achieve community-based support, teachers and administrators must establish and maintain communication with parents, guardians, grandparents, and other community members. Attendance at festivals, the Choctaw Indian Fair, ball games, and other activities, as well as appropriate social events, is an important link to the community.

### **School Cafeteria**

All instructional staff are expected to eat with students in the cafeteria and to help in student supervision. If a staff member chooses to purchase a meal, ticket sales are handled at specific locations and times as identified by the school principal. The prices for meals for 2025-26 are as follows: Breakfast \$4 per meal and Lunch \$5 per meal.

Soft drinks and similar beverages **may not** be brought into the cafeteria unless they are in a generic container such as a thermos or an unlabeled cup – no outside cans or bottles. Although staff members are welcome to bring their lunches from home, packaged restaurant food items may not be brought into the cafeteria.

Staff members who eat in the cafeteria with students and assist in the cafeteria supervision of students may leave for the day at 3:30 p.m.; staff members who do not eat with students or help in cafeteria supervision (only with approval from the supervisor) must work until 4:00 p.m.

### **No unauthorized individual is permitted in the kitchen area or in the serving area at any time.**

School cafeterias will close at 7:50 a.m. each school morning. Students arriving after 7:50 a.m. will not be served breakfast, with the exception of students arriving on a late bus.

At Choctaw Central High School, the Principal or an Assistant Principal, along with any other assigned staff, will be present to supervise students during breakfast and lunch periods every day.

#### **CCHS Lunch Period Teacher Responsibilities**

- Teachers must record class attendance before going to the cafeteria.

- Teachers who have classes assigned to second lunch will not release their classes until the second lunch bell has sounded.
- Teachers will escort their classes to and from the cafeteria as a class.
- Teachers will take their attendance books with them to the cafeteria to account for students in case of an emergency.
- Teachers will immediately report any student non-compliance to an administrator on duty in the cafeteria.
- Teachers will not leave the cafeteria until all their assigned students are present and accounted for.
- The school principal will assign cafeteria duty to staff to ensure that students are properly monitored at all times.

### **Student Cumulative Folder Policy**

Teachers and principals will work diligently to ensure that student information in cumulative folders and permanent records is accurate and timely. Established district guidelines for documentation and recording new information must be strictly followed. Occasional audits by the district Registrar's staff will be made in order to ensure compliance in recordkeeping. Detailed information regarding student records is available from the district Registrar's Office.

### **End-of-Year**

No teacher or other instructional staff member will be dismissed at the end of the school year until he or she has met with the school principal and cleared the End-of-School Checklist. All books, equipment, keys, and other materials must be returned to the school before the Checklist can be cleared. Teachers and all other employees must be careful to remove all personal items from their work area at the end of the school year. The Choctaw Tribal School System cannot be responsible for items left in classrooms and other work areas. During non-school times, workers may remove all items from rooms for cleaning and servicing the area.

## **E. COMMUNICATION**

### **Mailboxes/Email**

Every teacher has a mailbox in the teacher workroom. Each morning, staff members should check this or the supervisor's approved means of important communications from the office. Mailboxes or email communication are also provided for inter-office correspondence and out-going mail. The distribution of chain letters and the like is expressly prohibited, as is the sending of unsigned materials. **Permission from the school principal or the Director of Schools must be obtained before distributing flyers or promotional information through school system mail boxes or other mail outs to staff or students.**

Incoming and Outgoing Mail shall be sorted and/or handled only by the secretary or the principal's designee. Regulations regarding electronic mail (email) include those stated above as well as the policy established in the Choctaw Tribal School System's Internet/Computer Acceptable Use Policy. Email may be monitored by the principal, supervisor, or network system operator. Employees are expected to check their school email on a regular basis. Employees who violate established policy will be subject to disciplinary action which may lead to termination.

### **Intercom and Announcements**

Each morning the principal or the principal's designee will use the school intercom to make necessary announcements for the entire student body. Since intercom announcements can be a disruption of instructional time, pages and other incidental uses should be avoided or kept to a minimum. All notices or written announcements must be in the principal's office by 7:30 a.m. in order to be included in daily announcements.

Intercom announcements, fundraising, campus events, and on-campus advertisements/notices are limited to officially approved extracurricular clubs, classes, and sports travel of the school as well as tribally recognized entities and community partners.

All principals are expected to use email for the distribution of daily morning announcements/information to all local school staff, and to the Director of Schools.

### **School Telephones**

Each local school will establish its own guidelines for use of the telephone. Instructional staff members are not to make or receive telephone calls – including cell phone calls – during instructional time. **Fax machines must not be used to make personal calls.** A staff member may use the fax machine as a telephone only if a situation is deemed an emergency by the supervisor. Students are not allowed to answer school telephones. Office telephones must be answered by the school secretary or other adult staff.

### **Cell Phones and Other Personal Electronic Devices**

Staff may use personal electronic devices **only** during planning periods or during supervisor-designated breaks. It is recommended that personal electronic devices be stored in an employee's vehicle during the work day. Personal electronic devices are the responsibility of the employee. The Choctaw Tribal School System is not responsible for personally owned damaged, lost, or stolen electronic devices or any other personal property. In some cases, work cell phones or radios are provided to staff members (ONLY for emergencies) so that contact can be made in locations where a radio or intercom is not available. Staff are reminded to stay on task and not be on any personal electronic device while carrying out the duties of their job.

### **Complaint Procedure**

- Problems of a **general school nature** for which a grievance process is not outlined in the MBCI Administrative Personnel Policy & Procedures should be taken directly to the **principal**.
- Problems that involve students in a particular classroom situation should be brought to the attention of the **classroom teacher** for first consideration. If a satisfactory solution cannot be found with the teacher, the next step in the solution of the problem is consultation with the **school principal**. If the principal and the teacher are unable to solve the problem, it should be directed to the Director of Schools.
- Problems involving attendance, testing, and pupil records should be first taken to the school counselor.
- Problems involving school facility operations/maintenance or school business affairs should be taken to the school principal.
- Problems involving curriculum, instruction, or a specific teacher should be taken to the principal.
- Problems, complaints, information, or suggestions relating to the schools that should be brought to the attention of school authorities, for which there appears to be no appropriate channels of communication, should first be taken to the principal.
- If the problem is not solved by steps as stated above, it should be taken to the Director of Schools for the final decision.
- Should the problem not be resolved through the Director of Schools, it should be taken to the Tribal Chief for a final decision.
- Principals/Supervisors should be given reasonable time to address a complaint.
- The Principal shall keep documentation of the complaint process.

If the problem is not resolved through this procedure, it may be brought to the Education Committee of the Tribal Council or to the full Tribal Council as a final appeal.

Employees must always follow the chain of command.

## F. STUDENT ORGANIZATIONS AND CLUBS

### Sponsorship of School Clubs or Programs

Teachers may serve as advisors/sponsors of school activities, special interest clubs, or programs, either as volunteers or as appointees.

### Officially Approved School Clubs and Student Organizations

To become an officially approved club, an *Application to Establish Class and Club Account* must be completed and filed with the school principal by September 1 of the current school year. The application requires a statement of purpose of the organization, a proposed staff sponsor(s), and fundraising information. The completed application will be reviewed by the school principal and forwarded to the Choctaw Tribal Schools district office for district level approval by the School Business Manager, the Assistant Director of Schools, and the Director of Schools. The application will then be presented to the Education Committee and the Tribal Chief for review and final approval. Intercom announcements, fundraising, campus events, and on-campus advertisements/notices are limited to officially approved extracurricular clubs, classes, and sports teams of the school as well as tribally recognized entities and community partners. See forms in the back of this handbook for application.

## G. PURCHASING / FUNDS / TRAVEL AUTHORIZATIONS

The Choctaw Tribal School System follows the policies and procedures of the MBCI finance department for budgeting, procurement, travel, and approval of all purchases. For more information contact the School Business Manager.

### Depositing Funds at the Finance Office

Funds may be deposited only between the hours of 8:00 a.m. and 12:00 p.m. and between 1:00 p.m. and 3:30 p.m.

Within five (5) business days of depositing monies at the MBCI Office of Finance and Accounting, the depositor should send the original Finance receipt with the completed *Submission of Collected Funds* form to the School Business Manager. This receipt lets the School Business Manager verify that the funds have been properly deposited in the correct account. A copy of the *Submission of Collected Funds* form is found at the end of this handbook.

### Ordering Materials

No materials, supplies, or services may be ordered without an approved purchase order. Such purchase orders must originate with the principals or program directors. Staff members who need supplies or materials should request that the principal or program director initiate a purchase order. Staff members who place phone orders or other charge orders are accountable for payment of the bills since no invoice will be paid without an approved purchase order.

### School Activity Funds

All monies raised by any school activity, program, club, organization, special group, or vending machine must be brought to the Department of Schools to be counted with the CTS business office and then deposited **IMMEDIATELY** at the MBCI Office of Finance and Accounting. If monies from school activities is taken after hours, all monies should be counted and signed off on with a witness, locked in the locked bank bag with receipts, and taken to Trustmark Bank in the deposit drop box (north side of the building). **NO** monies should ever be kept in the school overnight. If monies are deposited at Trustmark Bank, an administrator must pick up and deliver to the Department of Schools to be counted with the CTS business office and deposited with MBCI finance office the next business day after picking up.

ALL monies must be counted by the cashier, money handler, and witness. Administrator or supervisor must take all monies to MBCI finance office after counting. A copy of all receipts from the finance office must be sent to the School Business Manager.

IN ANY EVENT, FUNDS COLLECTED MUST BE DEPOSITED WITH MBCI FINANCE OFFICE WITHIN ONE (1) BUSINESS DAY AFTER RECEIPT OR EVENT. The Director of Schools, Assistant Director of Schools, and Business Manager shall be notified in writing immediately of any errors or deposits or disbursements and shall take appropriate corrective action. The school activity sponsor shall participate, along with the principal or designee, in the recording of transactions and reconciliation. A financial report (*Submission of Collected Funds*, see back of handbook) shall be submitted to the Director of Schools and the Business Manager at the end of each fundraising activity.

Due to proximity and accessibility, by policy all OUTLYING SCHOOLS ONLY will have a locked bank deposit bag for monies received that cannot be deposited with the MBCI Finance Department before close of business on the day of the event. In the event any monies are stored in the locked deposit bag, monies should be counted by at least two (2) people that sign the *CTS Fundraising Form*, and the locked deposit bag with receipts must be locked in the school safe. The next day all monies are to be brought to the Department of Schools to be counted with the CTS business office, then deposited with MBCI Finance Office immediately after.

An administrator is the only employee that should have access to the key(s) to the locked deposit bag. When money has to be left in a locked deposit bag, whether put in the drop box at Trustmark Bank or left in a safe at the school (outlying schools ONLY), there should always be two (2) people present when money exchanges hands, money is counted, or put in the money bag.

The MBCI Office of Finance and Accounting maintains custody of all funds. Teachers serving as advisors/sponsors must carefully follow the rules governing the collection and disbursement of activity funds. Please utilize forms in attachment section of this handbook.

All funds raised by the individual members of a group become the property of the group. Individual students have no claim to funds except for group participation expenses. No student may expect any refund in the event that he or she cannot participate in the group activity. Generally, these funds may be redistributed to students only. These funds may not be provided to staff members, chaperones, or group sponsors for any reason other than lodging or per diem expenses. Any payment to any vendor must be paid through the MBCI Finance Office.

All groups raising funds for any reasons are **required** to have a parent meeting prior to beginning fundraising in which all policies and guidelines are thoroughly explained. Parents will sign a form at this meeting indicating their understanding of fundraising policies.

Prohibited fundraising practices include, but are not limited to the following:

- Supplanting (taking the place of) or borrowing from the student activity fund is strictly prohibited.
- No school employee shall open or maintain a separate account for school-related fundraisers, such as Cash App, PayPal, Venmo, or Zelle, etc.
- No employee shall create, post, or sponsor any online fundraiser seeking to secure or generate funds from the public for school purposes, purchases for school, or utilizing the district's name, logo, or likeness.

### **Field Trip Requests and Travel Authorizations**

Individuals may request travel for themselves or their students to activities that will benefit the educational process in the Choctaw Tribal Schools. At times, Principals, Program Coordinators, or other supervisors may request that an employee attend a certain conference, workshop, or other meeting.

**An appropriate request for travel or a field trip must be properly submitted at least two (2) weeks in advance and approved before any travel of employees or students can take place.** Approved

travel is always considered approved leave from the work site. The Principal or Supervisor must sign all travel or field trip request forms. A signature of final approval must be obtained from the Director of Schools, Assistant Director of Schools, or Tribal Chief (Out of State travel).

When students are traveling for any event via school bus, the coach(es), sponsor(s), chaperone(s) assigned, must accompany the students on the bus. This also includes sports teams. It is imperative for student safety that a familiar adult who has access to the student's school records via NASIS be present in the event of any kind of incident. In addition, all coaches of any sport are required to have a Commercial Drivers License (CDL) in order to provide both supervision and transportation of our sports teams. This is also required to alleviate bus driver shortages for regular daily bus routes when teams travel early in the day.

Teachers in regular classrooms are limited to two (2) class field trips during the school year, and each of these trips must be clearly related to instructional objectives and outlined in the lesson plans. Purely recreational field trips will not be approved. Other staff members are also limited to participating in no more than two field trips per year.

When additional adult supervision is needed for a field trip, parents of the students involved will be given first option to participate as chaperones when they are approved volunteers. Except when needed as a chaperone, the spouse of an employee may not participate in school field trips – even if the spouse pays all costs for his or her participation. Non-school personnel who accompany students on field trips or extracurricular activities are expected to comply with appropriate standards of dress.

**The school system shall not sponsor nor support any Senior trips, other than educational field trips taken as part of the regular school year academic program.**

## **H. WORK ENVIRONMENT**

### **Emergency School Closings**

In the event of severe weather or other emergencies, the office of the Tribal Chief, will announce any early school dismissal, cancellation of school for the day, and/or long-term school closing. The Director of Schools or the Director's designee will notify Principals, Program Coordinators, Tribal Office Personnel, Committee System Personnel, Pearl River tribal enterprises, MBCI Department of Public Safety, the Choctaw Agency, the Facilities Manager, and radio/TV stations. It will be the responsibility of the supervisors to ensure the dissemination of information to their program/school employees. Announcements of school closings will be made on local radio and TV stations. Emergency notification calls and social media postings will also be implemented.

### **Drug/Alcohol Free Work Place**

Staff members are subject to all applicable policies as outlined in the MBCI Administrative Personnel Policy & Procedures, the MBCI Drug & Alcohol Policy and the DOT Drug & Alcohol Policy, which includes random drug testing. The manufacture, distribution, or possession of any controlled substance, except as authorized by a physician, or any alcoholic beverage is prohibited. School officials will cooperate fully with law enforcement in the prosecution of drug violations occurring in the work place. Violators are subject to corrective action or dismissal. According to Mississippi Department of Education regulations, the teaching license of certified staff may be suspended or revoked for conviction of a drug offense. Employees are prohibited from the possession or use of alcoholic beverages on any school property or while on tribal duty or while on authorized travel.

Employees who report to work under the influence of alcohol will face immediate corrective action or dismissal for misconduct as described in the currently approved MBCI Administrative Personnel Policy & Procedures.

Pursuant to the Drug Free Workplace Act of 1988, school employees shall abide by the terms of this policy and shall notify school officials of any criminal drug or alcohol statute conviction no later than five days after such conviction. The Mississippi Band of Choctaw Indians prohibits the possession, manufacture, distribution, dispensing, or use of illegal drugs on tribal property. Violators of this standard are subject to disciplinary action, including termination for cause, in accordance with the MBCI Administrative Personnel Policy & Procedures.

All employees are subject to the detection of illegal substances by drug dogs or observation. When a principal or supervisor has reasonable suspicion that an employee possesses or uses illegal substances on school grounds, he/she will proceed according to adopted policy regarding drug/alcohol testing, which may include notification of law enforcement.

### **Restriction of Smoking and Use of Tobacco**

**The use of tobacco in any form, including vaping, is prohibited in all school and office buildings and on the grounds of all school and office buildings, including on all school buses or parked cars on the grounds. There are no approved smoking or vaping areas.** Employees assigned the responsibility for supervising students at school or on any school-sponsored activity, regardless of where the activity is conducted, shall not use tobacco in any form while in attendance or on duty.

### **Weapons Forbidden**

Besides being a dangerous safety hazard, it is a violation of Choctaw Tribal Code to have in one's possession — whether on one's person, in one's vehicle, or in a drawer, locker, or other storage — any firearm or weapon or explosive device while on any property of the Choctaw Tribal School System. Only on-duty certified law enforcement officers may carry duty weapons while on a school campus during regular hours or at after-hour events.

School employees, students, or visitors having any weapon in their possession, whether in lockers, desks, vehicles, on their person, or elsewhere, will be reported to law enforcement officials and may face suspension, probation, or termination.

### **Sexual Harassment and Other Forms of Harassment**

Harassment on the basis of sex is a violation of Title II, Section D, of the MBCI Administrative Personnel Policy & Procedures and an aggrieved party who is not satisfied with the outcome of an investigation may appeal in the same manner as any other grievance section of the policy. Unwelcome conduct of a sexual nature constitutes sexual harassment when any of the following occurs:

- Offensive, derogatory, inappropriate, or abusive statements, comments, slurs or gestures;
- The use of sexually suggestive language and other behavior that is offensive, derogatory, inappropriate, or abusive;
- Conduct that interferes with job performance or creates an offensive or intimidating work environment;
- Unwelcome flirtation, requests for sexual favors, sexual advances or propositions, requests for "dates," and other verbal or physical conduct of a sexual nature;
- Displays of sexually suggestive or sexually explicit pictures, greeting cards, books, drawings, photographs, magazines, websites, cartoons, or objects;
- Circulation of emails, text messages, or other communication or jokes, or materials that reasonably could be viewed as offensive by an employee;
- Implying, by words or actions, that an employee must tolerate or submit to sexual advances or offensive, inappropriate, or abusive conduct.

Prevention is the best tool for the elimination of sexual harassment. The Mississippi Band of Choctaw Indians will take all necessary steps to prevent sexual harassment from occurring, such as aggressively raising the subject, expressing strong disapproval, developing appropriate sanctions, informing employees of their right to raise and how to raise the issue of sexual harassment, and developing ways to sensitize all concerned.

Complaints of harassment of any type should be reported immediately to any one of the following individuals:

1. The supervisor or the next level of management above the immediate supervisor
2. The Director of Schools
3. The MBCI Human Resources Officer

All complaints must be reported within five (5) days of the incident or as soon thereafter as practical and reduced to writing.

Sexual harassment may also occur between or among students. It is the duty of every employee to be alert for signs of sexual harassment among students, to intervene to end the harassment, and to report the harassment to the employee's immediate supervisor if it is severe or if it continues after intervention efforts have been made.

Staff members in all positions are prohibited from developing or maintaining any relationship with any student that goes beyond a professional, friendly level. Dating students or establishing any type of romantic or sexual relationship will be grounds for immediate corrective action which will include termination of employment. Staff members must be extremely cautious of student-staff phone calls, emails, texts, and other communication.

### **Statement of Non-Discrimination**

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

However, in accordance with federal law, the Mississippi Band of Choctaw Indians adheres to a publicly announced policy and practice of extending preferential treatment to qualified Indians in regard to employment. Additionally, student enrollment in the Choctaw Tribal School System is limited to children who hold a Certificate of Degree of Indian Blood which certifies one-fourth or more Indian ancestry, according to Title 25 of the Code of Federal Regulations in Part 31.

All students shall be guaranteed equal access to all school programs, courses, services, and extra-curricular activities regardless of gender or disability.

Any employee complaints of discrimination shall be handled in accordance with the Mississippi Band of Choctaw Indians Administrative Personnel Policy & Procedures, Section XVIII entitled "Grievance." Student or parent/guardian complaints of discrimination may be filed according to the procedures described elsewhere in this handbook.

### **Religious Activities in the Work Place**

The Mississippi Band of Choctaw Indians and the Choctaw Tribal School System strongly encourage all employees to actively pursue religious affiliation according to their own personal beliefs. The Choctaw Tribal School System expressly forbids discrimination against employees for religious beliefs or personal practices. However, in the interest of religious freedom for all, employees are prohibited from recruiting, proselytizing, or harassing other employees or students regarding religious convictions. Religious practices or observances which are disruptive to the work place or learning environment are prohibited. Teachers must take care to neither encourage nor discourage any particular creed or religious system of thought in their classrooms. The sending of unsigned religious materials through the school district's traditional or electronic mail systems is prohibited.



## **I. SAFETY AND EMERGENCY**

### **Visitors and Volunteers**

The Choctaw Tribal School System encourages parents/guardians, family and community members to visit schools when appropriate and to become approved volunteers for the system. A "Visitor" is defined as any person on Choctaw Tribal School System property who 1) is not a current Choctaw Tribal School System employee who is authorized to be on the property and 2) has not been certified as a Volunteer by the MBCI Background Adjudication Office. Visitors to the school must report to the office unless the reason for the visit is to attend an athletic event or another after-school or schoolwide 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 Choctaw Tribal School System employee. Visitors are only allowed to use single occupant restrooms.

A "Volunteer" is defined as any person on Choctaw Tribal School System property who 1) is not a current Choctaw Tribal School System employee who is authorized to be on the property and 2) who has been certified as an approved Volunteer by the MBCI Background Adjudication Office after the required tribal, state, and federal background checks. Volunteers to the school must report to the office and will be issued a volunteer badge that will be displayed at all times when they are volunteering.

Persons interested in becoming an approved volunteer should contact the local school Principal to obtain an application form and background checklist 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.

### **Safety and Liability**

All staff members are strongly advised to exercise continuous caution when dealing with students in all school settings. Preventing an accident is far preferable to dealing with its consequences. Employees must become familiar with all safety programs and their own responsibilities for keeping students and personnel safe. It is the policy of the Choctaw Tribal School System to provide a clean, safe, and pleasant environment for teaching and learning. Any factor that might disrupt this environment should be reported immediately to the area supervisor.

Employees must report to their immediate supervisor any injury, regardless of its severity, as soon as practical after the incident and then follow up with filling out the required tribal insurance forms. Supervisors are required to immediately drive employees for a drug test after any incident.

In case of a natural disaster or other emergency, the school must follow the procedures outlined in the Continuity of Operations Plan (COOP).

### **Illness or injury**

In non-emergency illness or injury, the school nurse or the principal's designee may provide routine medical care for students. Only medicines which are properly labeled with identification and instructions and with parental consent will be dispensed to students.

In cases of injuries or illnesses which require emergency care during school hours, parents will be notified as soon as possible, and the school will provide transportation to and from health facilities as necessary or based on the urgency of the emergency. Staff will provide life saving measures if needed, including the administration of naloxone in the event of a suspected overdose. Training on naloxone will be conducted each school year. Emergency 911 will be called for immediate emergency transportation. Parents must sign a medical release form before a child can receive care at a hospital.

## **Violence Response**

At any Choctaw Tribal School, when physical violence between two parties is witnessed, the school must immediately call the Choctaw Police Department and request that police come to the school campus. School Security Officers shall act as first responders and make the scene safe by separating parties as soon as possible, according to training received.

## **Emergency Drills**

Fire drills will be conducted eight times during the school year. Likewise, two tornado drills, two emergency bus evacuation drills, and one earthquake drill will be conducted.

Teachers will give instructions for performance of these drills to students during the first week of the school year and post evacuation instructions in their classrooms. These drills are mandatory for accreditation standards. Each school has developed an Emergency Operations Plan and a Continuity of Operations Plan (COOP) for school safety which contains detailed instructions for drill procedures.

### Lock Down Drills (Yellow & Red)

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

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

### Daily Lock Down Procedures

1. All exterior doors, except the front entrance, must be locked at all times.
2. All interior rooms must be locked when vacant.
3. Teachers must lock the class room when at recess or lunch.
4. All teachers must have a key to the classroom and to the nearest exterior door.
5. Students are not allowed to unlock doors or to stay in a classroom without an adult present.
6. All closets and storage areas must be locked at all times.
7. All staff must instruct students to under no circumstances allow any non-school persons into the building unless they have a pass or are part of a rescue team.
8. All parents/guardians and other visitors must enter by the front door.

## **Child Abuse Reporting Procedure**

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

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

- A. As mandated reporters, when abuse or neglect is suspected, the individual to whom the abuse is initially disclosed or who observes it, shall: (1) report the suspect abuse or neglect to the principal, or if unavailable, the assistant principal, immediately; **and** (2) complete the Indian Child Protection Referral (ICPR) form and submit it to the appropriate entities, i.e., Choctaw Police Department (CPD) or Choctaw Children and Family Services (CFS) in less than 24 hours. (See the forms in the back of this handbook).
- B. Delivery of the ICPR form shall be preferably made in person to the Choctaw Police Department or Choctaw Children and Family services in a confidential envelope.
- C. The delivery of any such form shall not be delayed due to the absence of administrative school personnel nor shall any administrative school personnel seek to influence the "mandatory reporter" to refrain from submitting the form to an appropriated agency as required by law.
- D. In addition to mandatory reporters following ICPR protocol, the principal, assistant principal, counselor, or school nurse shall make immediate notification, by telephone, to the Choctaw Police

Department of suspected abuse or neglect and receive further instruction from law enforcement. In the event that law enforcement instructs the school to contact the Choctaw 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.

- E. School personnel are prohibited from discussing any incidents of reported abuse or neglect except with the principal, assistant principal, nurse, counselor, law enforcement, CFS or the Attorney General's Office.

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

**School administrators and staff must not contact parents/guardians (including not notifying family members or friends of the family who might work at the school who might notify the family of the child) in the event that a child at school is visited or removed from school** by Choctaw Children and Family Services, Choctaw Children's Advocacy Center, or the Choctaw Police Department. To do so may compromise both the child's safety and the implementation of the ICPR. Violation of this directive will result in corrective action for the employee.

### **Drug, Illegal Substance, Alcohol and Tobacco Reporting Procedure**

Employees are responsible for reporting to the school principal any student who is in possession of an illegal substance – including possession of prescription or non-prescription drugs – for immediate discipline according to the school policy. For everyone's safety, unknown substances should not be handled by anyone at the school. In addition, the school must immediately call the Choctaw Police Department and request that police come to the school campus. All illegal substances will be turned over to police, and charges will be filed by the school staff, as appropriate. The employee will give a written or verbal statement to law enforcement about the incident. The Drug, Illegal Substance, Alcohol, and Tobacco Policy is listed in the Parent/Student handbook.

### **Security Guards**

Security Guards assigned to the schools will follow all guidelines established in this handbook and other applicable school policy. Security Guards will wear uniforms provided to them, as approved at DOS.

Campus Security Guards will assist the school principal in completion of all safety inspections, searches, and other duties as assigned by the principal to ensure that the campus is a safe environment conducive to learning.

### **Gate Attendants**

It is the responsibility of Gate Attendants to record the license plate number of each vehicle entering the Choctaw Central campus and to require each driver to sign-in upon entering campus and to sign-out upon exit. Gate Attendants must observe carefully for suspicious persons, activities, and materials. In the event of any suspicious persons, activities, or materials, the Gate Attendant should immediately call School Security and/or the MBCI Department of Public Safety. The Gate Attendant may deny any suspicious individual or vehicle access to the campus.

### **Notice of the Presence of Asbestos Containing Material (ACM)**

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

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

## **Head Lice and Scabies**

Near the beginning of the school year, and as needed, children in all schools will be screened by either classroom teachers, school staff members, or trained tribal employees for the presence of head lice and scabies (whenever one child in the class is identified, all will be checked). Educational information and related school procedures concerning the control of head lice and scabies will be provided following these screenings.

- A student found to be infested with head lice will be sent home as soon as possible with proper treatment and information.
- Upon return to school, students will be examined by the school nurse (or designated personnel) to ensure that proper treatment was performed and was effective. If the examination's results are unacceptable, the student will be again sent home until satisfactory results are obtained.
- When a student is sent home because of head lice or scabies, only the first day's absence may be counted as "excused;" all other days absent for this cause are "unexcused."
- After third positive screening within the school year, the community health center nurse will be notified. After the sixth positive screening within the school year, Children and Family Services will be notified.

**Because of the serious nature of lice on one child infesting another child, the above guidelines will be strictly enforced.**

## **Video and Audio Monitoring**

To the extent modern technology provides tools to maintain safety and security, the use of technology such as video surveillance cameras is supported within the Choctaw Tribal School system. Video surveillance may be utilized in and around all schools within the system, on district property, and on school transportation vehicles. Cameras may be equipped with audio recording capabilities as well. Video surveillance shall be in accordance with applicable laws pertaining to such use. The district also shall comply with applicable law related to maintaining video recordings.

Exceptions: Video and Audio monitoring is not permitted in areas where there is a reasonable expectation of privacy. Recording of teacher instruction for purposes of completing a licensed personnel performance evaluation is not intended to be covered by this section of the monitoring policy and shall not be permitted except as approved by the Principal and the employee. Recording of students for purposes of their educational programming is also not intended to be covered by this policy, except as approved by the parent/guardian.

Decisions regarding placement, notification, use, storage, security, or viewing requests of video and audio will be handled and maintained at the Department of Schools by the Director of Schools according to district procedures, in alignment with the most current safety and security best practices and applicable family educational rights and privacy laws.

# **J. STUDENTS AND INSTRUCTION**

## **Student Removal from Class**

Only the school principal or the counselor with the approval of the principal may remove a student temporarily from a class. The Parent/Student Handbook details the procedures for student suspension or expulsion from school.

## **Rights of Student Victims**

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

## **NAYO Events**

So that the students of the Choctaw Tribal Schools may have no conflicts participating in NAYO tournaments, school activities will avoid NAYO dates as clearly as possible. This is especially important during the annual Good Friday NAYO tournaments. The Choctaw Tribal Schools will not schedule or participate in any softball/baseball or other MHSAA activities from Thursday through Monday of Easter weekend.

## **Outside of School Educational Services**

When medical reasons make it necessary for a student to be absent from school for ten (10) or more consecutive school days, that student may be placed on a homebound instructional program developed and implemented by the school principal, the school counselor, and the student's classroom teacher(s). Students will be placed on regular ISEP enrollment or a non-ISEP enrollment when they have an approved medical release for the homebound or hospital placement, and the guardian has not withdrawn the student from school. An ISEP ten-day drop rule in the student information system is required by BIE but does not officially serve as a withdrawal or dropout from school.

A written recommendation by the student's physician, including the expected date of return to school is required before the student can be assigned homebound status. The school will work with the family to help build a plan to assist the student in identifying ways to continue working on their academics. Homebound students will receive instruction from a certified teacher for a minimum of five (5) hours per week while on ISEP-approved home-bound status. If parents/guardians fail to make the student available for homebound services, the absence may be considered unexcused and a truancy case may be filed.

Students with disabilities must have an IEP meeting before beginning homebound services and upon returning to school at the conclusion of those services since this would be considered a change in placement. Students on approved homebound status will receive at least 2 ½ hours of instruction from the general education teacher and at least 2 ½ hours of instruction from a special education teacher per week. The student may receive additional hours of instruction or services when outlined in the IEP.

## **Discipline Review Committee Guidelines**

Principals should email the request for a discipline review committee hearing to the following district staff within 24 hours or 1 school day of the discipline incident in which the principal is requesting a discipline review: 1) Presiding Officer, 2) Recording Secretary, and 3) Director of Schools.

**Principals** should send information to the Presiding Officer within two (2) school days after the request for a hearing (by emailing or sending by interoffice mail). The information that should be sent to the Presiding officer includes: discipline paperwork, reports, and evidence regarding the incident and any behavior intervention documentation provided to the student. This allows the team time to review all information needed as they prepare for the discipline review committee meeting.

Every effort should be made by the **Presiding Officer** to arrange the hearing within three (3) school days after the incident. The Presiding Officer should document in the student information system all attempts to reach guardians to set up the discipline review hearing. The goal is to convene the hearing quickly, so the student either returns to a school setting or the family knows the outcome of the hearing as soon as possible.

## **K. Forms**

The following pages present important documents necessary to comply with policy or to obtain certain services or approvals. Please review these forms carefully and be prepared to submit completed copies as necessary.

1. Child Protection Reporting Form – Required when any kind of child abuse or neglect is suspected.

2. Missed Punch Form
3. Application to Establish School-Approved Club or Organization
4. Application to Establish Class or Club Account
5. Fundraising Form
6. Submission of Collected Funds to Finance Office
7. Fixed Assets Sheet
8. Staff Issued Equipment Form
9. Lost, Damaged, or Stolen Property Form
10. Equipment Transfer/Retirement Form
11. Staff Acknowledgment of Handbook

## INDIAN CHILD PROTECTION REFERRAL

\*CONFIDENTIAL INFORMATION\*

### PERSON FILING THIS REPORT:

NAME: \_\_\_\_\_  
AGENCY: \_\_\_\_\_

DATE: \_\_\_\_\_  
PHONE: \_\_\_\_\_

### SUBJECT INFORMATION:

NAME: \_\_\_\_\_  
PARENT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_

DOB: \_\_\_\_\_  
SEX: M or F  
PHONE: \_\_\_\_\_  
GRADE: \_\_\_\_\_

NATURE OF INCIDENT: PHYSICAL OR SEXUAL ABUSE AND/OR NEGLECT  
NAME OF CHILDREN: \_\_\_\_\_

DATE & DESCRIPTION OF INCIDENT : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ANY PREVIOUSLY KNOWN/SUSPECTED ABUSE AND/OR NEGLECT OF THIS  
CHILD OR SIBLINGS? YES or NO IF SO, DATE: \_\_\_\_\_

NAME OF SIBLINGS & HISTORY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### INFORMATION CONCERNING THE ALLEGED OFFENDER:

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

### PERSON REPORTING THE ALLEGED ABUSE AND/OR NEGLECT:

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

**\*THIS MUST BE FILED IMMEDIATELY WITH CHOCTAW POLICE  
DEPT. AND CHILDREN & FAMILY SERVICES**

#### ROUTING ORDER

ORIGINAL TO CHOCTAW POLICE DEPARTMENT  
1 COPY TO CHOCTAW CHILDREN'S ADVOCACY CENTER  
1 COPY TO SOCIAL SERVICES  
1 COPY TO BE RETAINED BY PERSON FILING THIS REPORT

# Choctaw Tribal Schools TimeForce Missed Punch Form

Employee Name: \_\_\_\_\_ Date of Missed Punch: \_\_\_\_\_

School or Department: \_\_\_\_\_

Type of Punch:

\_\_\_\_\_ Clock In                      \_\_\_\_\_ Clock Out                      Time of Missed Punch: \_\_\_\_\_

Reason for Missed Punch:

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Date Received by Time and Attendance Clerk: \_\_\_\_\_

Date Corrected by Time and Attendance Clerk: \_\_\_\_\_

Signature of Time and Attendance Clerk: \_\_\_\_\_



## **Application to Establish School-Approved Club or Organization**

This form must be completed by any group requesting the establishment of a School-Approved Club or Organization. Intercom announcements, on-campus fundraising, campus events, and on-campus advertisements and notices are limited to officially approved extracurricular clubs, classes, and school sports teams as well as tribally recognized entities and community partners.

**Submission deadline: September 1 for current school year.**

1. Organization Name: \_\_\_\_\_
2. School: \_\_\_\_\_
3. Sponsor(s): \_\_\_\_\_
4. Statement of Purpose of Organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Describe any national or state organizational affiliation: \_\_\_\_\_
6. When will the group meet? Where? How often? What activities will take place through the year?  
\_\_\_\_\_  
\_\_\_\_\_
7. Describe any probable fundraising activities: \_\_\_\_\_  
\_\_\_\_\_
8. Describe the use of any club/organization funds: \_\_\_\_\_  
\_\_\_\_\_
9. (If this organization will have any funds, an Application to Establish Class and Club Accounts must be submitted.
10. A copy of club/organization by-laws must be attached to this application.

_____ Student Representative	_____ Date	_____ Sponsor	_____ Date
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APPROVAL:

_____ Principal	_____ Date	_____ Director of Schools	_____ Date
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_____ Education Committee Chair	_____ Date	_____ Tribal Chief	_____ Date
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(Copies: 1-Organization; 2-School Principal; 3-School Bus. Mgr.; 4-Director of Schools)

## **Application to Establish a Class or Club Account**

This form must be completed by any group requesting the establishment of a Class and Club Account for their organization. For the purposes of financial accountability, the Choctaw Tribal School System encourages non-profit school-associated groups to apply for a Class and Club Account. However, the organization must assure that it is, and will remain, in full compliance with all applicable financial and business procedures and policies of the Choctaw Tribal Schools and the Mississippi Band of Choctaw Indians.

[School Business Office Use Only Acct. Number: \_\_\_\_\_]

1. Organization Name: \_\_\_\_\_
2. School: \_\_\_\_\_
3. Sponsor(s): \_\_\_\_\_
4. Statement of Purpose of Organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Primary Source of Funds: \_\_\_\_\_
6. Primary Use of Funds: \_\_\_\_\_
7. List all Individuals Authorized to Request and Expend Funds: \_\_\_\_\_  
\_\_\_\_\_
8. List Required Signatures to Approve Requests for Expending Funds: \_\_\_\_\_  
\_\_\_\_\_
9. Required Attachments:
  1. Copy of Organization By-laws, including financial procedures
  2. List of current organization officers

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By signing below, the organization's representatives affirm that they have read and understand School and Tribal financial procedures as they apply to Class and Club Accounts.

APPROVAL:

Sponsor(s)	Date	Principal	Date
Director of Schools	Date		
Tribal Chief	Date		

(Copies: 1 - Organization; 2 - School Bus. Mgr.; 3 - Director of Schools; 4 - MBCI Finance)

## **CTS FUNDRAISING FORM**

**SCHOOL:** \_\_\_\_\_

**CLUB/ACTIVITY:** \_\_\_\_\_

**PERSON RESPONSIBLE:** \_\_\_\_\_

**SUPERVISOR/PRINCIPAL APPROVAL:** \_\_\_\_\_

**SCHOOL BUSINESS MGR APPROVAL:** \_\_\_\_\_

**DIR./ASST DIR. OF SCHOOLS APPROVAL:** \_\_\_\_\_

**ANTICIPATED AMOUNT TO BE RAISED:** \_\_\_\_\_

**DATES OF FUNDRAISER: FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**PURPOSE OF THE FUNDRAISER:** \_\_\_\_\_

\_\_\_\_\_  
**BRIEF EXPLANATION OF THE FUNDRAISER:** \_\_\_\_\_

\_\_\_\_\_  
**TOTAL AMOUNT COLLECTED/RAISED:** \_\_\_\_\_

**DATE DEPOSITED:** \_\_\_\_\_ **AMOUNT DEPOSITED:** \_\_\_\_\_

**SIGNATURES OF CASHIER/MONEY HANDLER:** \_\_\_\_\_

\_\_\_\_\_  
**SUPERVISOR SIGNATURE OF MONEY COUNT:** \_\_\_\_\_

**DEPOSITED BY:** \_\_\_\_\_

**DOCUMENTATION MUST BE ATTACHED TO ACCOUNT FOR MONEY RAISED**

## **Submission of Collected Funds to Finance Office**

Account Number: \_\_\_\_\_ Activity/Event: \_\_\_\_\_

School/Program: \_\_\_\_\_ Sponsor: \_\_\_\_\_

Cash Submitted for Deposit:

Starting Ticket Number: \_\_\_\_\_ Ending Ticket Number: \_\_\_\_\_

_____	Ones	H	1.00	=	\$ _____
_____	Fives	H	5.00	=	\$ _____
_____	Tens	H	10.00	=	\$ _____
_____	Twenties	H	20.00	=	\$ _____
_____	Hundreds	H	100.00	=	\$ _____
_____	Pennies	H	.01	=	\$ _____
_____	Nickels	H	.05	=	\$ _____
_____	Dimes	H	.10	=	\$ _____
_____	Quarters	H	.25	=	\$ _____
_____	Half Dollars	H	.50	=	\$ _____
_____	Checks			=	\$ _____
TOTAL					\$ _____

Signatures:

Counted by Cashier/Money Handler \_\_\_\_\_

Counting Witnessed By \_\_\_\_\_

School/Administrator \_\_\_\_\_

Counted by CTS Business Office \_\_\_\_\_

Received at Finance By. \_\_\_\_\_ Date Rec'd at Fin. \_\_\_\_\_

## Choctaw Tribal Schools Fixed Assets

Staff Member Name: \_\_\_\_\_ School: \_\_\_\_\_

Room Number: \_\_\_\_\_ Date: \_\_\_\_\_ School Year: \_\_\_\_\_

Asset #	Serial #	Dept	Owner	Status	Account	Location	Description	Mfr	Model	Type
005634	DMPYZ34	ED	Teacher	New	E25	Classroom	IPad	Apple	A1458	Computer

Staff Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CHOCTAW TRIBAL SCHOOLS STAFF ISSUED EQUIPMENT FORM

I agree that the equipment/device issued shall be returned at any time specified by my school. I understand that I am required to only use the equipment/device in accordance to school related assignments and then return the equipment in a reasonable condition when asked. I also understand that I am to utilize program equipment according to approved school Policies and Procedures.

If any, or part, of the equipment is damaged or lost through **routine use or by my own negligence**, I understand that I am **responsible for notifying my supervisor immediately in writing**. I understand that I will be liable for the costs to repair or replace, either through cash payment or garnishment. Failure to notify the supervisor of lost or damaged equipment could result in failure to checkout or use of program equipment or being personally liable for the replacement cost of the item (according to inventory unit cost).

When in school, staff must have their device at school with them.

### **Explanation of Equipment use:**

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Staff Printed Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervision Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Brand	Model/ Description	Serial Number and MBCI Inventory Tag	Issued by Signature	Return Date and Initials	Received by Initials

Copy to Inventory clerk and staff member. Original on file with school office.

**Choctaw Tribal Schools**  
**Report of Lost, Damaged or Stolen Property**  
(to be completed by principal/program coordinator)

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Who discovered the loss? \_\_\_\_\_ When? \_\_\_\_\_

Quantity	Asset Description	Serial Number	Tag Number

Briefly explain the circumstances: \_\_\_\_\_

\_\_\_\_\_

Reported to Police? Yes \_\_\_\_\_ No \_\_\_\_\_ Date of Report: \_\_\_\_\_

By whom? \_\_\_\_\_ Police Complain Number: \_\_\_\_\_

Final determination: Arson                      Burglary                      Vandalism                      Theft  
Unexplained                      Failure to return                      Other: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal/Program Coordinator

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
DOS Property & Supply manager

**(Forward to DOS Property & Supply Manager)**

# Choctaw Tribal Schools Transfer and Retirement Form

(to be completed by principal/program coordinator)

Date: \_\_\_\_\_ Tag Number: \_\_\_\_\_

Item Description: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Current Location: \_\_\_\_\_  
(School, Room #, Teacher)

Released by: \_\_\_\_\_ Date: \_\_\_\_\_

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Transfer to: \_\_\_\_\_ Rec'd By: \_\_\_\_\_  
(School, Room #, Teacher) Signature/Date

Reason for transfer: \_\_\_\_\_

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Reason for retirement: \_\_\_\_\_

Picked up by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

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\_\_\_\_\_  
Principal/Program Coordinator Signature Date: \_\_\_\_\_

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## Disposal Information

Tribal Council Approval # \_\_\_\_\_ Date: \_\_\_\_\_

Disposal Method: \_\_\_\_\_ Date: \_\_\_\_\_

By Whom? \_\_\_\_\_ Date: \_\_\_\_\_

(Forward to DOS Property & Supply Manager)



# **Staff Acknowledgement Form**

I have received, read, and agree to abide by the  
Staff Handbook of the Choctaw Tribal Schools for  
the 2025-26 school year.

If you need answers to questions about the information contained in this handbook,  
please contact your supervisor.

**Please sign and return this page to your supervisor.**

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**Employee Name and Signature**

**Date**

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**School(s) or Work Location**