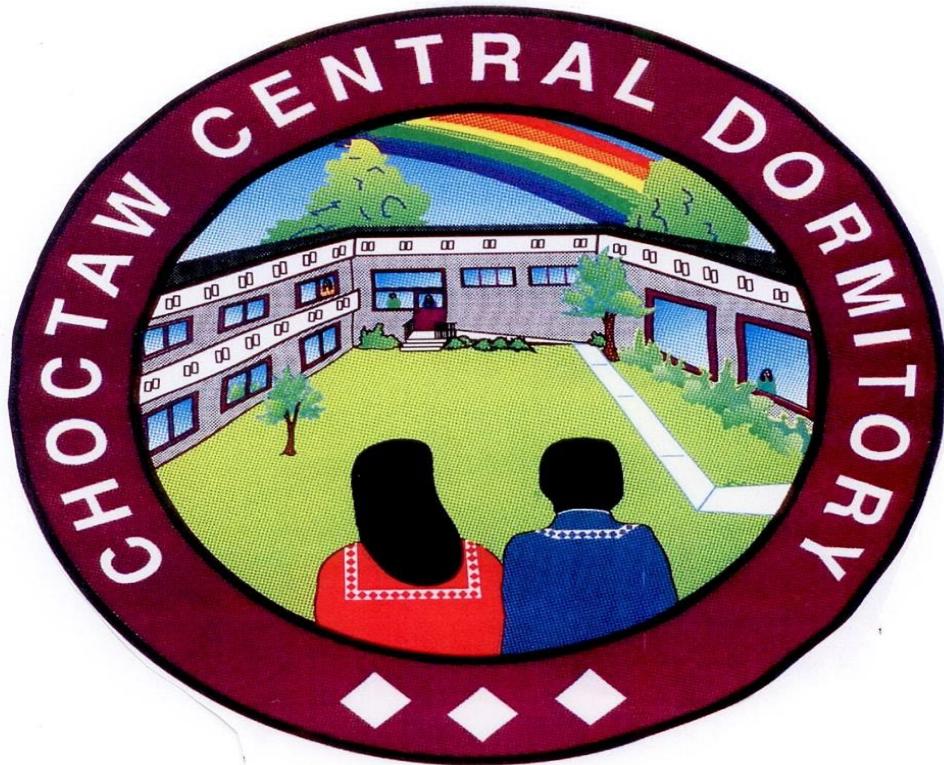


CHOCTAW CENTRAL DORMITORY



THE
PLACE TO BE

**STAFF HANDBOOK
2024-2025**

CHOCTAW CENTRAL DORMITORY

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Homeliving Specialist
(601) 650-7310**

**Choctaw Central Dormitory Program
Staff Handbook**

Mississippi Band of Choctaw Indians

**CYRUS BEN
Tribal Chief**

**DELNITA JONES
Director of Schools**

Adopted by Mississippi Band of Choctaw Indians Tribal Council

Resolution **CHO 24-087**

On **June 27, 2024**

**MISSISSIPPI BAND of CHOCTAW INDIANS
TRIBAL COUNCIL**

Bogue Chitto

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

Bogue Homma

Berdie M. Steve

Conehatta

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

Crystal Ridge

Christopher Eaves

Pearl River

**Nigel Gibson
Deborah Martin
Kent Wesley**

Red Water

**Ricky Anderson, Sr.
Samuel John**

Standing Pine

**Loriann Ahshapanek
Richard Sockey**

Tucker

**Demando Mingo
Dorothy Bell Wilson**

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CHOCTAW CENTRAL DORMITORY STAFF HANDBOOK

FORWARD

This handbook serves as the official Residential Staff Handbook for the Choctaw Central Dormitory Program. The Dormitory Staff have prepared the information in this handbook. The handbook is to be used as an information guide for policies and procedures and is available to all interested school, community, and parental participants.

The handbook is administratively mandated for all Bureau of Indian Education (BIE) operated and funded supported residential programs as a minimum requirement for the successful operation of the dormitories. The mandate is provided under the authority of Public Law 107-110, No Child Left Behind Act of 2001, Section 1122(a)(3), and the Code of Federal Regulations (CFR) Subpart G-National Dormitory Criteria, paragraph 36.71(g).

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

MISSION and VISION STATEMENTS

BIE MISSION STATEMENT

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

BIE VISION STATEMENT

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

CHOCTAW TRIBAL SCHOOLS MOTTO

Alla Momat Ikkana Chih

(All Children Will Learn)

VISION OF THE CHOCTAW TRIBAL SCHOOLS

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

CHOCTAW TRIBAL SCHOOLS PURPOSE

The Choctaw Tribal 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.

MISSION of the CHOCTAW CENTRAL DORMITORY PROGRAM

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

VISION of the CHOCTAW CENTRAL DORMITORY PROGRAM

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

STATEMENT of PHILOSOPHY and GOALS

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

PHILOSOPHY

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

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

PROGRAM GOALS and OBJECTIVES

GOAL 1: *To increase pride in and knowledge of their Native culture/heritage and increase personal self-esteem and participation in community events through programs from community- based resources that demonstrate Native (Choctaw) culture, heritage, and community activities.*

Long Term Objectives:

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

Short Term Objectives:

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

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

Long Term Objectives:

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

Short Term Objectives:

- The Dormitory Staff will create opportunities for students to learn about citizenship through active participation in residential government activities, group meetings, academic study groups, community activities, etc.

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

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

Long Term Objectives:

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

Short Term Objectives:

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

ORGANIZATION

CHOCTAW CENTRAL DORMITORY PROGRAM
ORGANIZATION CHART AND CHAIN OF AUTHORITY

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

When the Homeliving Specialist is not on campus and/or not on duty, then the Secretary and the Residential Assistant Custodian are in charge until the Dorm Counselor is on campus or is on duty. If the Homeliving Specialist and the Secretary are not on campus and/or not on duty, then the Residential Assistant Custodian is in charge until the Dormitory Counselor is on campus or on duty. If the Dormitory Counselor is not on campus and/or not on duty, then the Dormitory Lead Assistants are in charge. At 11:30pm, the Dormitory Assistant with the most seniority is in charge. At any time, if the Homeliving Specialist or the Dorm Counselor are unavailable, Principal Alaric Keams is in charge.

THE CHOCTAW CENTRAL RESIDENTIAL (DORMITORY) ORGANIZATIONAL CHART

TRIBAL CHIEF

DIRECTOR of SCHOOLS

CCHS PRINCIPAL

HOMELIVING SPECIALIST

DORMITORY COUNSELOR

SECRETARY

LEAD DORMITORY ASSISTANTS DORMITORY ASSISTANTS RESIDENTIAL ASSISTANT CUSTODIAN

DORMITORY STAFF

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

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

These are direct Dormitory telephone numbers and can be used day or night:
(601)-650-7310.....Homeliving Specialist
(601)-650-7311..... Secretary
(601)-650-7312.....Dorm Counselor

STANDARD DORMITORY OPERATIONS

HOW POLICES ARE DEVELOPED AND ADMINSTERED:

The Dormitory Staff develops the policies and procedures for the students based on their various experiences and insight. Once the policies and procedures have been developed and agreed upon by the staff, they are sent to the Choctaw Tribal School Board for approval. Once the School Board approves the policies, they are combined in the Student and Staff Handbook. **The Dormitory Staff also follows those policies and procedures contained within the Choctaw Tribal Schools Handbook.** Many of the policies and procedures are developed due to various events, situations, or past student behavior. They are enacted to ensure the safety of all Dormitory students, staff, and visitors. As a staff, we believe that is best to do what we can to prevent rather than react.

When the students do not follow the established policies, they are given a written restriction with extra details. Corporal punishment is not a part of how we discipline our students. Once a student receives a written restriction and the Homeliving Specialist signs it, a copy of the restriction is sent by mail to the parents by the Dormitory Counselor. A second copy is given to the Dormitory Staff as documentation. A third copy of the restriction is placed in the student's file. A fourth copy is given to the student, so that they are aware of why they were written up. There are some instances where the parents are notified immediately of their child/children's behavioral infraction.

RESPONSIBILITIES/DUTIES OF THE DORMITORY STAFF

The following are of the responsibilities/duties for the staff:

Dormitory Assistants:

- Read the logbook.
- Check the Student Sign-in sheets.
- Inspect student rooms for any cleaning/repair work needed.
- Monitor students as they check-in.
- Ensure students accountability at proper sign-in times and check-in times.
- Secure and lock doors at proper time.
- Supervise study hall/period and ensure a proper study atmosphere.
- Supervise free time activities (rotate around)
- Monitor details as students complete them.
- Monitor any students that are ill and take them to CHC if warranted.
- Perform nightly bed checks and all successive checks until off duty.
- Keep track of student attendance/check-ins/check-outs.
- Check Medication Logbook and dispense any medication. Log all instances of medication given to students in the log book.
- Meet with Night Staff to share any pertinent information.

Night Shift:

- Check-in with Day/Evening Shift for any information/updates.
- Read the logbook.
- Ensure students accountability at proper sign-in times and check-in times.
- Secure and lock doors at proper time.
- Do any laundry/cleaning that is needed.
- Awaken all students so that they can be ready to leave at 7:30am.
- Check medication logbook and dispense any medications. Log all instances of medication given to students in the log book.
- Monitor students as they do morning details.
- Remind students to make up their beds and clean their rooms.
- Have student's sign-out as they leave for school.
- Put away any cleaning supplies/equipment and check for any repairs that may be needed in/around the building.

DORMITORY STAFF SCHEDULE

(Hours may vary due to staffing shortages.)

8:00am – 4:30pm	Homeliving Specialist on duty. (HOURS MAY VARY)
8:00am - 4:30pm	Secretary on duty.
8:00am - 4:30pm	Residential Assistant Custodian on duty.
2:00pm - 10:30pm	Dormitory Counselor on duty.
3:00pm - 11:30pm	Dormitory Assistants (Males & Females) on duty.
11:30pm - 7:30am	Dormitory Assistants (1 Male & 1 Female) on duty.

All Dormitory Assistants are responsible for supervising all students, except when they are on the resident floors. They are expected to rotate throughout the night so that they will come into contact with all of the students. Dormitory Assistants also rotate when taking students to the Choctaw Health Center. Dormitory Assistants are to be alert throughout the night and remain on the resident floors as much as possible.

DAILY DORM SCHEDULE

11:30PM	Night Shift comes on duty.
6:00AM	Wake students up.
6:15-7:15AM	Shower, room clean up, details, and prepare for school.
After 6:30AM	Oversleeping- not being awake and out of bed; no sleeping on chairs in the room or on a roommate's bed.
7:15AM	Warning for students to leave the dorm.
7:30AM	Students must be out of the dorm with their rooms cleaned and details completed; go to breakfast and report to school. Night Shift goes off duty.
8:00AM	Residential Assistant Custodian comes on duty.
3:00PM	Dorm Counselor and Day/Evening Shift on duty.
3:15PM	School dismissed.
3:30PM	Students must be signed in on Student sign-in sheet or After-School activity sheet; or checked out properly.
3:30-5:00PM	Student activities, clubs, possible study hour, sports practice, counseling sessions (Mon.-Thurs)
5:00-5:30PM	Supper
5:45PM	Warning to get ready for study hour and pick up all supplies.
6:00-7:20PM	Study Hour- students must sign-in on sign-in sheets.
6:05PM	You are tardy to study hour! Being tardy to study hour is a restriction.
7:20-8:00PM	Extra study time for those who were tardy and others who have not completed assignments. Students with more than one F are encouraged to attend.
8:00PM	Students must be signed in on Student Sign-In sheet.
7:30-9:00PM	Free time and student activities.
9:00-9:30PM	Evening details, showers, and getting ready for bed.
9:45PM	Warning/Early bed check.
10:00PM	Lights out; students should be in their rooms and in their own bed; Students are required to be checked in the dorm, unless parents notify staff.
10:00PM-6:00AM	Students bed checks are done hourly.
10:30PM	Dorm Counselor goes off duty.
11:30PM	Day/Evening Shift goes off duty.

These times are subject to change.

If a student checks into the Dormitory at any time in the mornings, they should be ready to go to school. If a student is taken to the hospital due to illness/injury, any medications prescribed to the student must be given to Dormitory Staff.

WHEN A STUDENT IS SEEKING HELP

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

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

DORMITORY POLICIES AND PROCEDURES

Accountability Checks: Dormitory employees are responsible for knowing where every child is at all times. The use of student check-ins Accountability Checks: Dormitory employees are responsible for knowing where every child is at all times. The use of student check ins/outs, roll calls, bed checks, and general observation and supervision are required procedures.

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

Staff will do bed check every hour from 12:00am to 6:00am.

GRADES 7-12	3:30PM	5:30PM	7:30PM	9:00PM	10:00PM
	11:00PM	12:00AM			

Night Attendants check on all students hourly.

Alcohol and Substance Use: Use of alcohol, inhalants, tobacco, and other chemical substances are not allowed in the Dormitory, on the school campus, nor on any other federal property. If an employee reports to work under the influence or becomes intoxicated or drug-impaired while on duty, the following procedures should be followed:

- Immediately call Choctaw Law & Order to report that there is an intoxicated/drug-impaired employee at the Dormitory and ask them to remove the person from the area. Choctaw Law & Order will then take the necessary steps.
- Try to keep the employee away from the students as much as possible.
- Place a call to the Homeliving Specialist and inform him/her of the situation and that a call has been placed with Choctaw Law & Order. Follow any other directions that you are given.
- Later, the Homeliving Specialist will take the proper disciplinary procedures.

Appropriate Room Décor: All staff members should periodically monitor and check the rooms to make certain the rooms are free from insults to traditional cultural beliefs, particularly inappropriate and sexually explicit posters/pictures on the walls, as well as sexually suggestive or offensive adult video tapes that tend to lead to sexual abuse or encourage inappropriate sexual behaviors. Upon locating such items, the staff member must immediately have an educational conference with the student to explain and educate the individual on why these items are offensive and inappropriate, and that as substitute parents, students are taught to be respectful towards the opposite sex, with correct and appropriate behavior.

Baggage Check: ALL STUDENT LUGGAGE/CONTAINERS WILL BE ROUTINELY CHECKED FOR CONTRABAND EACH TIME A STUDENT ENTERS THE DORMITORY FROM THE OUTSIDE,

CHECKING IN. BACKPACKS/SCHOOL BAGS/PURSES ARE CONSIDERED LUGGAGE. WITH REASONABLE CAUSE OR SUSPICION, LUGGAGE MAY BE SEARCHED ON RETURN FROM SCHOOL.

Bomb Threat: When information is received that a bomb is in a particular building/area, the following procedures should be followed:

1. Immediately evacuate the building/area.
2. Call Choctaw Law Enforcement at 911 OR 656-5711 and report the threat of a bomb on the campus.
3. Call the Principal or Homeliving Specialist for the handling of a large group disturbance procedure to be put into effect.
4. No student or staff is to be allowed back into the building or vicinity of the building until an emergency official has declared the building safe.

Bulletin Boards: The Dormitory should have at least two bulletin boards posted where students, parents, and other guests can see them. It should provide activity calendars and special dates for the students/parents. It should be attractive and interest provoking and changed as needed.

Bullying: The Dormitory must be a safe environment for the students to reside in. Staff must be aware of bullying behavior and be trained on handling the unacceptable behavior. Staff must never bully students emotionally or verbally, and especially physically. Staff must know about this.

CELL PHONE USAGE WHILE ON DUTY: Cell Phone usage, during work hours, is to be prohibited, unless there are unforeseen circumstances that arise.

Chaperones: There will be times that Dormitory Staff will be required to chaperone student activities away from the Dormitory. Always be highly visible. Ensure that students know where or how to find you at any time. Remember that you are on the trip to take care of the children and maintain a safe environment, not be entertained.

Check In Procedures (Student): Students must sign in every day after school and at specified times throughout the entire day. They must sign in after any check outs. If a student checks into the dormitory at any time in the morning, the student should be ready to go to school. All students are expected to leave the Dormitory for school by 7:30AM every morning. If a student's bag/belongings are in the Dormitory or their belongings are dropped off, the student must be present when the bags are left, whether the parent/legal guardian brings them or the student is called from school. The staff firmly believes that a reasonable evening check in will be beneficial to the students' school performance. For this reason, it will be a policy for students to check into the Dormitory before 10:00pm, Sunday through Thursday or between the hours of 7:00-7:30am, Monday through Thursday.

Check Out Procedures (Student): There are two (2) Student Check Out Books. One is for the female students and the other is for the male students. Any person checking out a student must be authorize by the parent/legal guardian and listed on the student's check out list and be 21 Years of age. Any changes to a student's check out list must be done in person by the parent/legal guardian and initialed by Dorm Staff. Should anyone attempting to check out a student be under the influence, the student in question is not to be released into their care. Notify the Homeliving Specialist or the person in charge. **No telephone calls or notes will be accepted to check out a student or make any changes to a student's check out list.** All residents must be signed out properly when leaving the Dormitory. This means that the person signing a student out must come into the building and sign that student out. If you are in doubt of a person's identity, ask to see identification prior to allowing a student to be checked out. Staff will be checking check out lists to make sure they are current and have a legible parent/guardian signature on them. These changes and requests have been made for the safety and well-being of all of our children.

Child Abuse/Neglect: Any staff member who has reasonable cause to suspect that a child has been abused or neglected is required to report the incident immediately to Homeliving Specialist or Officer in Charge. This also applies to children threatened with abuse or neglect.

Failure to report could result in criminal liability and/or personnel action up to and including termination of employment. All school personnel have a legal and ethical duty to report any suspicion of child abuse. If any school personnel suspect the possibility of child abuse, the following procedure should be followed:

- All school personnel shall report suspected cases of child abuse to their principal, assistant principal, guidance counselor, or in the Dormitory's case, the Dormitory Counselor or Homeliving Specialist. The assistant principal or school guidance counselor shall report this immediately to the principal. The Dormitory Counselor shall report this immediately to the Homeliving Specialist.
- The Homeliving Specialist, or School Principal, shall immediately notify, either in person or by phone, Choctaw Law & Order, of the situation.
- This will be followed by a written report (Indian Child Protection Referral Form) which includes the following information: name(s) and address(es) of the student and parent(s)/guardian(s); age of student; school and grade of student; nature and extent of suspected abuse; any known history; alleged offender, if known; and any other pertinent information.
- The Homeliving Specialist shall allow authorized personnel from Choctaw Law & Order, Children and Family Services, children's Advocacy Center, and other agencies to have a conference with any child who has been reported as being possibly abused.

SOME INDICATORS OF ABUSE OR NEGLECT

What is child abuse?

Child abuse is a serious non-accidental injury to a child either by physical abuse, sexual abuse, verbal abuse or emotional abuse. Often, there is no "reasonable" explanation for it. Some examples are:

1.) Physical Abuse

- Bruises/scars on different parts of the body
- Cigarette burns on the body
- Bite or pinch marks
- Handprints (from being grabbed or held hard)
- History of numerous broken bones

2.) Sexual Abuse

- Torn, stained, or bloody undergarments
- Presence of venereal diseases
- Sudden change in personality

3.) Emotional Abuse

- Often telling a child he/she is no good, unworthy, etc.
- Constant teasing or verbal attacks
- Not enough love, support, or guidance

What is child neglect?

Neglect is the failure to provide a child with the basic necessities of life; food, clothing, shelter, education, or medical care.

1.) Physical Neglect

- Leaving children unsupervised in vehicles, at home, etc.
- Child Abandonment
- Lack of adequate clothing
- Lack of medical care, especially for injuries and illnesses.

- 2.) **Cleanliness:** Each student is expected to perform details. Include schedules, follow-up by staff, and acknowledgement of good work. No student should be engaged in a detail after the beginning of study hall or after bed check.

Corporal Punishment or Harassment: The BIE does not allow corporal or humiliating punishment. This includes physical contact, emotional harassment, and/or humiliating behavior toward a student. If a substantive accusation is made, the employee will leave the premises and not return until an investigation is completed. If the claim is substantiated, the employee will be terminated. This is for the protection of all employees and students.

Curfew: All students are to be checked in at the Dormitory by 10:00pm, unless they are properly checked out by an authorized person on their check out sheet and have permission from their parent(s)/legal guardian(s) to be out later. The Dormitory Staff asks that if a student is going to be checking in after 10:00pm that a parent/legal guardian call and notify the staff.

Discipline: All policies/procedures/rules/regulations will be enforced at all times. Read and be familiar with all of these in the handbook. What we hold the students responsible for should be applied to the staff members as well.

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

Dorm Bank: Staff members are to encourage students to use the student bank for the safe keeping of their money, especially any large amount. Employees are to be honest with the funds of students. You are not allowed to mingle any student funds with your own money. Accurate and timely records of all transactions are required. These funds are not for employee use.

Dorm Staff Yearly Training Requirements: As a Dormitory Staff member, you are required to attend all staff training provided by the dormitory program. The training requirements can be found listed in the Bureau of Indian Affairs (BIA) 25 CFR Part 36, section 36.86. They are as follows:

- **First Aid/Safety/Emergency & Crisis Preparedness**
- **CPR - Automated External Defibrillator**
- **Student Check Out Policy**
- **Confidentiality (Health Information Privacy Act and The Family Education Right to Privacy Act)**
- **Medication Administration**
- **Students' Rights**
- **Child Abuse Reporting Requirements and Protection Procedures**
- **Suicide Prevention**
- **De-escalation/Conflict Resolution**
- **Substance Abuse Issues**
- **Ethics**
- **Parenting Skills/Child Care**
- **Special Education and Working with Students with Disabilities**
- **Student Supervision Skills**
- **Child Development (recognize various stages of development in the student population)**

- **Basic Counseling Skills**
- **Continuity of Operation Plan (COOP)**

Dorm Student Council: The establishment of a Dormitory Student Council is one way of getting students involved in their living environment. They also provide an opportunity for students to develop leadership skills and provide input into policies and procedures. The Dormitory Executive Council will be elected during the first half of the school year. The Council will suggest monthly elective activities, assist in establishing behavior standards and consequences, regulate and manage fundraising activities. The Lead Dormitory Assistants, Dormitory Counselor, 2 Male and 2 Female Assistants will act as advisors to the Dorm Council. Council members are role models for other dorm students. Class representatives will be elected to the Council as well. Council members must have been present during Count Week, be in good standing academically and socially, and attend the Dormitory on a regular basis.

Dress Code: All staff members should be neat, clean, and appropriately dressed at all times. All staff members are required to report to work in their uniforms, except on non-required days. The items that students are not allowed should not be worn by staff. Hats, buttons, clothing, or other personal items which display vulgar/obscene ideas, or which promote drugs, alcohol, sex, violence, or suicide are not allowed on the campus. Earning respect from students requires that staff dress like the professionals you envision yourselves to be.

Employee Evaluation: You will be evaluated annually. Evaluation conferences between you and your supervisor will be held on an as needed basis. Contract renewal and other incentives are usually based upon the evaluation of your performance.

Fights: In case of a physical altercation (fight) between two students, do not attempt to physically part the students. Notify Choctaw Law & Order, as well as the Homeliving Specialist, of the situation. If the altercation ends before law officials or the Homeliving Specialist arrives, separate the parties involved. The appropriate steps will then be taken and the parent(s) of all involved parties will be notified.

If a student attempts to involve a staff member in a physical altercation, remove the student from the scene until Choctaw Law & Order and the Homeliving Specialist can be notified. A detailed incident report should be written up and turned into the Homeliving Specialist. Parent(s) of the student will be notified as soon as possible.

Fire Alarms:

1. If the fire alarm goes off, evacuate the Students and Staff from the building immediately;
2. Contact the Homeliving Specialist/Officer in Charge.
3. Check the fire alarm box to determine the trouble location.
4. DO NOT SILENCE THE ALARM. Go to the trouble location indicated to confirm smoke, excessive heat, fire, or false alarm.
5. Report it to the responsible person.
6. Remember that the safety of others' lives is your first responsibility!
7. All students and staff should be familiar with the location of the fire pull stations and the nearest exit door.
8. The fire evacuation plans are posted on every bulletin board throughout the dorm. A long continuous bell indicates a fire alarm.
9. The students and staff should exit their rooms/office through the nearest exit.
10. Staff should go to the nearest phone and call the Fire Department at **911 or (601) 656-5711**.
11. Students and staff are to meet at the designated area in the parking lot by the portable buildings (Buildings 221 & 222) near the Complex Offices.
12. Staff is responsible for taking a student count according to check in sheet.

Fire Drills: At least two (2) fire drills a semester will be held. Buildings must be evacuated rapidly and orderly. Do not allow people to stop and pick up personal belongings or re-enter the building. Staff members should help those that may need assistance getting out of the building. One staff member should hold the emergency exit doors open for the students as they exit. A second staff member should go behind and check all rooms and bathrooms for students, while a third staff member remains at the designated meeting area and takes roll call. Evacuation routes are clearly marked throughout the building.

The Dormitory Counselor or person in charge will follow this procedure when the first alarm sounds:

1. Determine whether the alarm is an actual fire or a false alarm.
2. If there is a fire, make sure that **911 or 656-5711** is called to alert the fire department.
3. Use local resources (fire extinguishers, fire hoses, etc.) that are available until the fire department arrives. If the fire is too large or becomes out of control, all staff members should leave the building. At this point, putting the fire out should be left to the professionals.

Fire Procedures: In the event of a fire, the following procedures should be followed.

1. Pulling the nearest pull station should sound the alarm.
2. Get the students and staff out of the building quickly and safely. If there are students who need help getting out, have staff help them. Once out of the building, students and staff should report to the pre-arranged area.
3. Call **911 or 656-5711** to alert the local fire departments of the emergency. After the students are out of the building, roll call should be taken, and all students and staff are to be kept out of the building.
4. Staff, who are able, should use available fire equipment to fight the fire until the fire company arrives, unless the fire is such that it cannot be contained. However, the first priority should always be getting the students to safety.
5. In preparation for such an emergency, staff should have designated someone to be responsible for the students and to take roll call, so they may be free to report any unaccounted-for students or staff to the fire department.
6. One staff member should be designated to contact the Homeliving Specialist.
7. Students should be kept away from the building, fire, and any streets/access roads where fire and/or emergency personnel are.
8. The Homeliving Specialist should report the fire to the Principal/Director of Schools.

Incident Reporting (Behavior): All staff members will be trained and are responsible for reporting and writing incident reports. The person on duty who observes the incident will fill out the incident report and counsel the student(s) involved. The Homeliving Specialist will follow-up on incident reports. Copies of the reports will be mailed home to parent(s)/guardian(s).

Illness/Injured Student: An isolation/sick room is provided for students. Students suspected of being contagious must be separated from the general population until appropriate provisions can be made (i.e. going home, going to CHC, etc.). When a student is placed in the sick room, they must be monitored closely. Visual checks on the student must be made every 10 minutes at a minimum. If the student is extremely ill, then a staff member should remain in the room with them until other arrangements can be made.

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

- Once Dormitory Staff has been informed by the student of the situation, they will determine whether or not the student needs to be taken to CHC immediately.
- If the student does need to be seen at CHC, then the Dormitory Staff is to contact the student's parent/legal guardian/caseworker to notify them and have them meet Dormitory Staff at CHC.
- Once the parent/legal guardian/caseworker arrive at CHC/facility to take over responsibility for their child/client, then Dormitory Staff is to report immediately to their work site.

- Should the student be released from under medical care and cleared to return to the Dormitory, any medications that have been prescribed to the student should be given to Dormitory Staff.
- Should the student be released from under medical care and not cleared return to the Dormitory or school, they will need an excuse slip when they return.
- The student may return to the Dormitory on the date listed on the excuse slip and not before.
- Students that are ill, or present with certain issues, are not allowed to reside in the Dormitory.

Injured Students on Activity/Field Trip:

The following procedure will be followed before a field trip is made:

- If a long trip is planned, the Staff in charge of the trip will get parental consent, in case of an emergency/illness, for each student planning on going on the trip. This will allow the person in charge to seek treatment for any students if needed.
- Before a field trip is taken, the person in charge of the field trip will determine the available medical facilities where students can be taken while in route or at an activity.
- The person in charge is to be aware of procedures necessary to get a student treated at these locations while on a trip.
- If a student is injured or becomes ill while on a field trip, the responsible staff should take the following steps:
 1. Arrange to transport the student to the proper medical facility for treatment. (If a student or staff is badly hurt, get him/her to the nearest medical facility.)
 2. Notify the Homeliving Specialist about the accident and all steps taken thus far.
 3. Once the student/staff has received treatment, arrange for return transportation to the dorm or the person's residence.
 4. Fill out any reports/paperwork regarding the incident and submit them to the Homeliving Specialist.

WHERE TO TAKE INJURED STUDENTS:

The person in charge should ensure that the injured student/staff is taken to the proper facility for medical attention. Since all students are Native American, the Choctaw Health Center can be responsible for payment of treatment if the dorm personnel handle it properly. If the activity/trip is in the general vicinity, the injured person should be taken to Choctaw Health Center (CHC). However, if the trip/activity is some distance from CHC, then the local medical facility should be utilized. Payment of any treatment received elsewhere can be sent to CHC afterwards and the situation can be explained to them.

Injury on the Job: If you get injured on the job, report it to your supervisor immediately. You will then be transported to the Choctaw Health Center (CHC) for medical treatment if necessary. There will be paper work to be completed. Keep the Homeliving Specialist apprised of your medical status

When an employee is injured, the following procedures should be followed. Remember, if the accident is serious, transport the employee immediately to the closest medical facility. Injured employees are entitled to prompt payment of benefits while disabled. Employees must report all serious or fatal injuries IMMEDIATELY by telephone. All accidents must be promptly reported to the MBCI insurance office:

Tribal Risk Management: 601-650-1531 or
FAX (603) 650-9684

The following must be completed immediately upon being advised of an accident or injury:

- Worker's Compensation - First Report of injury or illness. Completed by employee, supervisor, or assistance by Insurance Clerk.

- Supervisor's Incident Report - To be completed by injured employee's Supervisor. This will assist in determining facts of injury and assist in prevention. The employee need not sign. Employee's treatment must not be delayed in order to obtain signature.

The following must be completed as soon as possible following an accident. In case of an emergency, medical care must not be delayed completing forms.

- Medical Authorization - The employee should be asked to sign a release of medical records at the time of the filing of the Employee Injury Report.
- Request to Doctor - When an employee is treated or sent to a doctor, the employee must present this report form to the doctor when the first visit is made.

Keys: Dormitory keys are government property assigned to you and must be returned at the end of the year. **Staff members should never loan keys to students.** Special care must be given to any master key you may have. If you lose your keys, report it immediately to the Homeliving Specialist. Staff members should assist students who are locked out of their rooms.

Laundry: Students are responsible for doing their own laundry. This is an opportunity to teach students how to care for their clothes. Laundry hours are posted on each hallway. Students should bring their own detergent and any other additives.

Law Enforcement on Campus: Choctaw Police (Law & Order) have the responsibility for investigating any of the crimes on the campus, as well as checking any problems at the school. Their telephone number is **911or (601) 656-5711**. Valid identification as an officer should be requested when they present themselves.

Anytime Choctaw Law & Order is called, the Homeliving Specialist and then the Principal must be notified. Any situation serious enough to call Choctaw Law & Order should be reported to the person in charge at the time the decision is made to call. By the next day, a detailed incident report should be made to the Homeliving Specialist with all pertinent information (i.e. who was involved, what happened, etc.).

If a student is to be interviewed by the officer, he/she must be apprised of their rights to participate. The person in charge will sit in with the student during the interview if the student is under 18 years of age. The students have the option of whether or not to take part in the interview or respond or not to respond to questions. No minor student may be removed from the school premises by law enforcement without the consent of a parent/legal guardian, except upon services of a valid warrant of arrest or if a threat to self and others.

Interrogation by Choctaw Law Enforcement/Interrogation Consent :

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

Leave Procedure: All staff are required to follow these policies:

- **ALL leave must be approved one (1) week in advance.**
- **Emergency leave will be determined individually**
- **Any unapproved leave is LEAVE WITHOUT PAY**
- **ALL leave must be turned in by pay day or you will go leave without pay.**
- **ALL sick leave must have a doctor's excuse or slip.**

Call-In Procedure: All staff MUST notify 6 hours prior to the beginning of their shift.

- 1) Call Supervisor (Melinda Gibson: 601-416-3373) or person in charge, if there is no answer;**
- 2) Call the Secretary (Michelle Twiss: 601-650-7311), and if there is no answer;**
- 3) Call the Counselor (Michelle Ferris: 601-562-3013);**
- 4) Last Resort - Leave a message on Voicemail.**

Locks and Lockers: There is a set of lockers in each student room. All students are encouraged to place their valuable items in the lockers and lock them up for safekeeping. Locks will also be provided to each student so that they may lock their lockers. Upon request from dorm staff, students may need to open their locker. Staff always asks that all locks be left on the assigned lockers. This will cut down on the number of locks that become misplaced/stolen throughout the year. All locks must be turned in before the end of the school year. There will be a five-dollar (\$5.00) replacement fee for all unreturned locks. Any damage to locks/lockers will be the responsibility of the student(s).

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

1. Lock all exterior and 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 must always be locked.
2. All interior rooms must be locked when vacant. Dorm Staff must lock all rooms when not in use.
3. Students are not allowed to unlock doors or stay in any public room without an adult present.
4. All closets and storage areas must always be locked.
5. All staff must instruct students that under no circumstances are they to allow any non-school person(s) into the building unless they have a pass or are part of a rescue team. All parents/guardians and other visitors must enter by the door near the Secretary's office.

Log Books: The log book maintains an open line of communication between dorm staff members with changing tours of duty, and to convey messages on any special information others need to know for the continued smooth operation of the dormitory. Accountability issues, illness, problems, schedule changes, or other out of the ordinary information must be recorded in the log book. This book is to be read carefully. Notations must be accurate and reflect a professional manner. Confidentiality dictates that the log book is for staff use only and should never be available to students or visitors.

Medications: Absolutely no medications are to be kept by the students in their rooms. All medications (prescription/non-prescription) are to be kept in the medicine cabinet which is to be locked when not in use.

Medication Log Book: The Dormitory Staff must document all medications dispensed to students with the name of the student, medication given, date, time, and dosage given. All entries must be accurate.

Missing/AWOL Students: In the case that a student does not report back to the Dormitory after school or after a check out, follow these procedures:

1. When it has been determined by staff that a student is AWOL, the Dormitory Counselor will be notified.
2. The Dormitory Counselor will inform the Homeliving Specialist, Law & Order, and then place a call to the student's parent(s)/guardian(s) to let them know about the situation. If at any time it is discovered that the student is not truly AWOL, the Dormitory Counselor will notify Law & Order and the Homeliving Specialist that the student has been located.
3. If the student is AWOL, an incident report/Restriction will be written up and submitted to the Homeliving Specialist. A copy of that write-up will be sent to the student's parent(s)/guardian(s).

RUNAWAYS

CHOCTAW LAW & ORDER..... (601) 656-5711
MELINDA GIBSON.....(601) 416-3373

Money/Valuables: Staff members are discouraged from loaning money to students (and other staff members). Staff members are not allowed to borrow any items from students. Items frequently asked for in loans are money, cell phones, vehicles, keys, clothing, hand held electronics, and other entertainment items. As we advise the students, you should not bring large amounts of money or valuable items to the Dormitory. Keep purses locked up at all times. The Dormitory is not responsible for the loss of your personal property. This would also apply to any fundraising money that you may have/hold for your own children.

Parents: Parents are always welcomed to the Dormitory. Be friendly and courteous to them at all times.

Parent Conferences: Parent conferences will be scheduled at different times throughout the school year as needed, especially after serious behavior infractions. Conferences will be scheduled by the Dormitory Counselor and will include all parties involved. All efforts will be made to contact parent(s)/legal guardian(s) regarding needed conferences.

Parental Notification: Parents/guardians will be notified by letter or by phone if their student is placed on restriction. For more serious behavior violations, every effort will be made to notify them immediately. Parents/guardians will be notified of the need for any parent conferences when a student receives 20 days of restriction or one that falls under the Four Weeks and above categories. We also request that parents/legal guardians keep the Dormitory Staff updated as to any changes (i.e. address, phone numbers, living arrangements, etc.) that may occur throughout the school year. There have been occasions when Dormitory Staff was unable to contact parents/guardians. There may also be a staff shortage, which would make it impossible for the staff to travel to the parent/guardian residence. As a last resort, we will notify Choctaw Law & Order and they will visit the parent/guardian residence.

Privacy: All students have the right to a reasonable degree of privacy, but that privacy does not extend to the endangerment of the health and safety of other students or the staff. The school recognizes and will preserve the student's right to privacy and security of personal effects. However, the right to inspect each room and student locker for safety and health hazards and or violations of school regulations is reserved by the administration. A student's personal belongings including luggage, bags, storage containers, backpacks, purse, wallet, etc. will be inspected only in the student's presence and with the student's permission unless there is a clear indication with reasonable suspicion that a law or school regulation has been broken.

Proselytizing: Staff members are not allowed to impose their own values or beliefs such as religious or political views or beliefs upon students.

Referring Students: If a staff member believes there is need for a student to be seen by a counselor or doctor, or if the student asks to be referred, you must notify the Homeliving Specialist or Dormitory Counselor. If necessary, they will then notify the appropriate agencies.

Relationships: Staff members are not to establish or attempt to establish a relationship with a student that is or might resemble a dating relationship. Employees may not show favoritism to any individual student at the expense of other students.

Restrictions: Restrictions are to be served upon ARRIVAL AFTER SCHOOL UNTIL SUPPER. Immediately after supper and immediately after study hour, the student on restriction is to RETURN TO HIS/HER FLOOR to serve. There are no minutes to loiter in the living room or anywhere else. The student on restriction is always

expected to be on the proper floor and in the assigned room, except during supper in the cafeteria and study hour. THERE WILL BE NO EXCEPTIONS. Actions not permitted in the dormitory are not permitted during any off-campus activity. The same restriction rules apply. As staff, we should also adhere to the rules that we expect our students to follow.

Safety and Welfare of Students: Each staff member will be responsible for making daily contact with the students. Male employees will be mostly responsible for male students, especially when on the male students' floor. Female staff members will do the same with the female students. When students are on the main floor, all staff are responsible for supervising all students. Making daily contact with the students allows staff to notice any signs of problems or needs that the students may have, but may be reluctant to reveal, such as bruises, missing glasses, hickeys/pinch marks, inappropriate clothing, and mood changes.

The following are examples of changes to watch for:

Moods	Physical Appearance	Academic
Withdrawn & Quiet	Hygiene (good or bad)	Poor grades
Complaining	Not bathing	Improving grades
Defiance	Not washing clothes	Tardiness to class
Defensiveness	Not changing clothes	Incomplete homework
Aggressiveness	Body Odor	Avoiding homework
Talkative	Not brushing teeth	Falling grades
Anger	Not wearing eyeglasses	Poor attendance
Avoidance	Changing styles of dress	Complaints from school

These are only examples of changes for which to watch. They are not the only changes for which to observe.

Locks have been installed on each student door. Dormitory Staff monitors the outside doors during the evening hours and make periodic bed checks on the student rooms at night.

Extensive renovations have created a much safer environment. Each student room is now equipped with a smoke detector, sprinkler, door closer, and lockers. The hallways, offices, and main living area also have smoke detectors and sprinklers. The fire alarm system has been updated and repaired.

Security has also been improved with the installation of door alarms on each exterior door on the student floors. We have recently installed doorbells on the main exterior doors and additional cameras have been installed in the main hallways and living areas.

PERSONAL APPEARANCE and DRESS CODE

Students' attire should be appropriate, neat, clean, and in keeping with health, sanitary, and safety practices. Final determination will be made by the Homeliving Specialist. To clearly maintain a positive environment, while at the Dormitory or Dormitory sponsored activities, the student must follow the Dress Code listed in the Student Handbook. Any personal property deemed inappropriate will be confiscated and returned to the student at a later date.

School Supplies and Equipment: Staff members are not to remove any government purchased items from the school/Dormitory for their personal use. This includes food whether cooked or uncooked, cleaning supplies, tools, school supplies, or any other materials provided at the school/Dormitory.

School Suspension (Student): If a student is suspended or expelled from the school program, campus school staff will transport the student to his/her home and notify the parent of the suspension/expulsion and the procedure to re-enroll the student in school. Likewise, if a student is dismissed from the Dormitory program, the Dormitory Staff will be responsible for notifying the parents/guardians and inform them that their student needs

to be picked up. During a suspension/expulsion from school, the student is not considered a member of the student body and therefore may not reside in the Dormitory until reinstated as a student. If a student is given an in-school suspension, they will lose their free time if the suspension falls on a Monday, Tuesday, or Thursday. If it falls on a Wednesday, the student will not be eligible for any activity on that night.

Search and Seizure: When the Dormitory Staff has probable cause or reasonable suspicion that staff has the right and responsibility to search rooms, desks, lockers, personal property, and/or persons for any item prohibited by Dormitory policy, school rule, or law. This may also include stolen items. To aid in searching, a wand is used to detect any metal objects that a student may have on them. The wand is used on a daily basis.

Security Cameras: As a result of past break-ins, there are security cameras covering the entire perimeter of the dormitory. The cameras are in operation 24 hours a day. Anything that occurs will be recorded and could be used by the proper authorities in an investigation/legal proceeding. Additional cameras have been added to the main hallways and living areas.

Self-Harming Behaviors: This can be "cutting", burning themselves with lighters/cigarettes, pulling out their own hair, etc. A number of people cut, burn, or harm themselves in other ways as a way to cope when they are experiencing emotional distress. This behavior seems to soothe them or helps them to not feel "numb" or like they are in control. "Cutters" can use razors, utility knives, scissors, needles, broken glass, thumb tacks, straight pins, staples, or any sharp object to inflict harm. They will repetitively make slices on their arms, legs, or other body parts. These can be scratches or even life-threatening cuts.

What do we do?

- Don't freak out or panic!
- Make a plan (follow the Dormitory/school's policy)
- Listen to the student.
- Don't judge or make assumptions .
- Keep this Confidential (Don't tell everyone you know.)
- Never leave the student alone!
- Follow the Dormitory/school's protocol .
- Suggest other things that they can do besides harm themselves (deep breathing, relaxation techniques, call a friend/therapist/crisis hotline, try not to be alone, etc.)

Staff Meetings: Regular staff meetings will be held for general announcements, to review schedules, discuss safety issues, consult student progress and discipline, and provide in-service training. **All staff should have a binder/notebook where they keep all meeting notes, memos, notices, etc.**

Student Belongings and Clothing: All students' clothing should be marked with his or her full name in felt tip/laundry marker. Students are responsible for laundering their own clothing, with detergent and any additives they provide. The Dormitory Staff strongly recommends that students not loan or borrow clothing. Also, when students are checking out, they are required to take all their belongings with them. **THE DORMITORY/DORMITORY STAFF WILL NOT RESPONSIBLE FOR ANY LOST CLOTHING OR PERSONAL ITEMS LEFT BY STUDENTS. THIS ALSO APPLIES TO ANY ITEMS THAT THEY MAY HAVE "LOANED OUT" OR "BORROWED".**

Students may bring jewelry or other items to the Dormitory. These items should be clearly marked with the student's name. However, the dormitory will not be responsible for the loss or damage of these items. A locked locker and locked room are the student's best protection against loss of personal items.

Students are also discouraged from keeping more money than is needed for one week. Students may turn money into staff for safekeeping in the student bank. The dorm cannot take responsibility for the loss of money or damage to any personal items.

Student Check Out While on Restriction: In order to create a student-centered climate and offer the students a residential program to be proud of, the dormitory staff needs the support and backing of all parents/guardians. This is especially true in disciplinary actions. The Dormitory Staff acts in the best interest of the student and as a guardian to each student during their residency in the Dormitory. The students have been made aware of their responsibilities, the rules and regulations of the Dormitory, and the consequences for violating them. The consequences for not following these rules or regulations often include restriction from activities and extra details. Restriction additionally carries the loss of the privilege to be checked out of the dorm during the restriction period with the exception of emergencies, weekends, or school holidays.

Student Orientation: Dormitory Staff will orient the students in the following ways:

- A copy of the Dormitory Student Handbook will be given to each student.
- Dormitory Staff will review the handbook with students as a group.
- Students enrolling after the beginning of the school session will have an individual explanation of the handbook.

Study Hall/Period: Study time will be from 6:00pm until 7:20pm. If needed, students are more than welcome to continue studying after other students have been released. A staff member will need to remain with the student in this case. Students will complete homework, read, study, and learn discipline through a regularly scheduled study time. Tutors will be available to help students complete their work, but they are not to do the work for the student(s). Tutors are to be available in study hall from 6:00pm until 8:00pm, unless all students have been released and require no further assistance.

Supervision by Movement: Supervision of students and their activities is most efficiently done by both observation and constant movement among them, not by being seated or standing in one place where you become the observed. Talking with students as you move among them will increase your power of observation, as well as build a rapport with students.

Tobacco/Vape Use: ALL Tribal School Campuses are "Drug & Alcohol-Free Work Places: Drug, Alcohol, and Tobacco Prohibited"

Toxic Waste/Body Fluid Disposal: Residential staff are responsible for the safe and proper disposal of infectious waste. This may include any bandages or other materials that have collected the waste from any student, employee, or visitor. The proper disposal is in a double "Red Bag".

Two-Way Radios: Staff will be assigned a two-way radio for use at the dorm. It is a valuable piece of dorm equipment you should protect from damage or loss. It is an excellent communication tool. Use it as needed, but always remember that your message is being heard by many people, including the students and your supervisor.

Vehicles: Employees are not to allow students to drive the dorm vehicles. Keys to the vehicles are not to be given to students for any reason. Staff should write down the mileage before they leave the parking lot and when they return.

Vending Operations: There is a vending machine that sells soft drinks located in the rumpus room. These machines are operated by an outside source and the profit earned from the machine is placed in an account at the Division of Schools office. This account is used to help fund Dormitory activities.

Visitors in the Dormitory:

NO ADULT IS ALLOWED TO COME TO THE DORM TO CONFRONT A DORM STUDENT UNDER ANY CIRCUMSTANCES. IF A CONFERENCE IS NEEDED, IT MUST BE TAKEN UP WITH THE HOMELIVING SPECIALIST. DORM STAFF IS RESPONSIBLE FOR OPENING AND CLOSING THE FRONT DOOR AT ALL TIMES.

Dorm students who are not properly signed into the Dormitory are considered VISITORS. Until properly checked in, the student will not be allowed on student floors, as applies to any other visitors.

STUDENT ADMISSIONS AND ELIGIBILITY
GUIDELINES AND POLICY FOR DORMITORY RESIDENCY

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

- **A COMPLETED and SIGNED application (a new one is needed at the beginning of every school year.)**
- **BIRTH CERTIFICATE (Copy of)**
- **CERTIFICATE OF DEGREE OF INDIAN BLOOD (CDIB) (Copy of)**
- **SOCIAL SECURITY CARD (Copy of)**
- **ANY APPLICABLE LEGAL/CUSTODY DOCUMENTS IF REQUIRED (Copy of)**
- **IMMUNIZATION RECORDS (Copy of) - According to 25 CFR 36.99, each student requesting to be a residential/dorm student is required to submit immunization records as required by state, local, or tribal governments BEFORE being admitted to ANY Residential Dormitory Program.**
- **COMPLETED AND SIGNED BOYS & GIRLS' CLUB APPLICATION**
- **HEALTH INSURANCE CARDS FOR OUT-OF-STATE STUDENTS ONLY!**

According to regulations set by the Bureau of Indian Education (BIE), Dormitory students must be a minimum of 25% (1/4) Indian blood to be eligible to live in the dorm. These guidelines can be found in Code of Federal Regulations (25 CFR 39.11(h)).

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

Also, ALL Dormitory students must be present at least twelve (12) days every month for the entire school year. A monthly attendance report will be sent to the BIE. At the time a student is placed in the program, the Agency Responsible, or parent/guardian is responsible for completing all applications, placement and permission forms within five working days. Each applicant for late admission will be treated individually. Priority will be given to those students referred by agencies such as Children & Family Services, Tribal Courts, or other governing agency. All applicants will be reviewed, as space is available in the program and according to individual student and family needs.

GENERAL SERVICES

The Dormitory is set up to meet the needs of the students. Programs are designed and initiated for student development socially, academically, and emotionally through the experiences and information provided.

THE DORMITORY PROVIDES THE FOLLOWING:

- Tutors for all major academic subjects are provided for regular study period, but any student who needs or wishes for additional help will have tutors available for as long as they are needed each day/evening. Parents/Guardians are asked not to check out students from 6:00pm to 7:20pm, during study period.

- Planned recreational activities, which include seasonal parties, field trips, sports activities, movies, skating, bowling, etc. are encouraged!
- Scheduled arts and crafts activities and learning experiences.
- Computers, leisure reading materials, research materials, maps, globes, and such in the in-house library.
- Individual and group counseling sessions to assist students in dealing with their problems and to provide information.
- Regular, supervised study time with qualified academic tutors in all basic fields and some specialized areas. Special tutorial assistance by qualified teachers in special subject areas for improvement of academic performance.
- Daily health and medical care including transportation for services provided at Choctaw Health Center based on Staff availability.
- Linen services are to provide bed and bath linens, including bed spreads and pillows, along with instruction and assistance on the proper upkeep of student clothing. Washer and dryers are available on each student floor. The use of the machines is cost-free, but students are expected to furnish their own detergents and laundry additives. A schedule of use time is posted and followed.
- Toiletry and laundry supplies are available if needed.
- In emergencies, a student may get permission to use an office phone.
- Certain specific study materials are available for use with special projects and homework (i.e. T-squares, triangles, scale rulers, drawing paper, and some art materials.).
- Medicine storage: All prescription and other medicines are stored and administered by staff as per physician orders. Minor first aid supplies such as band-aids, ointments, alcohol, and peroxide are also stored in locked regularly examined official cabinets.
- Entry fees, transportation, and other required the dormitory furnishes costs of all off- campus outings. The students' only expense on such outings will be for elective spending money for extra refreshments and/or souvenirs.
- Constant day and night presence of trained and caring staff members, both male and female, to be a source of support for each student.
- Each room is furnished with a set of lockers that the students can use. These lockers are to be used to help prevent personal items from disappearing from the room.
- Staff offers students a combination lock to lock their possessions in the lockers. Staff will show the student how to use the lock if needed. All combinations are kept in a logbook by the staff in case the student forgets, or staff needs to clear it out.

GENERAL HOUSEKEEPING GUIDELINES

The Residential Assistant Custodian is responsible for the cleanliness of the Dormitory and the grounds around the building. Students will be assigned an appropriate degree of community service work (details) that promotes the responsibility of maintaining a clean and pleasant living area.

BASIC CLEANING GUIDELINES:

The following should be done daily:

- All hard surface floors will be swept and mopped.
- All bathrooms will be cleaned and sanitized including water faucets, toilets, urinals, sinks, floors, and mirrors.
- Shower stalls/rooms will be cleaned and sanitized.
- There are certain weather conditions which will require floors to be cleaned more than once a day.
- All water fountains will be cleaned and sanitized.
- All beds will be made each day.

- Resident students are responsible for emptying their wastebaskets, making their bed daily, changing their own linen, sweeping and mopping their floors, dusting the furniture in their rooms, picking up their used towels and placing them in the laundry hampers/buggies, and laundering their own clothes.
- Students rotate in details: sweeping and mopping the halls to the rooms, cleaning the bathrooms, picking up the outside trash from around the building, cleaning the rumpus room/canteen/living room/cafeteria.

By Dorm Staff:

- Each room will be checked for safety hazards and any work orders that may be needed.
- Any non-working light bulb or tube will be removed and replaced. Remember that some of these fixtures are considered hazardous material.
- Food items should not be found in students' rooms. However, if such an instance arises, food should be thrown away or stored in a proper receptacle to deter spoilage, rodents, and insects in the dormitory.
- Check bathrooms and replenish soaps, toilet tissue, and paper towels as needed.
- Hallways will be buffed.
- Dormitory Night Attendants are responsible for dusting, laundering and folding bed linens, as well as storing the linens. Dispensing and storing linens, stocking the bathrooms with toilet tissue. They will notify the Homeliving Specialist of needed maintenance and repairs needed.

As needed by Dorm Staff:

- Remove snow and ice from steps, sidewalks, and other areas.
- Clean and pick up trash from areas around the Dormitory at least twice each week or when needed..
- Wash all windows both inside and outside at least once a month.
- Strip, seal, and re-wax tiled floors at least once a year.
- After the students have left the Dormitory, the staff should check on what the students have cleaned, put away all supplies and equipment, and cleaned in areas not done by students or that need to be redone.
- At no time should a student be kept from going to school in order to complete a detail. You will have to work with the students to teach them to do their details properly and in a timely fashion.
- Explain the need for students to do their part in keeping their Dormitory a pleasant, clean, and inviting environment.

STUDENT RESPONSIBILITIES

Each student is expected to accept the responsibilities placed on him/her. The student responsibilities are as follows:

- Performing daily details as assigned, such as room upkeep, cleaning areas in and around the dorm, cafeteria, and canteen.
- FOLLOWING DORMITORY RULES.
- The homework sheets are to be completed daily.
- Attending Dormitory meetings promptly.
- Conduct themselves in an orderly, respectful manner.
- Seek help with personal problems and notifying staff of medical or personal concern.
- Following proper check in/out procedures. Make sure you are signed in/out properly.
- Being on time to school and when returning from school to the Dormitory.
- Participating in all Dormitory-related activities.
- Be prepared for study hour by having all books, pencils, paper, and homework.
- Conducting one's self at all times, in or away from the Dormitory, in a positive manner that reflects well on all Dormitory students.
- Take all belongings home at Christmas and Spring Break and all of your possessions by the last day of the school year.

- Each student is responsible for his/her own personal items and money. For example, jewelry, cash, etc.

PROCEDURE FOR USE OF FACILITIES

Use of the Dormitory for non-resident activities will be at the approval and discretion of the Homeliving Specialist and Tribal Administration. It should be noted that the Dormitory Staff wishes to encourage the use of the dormitory facility by small community groups in order to increase community awareness and support for the Dormitory. Clean up of the Dormitory after such meetings will be the responsibility of the community group leader.

NONRESIDENT DORMITORY USE AGREEMENT

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

- NO USE OF ALCOHOL in the Dormitory or the immediate area.
- NO SMOKING/USE OF TOBACCO IN ANY FORM. THE CAMPUS IS ALCOHOL, DRUG, AND TOBACCO FREE.
- Temporary residents must honor the OFF-LIMITS areas. The management asks that activities and traffic be confined to the floor of the assigned rooms or the central hallway.
- Before occupying the assigned room, a staff member will examine the room with you. It is expected that the room remain in the condition of this inspection. Upon your departure, leave all aspects of the room as you found them, and leave it clean and litter free.
- The entry/exit door for your use is located at the front of the building, entering the hall beside the receptionist's office.
- DO NOT LEAVE WET ITEMS (TOWELS, CLOTHES, ETC.) IN THE SHOWERS OR ON THE ROOM FLOOR OR FURNISHINGS. HANG WET ARTICLES ON THE CLOTHES ROD IN THE CLOSET.
- DAILY CLEANUP: PERFORM CLEANING DETAILS AS NEEDED; NO FOOD IS ALLOWED ON THE UPSTAIRS OR DOWNSTAIRS RESIDENTS FLOORS.

EMERGENCY NUMBERS

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

FIRE

- CHOCTAW LAW & ORDER.....(601) 656-5711
- FIRE DEPARTMENT.....911/(601) 656-0620
- MELINDA GIBSON.....(601) 416-3373
- MICHELLE FERRIS(601) 562-3013
- MAINTENANCE (ROBERT ROUTH)..... (601) 656-6612 (W)/ (601) 416-78396 (C)
- ALARIC KEAMS(601) 663-8283

POWER FAILURE

- ROBERT ROUTH(601)656-6612 (W)/ (601) 416-8396 (C)
- CENTRAL ELECTRIC POWER ASSOCIATION...(601)656-2601
- MELINDA GIBSON.....(601) 416-3373
- MICHELLE FERRIS(601) 562-3013

INCLEMENT WEATHER

- MELINDA GIBSON.....(601) 416-3373
- MICHELLE FERRIS(601) 562-3013

RUNAWAYS

- CHOCTAW LAW & ORDER.....911/(601) 656-5711
- MELINDA GIBSON(601) 416-3373
- MICHELLE FERRIS.....(601) 562-3013

ALARIC KEAMS (601) 663-8283
STUDENT'S PARENT/GUARDIAN

HEALTH

CHOCTAW HEALTH CENTER.....(601) 656-2211
MELINDA GIBSON(601) 416-3373
MICHELLE FERRIS.....(601) 562-3013
STUDENT'S PARENT/GUARDIAN

SCHOOL CLOSURE

The Director of Schools will make the determination of any school closures. The radio and television stations that will be contacted in case of emergency:

Radio Station Philadelphia	WWSL 102.3	(601) 656-7102 or (601) 656-1490
Carthage	WSSI 98.3	
Meridian	WJDQ (Q103)	103.3 and WOKK 97
TV Station Meridian	WTOK Channel 11	(601) 693-1441

DORMITORY GUIDELINES FOR FIRST AID AND HEALTH PROCEDURES

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

HEAD LICE/SCABIES INFESTATION

If it comes to the staff's attention that a student has become infested with head lice, scabies, or anything similar, Dormitory Staff will document the incident. The Dormitory Counselor will contact the parents/legal guardians/caseworkers to inform them that their student has lice/scabies. When the student is ready to be checked out from the Dormitory, they will be given a lice kit to take home to use. The student will be allowed to return to the Dormitory once the problem has completely cleared up and they have been checked by Dormitory Staff. The following steps should be followed:

- A student found to be infested while in the dormitory with head lice will be sent home as soon as possible with proper information/treatment.
- Upon return to the school/dormitory, students will be examined by the designated personnel to ensure that proper treatment was performed and was effective. If the examination results are unacceptable, the student will be sent home again until satisfactory results are obtained.
- If a student's head lice problem cannot be solved through the above steps, the community health center nurse will be notified. If the problem persists, a referral will be written and sent to Children & Family Services

DENTAL/MEDICAL APPOINTMENTS

Parents/legal guardians will be responsible for making medical and dental appointments for their student(s). In case of any emergencies, parents/legal guardians will be contacted to meet the staff and student at CHC.

STUDENT SAFETY: INFECTIOUS AND COMMUNICABLE DISEASES

The following rules regarding infectious and communicable diseases will be in effect during the state of public health emergency:

- (a) The Dormitory is committed to providing a safe and healthy residential environment, free of health hazards. This includes protecting students and employees from infectious and communicable diseases that are spread during a state of public health emergency. Students that believe that they have been exposed to or have been diagnosed with a communicable or infectious disease have an obligation to minimize the spread of that disease and are required to immediately self-report the diagnosis to his/her parents/legal

guardians and Dormitory Staff. Any Dormitory Staff that believe that they have been exposed to or have been diagnosed with a communicable or infectious disease have an ethical and legal obligation to minimize the spread of that disease and are required to immediately self-report the diagnosis to his/her immediate supervisor. Failure for Dormitory Staff to immediately notify the supervisor and/or knowingly expose others may result in further disciplinary action including termination.

- (b) If a Dormitory Staff is exhibiting symptoms of a communicable or infectious disease while in the workplace, the Tribe reserves the right to require testing and a health care provider’s medical clearance before allowing the Dormitory Staff to return to work.
- (c) Due to the nature of communicable diseases, Dormitory Staff who have been diagnosed, exposed to, or show signs of significant contagious diseases, whether symptomatic or not, should contact his or her medical provider for further evaluation and/or before returning to the workplace. Supervisors shall report all necessary information to the Director of Schools/Director of Human Relations. Every effort will be made to ensure confidentiality of information received as part of this policy and to protect the privacy of all parties involved. Sharing information of a student’s or employee’s self-report of diagnosis of any communicable or infectious disease and/or any medical information relating to the diagnosis is strictly prohibited and may be grounds for disciplinary action including termination.

CUTS AND WOUNDS	<p>BLEEDING- The best way to stop bleeding is to apply direct pressure to the cut by placing a gauze pad or compress over the cut and pressing firmly with flattened fingers on the cut. Elevate the cut to above the level of the heart. When the bleeding has stopped, wash the cut with cold water and any cleansing product we have in our medicine cabinet. If the cut does not stop bleeding or seems deep, take the student to the hospital for treatment.</p> <p>INFECTIONS – Be aware of the following signs of infection and have the student treated at the hospital if you observe the following:</p> <ul style="list-style-type: none"> ◆ Spreading redness around the cut or wound area ◆ Streak of redness from the cut/wound ◆ Warmth ◆ Drainage, white or bloody pus ◆ Swelling
NOSE BLEED	<p>With the student in a sitting position, pinch off the nose with the thumb and forefinger and lean forward. If the bleeding continues, rolled up gauze square can be placed in each nostril to assist in applying pressure. A cold pack can be applied to the nose for comfort.</p>
BURNS	<p>Immerse burned area into cold water until the pain is relieved. Pat area lightly to dry. Do not pop any blisters that may form. A dry gauze dressing may be applied to protect the area. If a blister pops later, use a dry gauze dressing and watch for signs of infection.</p>
EYE PROBLEMS	<p>FOREIGN OBJECT (eyelashes or dirt in the eyes) - Encourage the student to blink a lot and try to make tears. If you can easily see the object, you can use a soft tissue to remove it. Do not try to remove it with your finger or probe to remove it.</p> <p>CHEMICALS – Should be washed from the eye. With the head turned and the affected eye down, wash the eye under a faucet or with a cup of water. Then take student to Choctaw Health Center to be seen.</p>
HEAD INJURIES	<p>Treat minor head injuries like cuts. Apply pressure to stop bleeding then wash once bleeding has stopped and apply gauze dressing. If a goose – egg appears, use an ice pack for 10 to 15 minutes on the area to reduce swelling. Do not</p>

	<p>give Tylenol (acetaminophen) or aspirin if the student complains of pain. If they complain of headaches, check for the following:</p> <ul style="list-style-type: none"> ◆ Are the pupils of the eye different sizes? ◆ Are they very sleepy or difficult to wake up? <p>If yes to either, they may have a more serious injury. Take the student to the hospital.</p>
NECK AND SPINAL INJURIES	Do not move them. Call the hospital/ambulance immediately. Keep the student still.
FRACTURES	<p>If you suspect a student may have a break, ask the student not to move it.</p> <p>CLOSED FRACTURE – Can sometimes be detected by pain, swelling, small bump in the area. Elevate and take them to the hospital for treatment.</p> <p>OPEN FRACTURE – Involves broken skin and possible protruding bone with a break. Do not move the student. Call the hospital; keep the whole limb supported and still.</p>
SPRAINS	To provide temporary relief, apply ice and elevate the sprained joint. Watch for signs of a fracture. Do not allow the student to move around. Have the student treated at the hospital.
STRAIN TO MUSCLES	A strain to the thigh or back muscle can be very painful because of the tearing of muscle fibers. Students with back pain should be treated at the hospital.
FAINTING	If a student feels faint, have them lie down or sit with their head between their knees and breathe deeply. A person will recover quickly from a faint, but should be quiet for 10 to 15 minutes and then be sent to their room to lie down. Staff will stay with the student for observation until the student is fully recovered. If they do not recover quickly or they faint again, call for an ambulance and have them transported to the hospital.
CONVULSIONS	<p>A person will become stiff, head will fall back and eyes will roll when they first begin a convulsion.</p> <ul style="list-style-type: none"> • Ease them to the floor. • They will continue with jerky movements and may foam at the mouth or drool. • Do not stop them or hold them down. • Protect their head and clear away any objects that may hurt them. • Contact Choctaw Health Center for an ambulance and contact Homeliving Specialist if he/she is not on duty.
VOMITING	If poison or drug overdose is suspected, do not force vomiting. Call the hospital and give them as much information as possible. If the student is having forceful (projectile) vomiting, call the hospital.
DIARRHEA	<ul style="list-style-type: none"> • For diarrhea, give the student an antidiarrheal medicine as indicated on the label. • Avoid dehydration, give fluids. • Signs of dehydration are sunken eyes, dryness of lips, skin stands up after pinching. • Student should be taken to the hospital when they have fever with diarrhea or blood in their stool.
FEVER	If a student is running a fever, administer medication, give fluids, and keep in bed. If the fever is still 99.4 degrees F, contact parent/legal guardian/caseworker to inform them and have them come pick the student up.

HIGH BLOOD PRESSURE CRISIS	TRANSPORT TO CHOCTAW HEALTH CENTER IMMEDIATELY.
DIABETIC CRISIS	<p>A diabetic crisis can be life-threatening. Hyperglycemia can cause confusion, slurred speech, and/or loss of consciousness. Hyperglycemia may lead to Diabetic Ketoacidosis, requiring the individual to receive insulin and electrolytes through a vein.</p> <p>In the event of a diabetic crisis, the student will be transported by tribal vehicle or ambulance to the Emergency Department as soon as possible. Parents/guardians will be notified and asked to meet staff at CHC.</p>
ALLERGIC REACTION	CALL 911 IMMEDIATELY. OR TRANSPORT TO CHOCTAW HEALTH CENTER IMMEDIATELY.

EMERGENCY PROCEDURES

TORNADO

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

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

POWER FAILURE

In the event the dormitory would be without power for an extended period of time, the dorm would be closed, and students will be sent or bused home. In the event the power should go off, the staff should immediately notify:

- **CEPA at (601) 656-2601**
- **Robert Routh at (601)656-6612 (W)/ (601) 416-8396 (C)**
- **Melinda Gibson at (601)416-3373.**

FIRE

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

- The students and staff should exit their rooms/office through the nearest exit.
- Staff should go to the nearest phone and **call the Fire Department at 911 or (601) 656-5711.**
- Students and staff are to meet at the parking area by the portable buildings (Buildings 221 and 222) near the Complex Offices.
- Staff is responsible for carrying their first aid kit/flashlight and their clipboard in order to do roll call.
- Staff is responsible for taking student count according to check in sheet. Fire drills will be held twice a semester to familiarize students and staff with the fire plan.

INCLEMENT WEATHER

In the event of inclement weather during the school week, students will be housed in the Dormitory. Only after the principal calls off school for the remainder of the week will the students be bused home.

RUNAWAYS

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

MELINDA GIBSON (601) 416-3373
MICHELLE FERRIS(601) 562-3013
ALARIC KEAMS (601) 663-8283
STUDENT'S PARENT/GUARDIAN

NOTICE OF THE PRESENCE OF ASBESTOS CONTAINING MATERIAL (ACM)

The campuses of Bogue Chitto Elementary School, Conehatta Elementary School, Pearl River Elementary School, Standing Pine Elementary School, and Tucker Elementary School have all been certified as asbestos-free. However, the campuses of Choctaw Central High School, Choctaw Central Middle School, and Red Water Elementary School have areas of asbestos which have been abated and posted. Concerned individuals should contact these schools to review the respective school's asbestos management plans.

STUDENT RIGHTS

The following student rights and requirements for due process are explicitly required by 25 CFR Part 42.35

A. Rights of the Individual Student

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

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

B. Due Process

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

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

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

a) The school must give the student written notice of charges within a reasonable time before the hearing required by paragraph (b) of this section. Notice of the charges includes:

- 1) A copy of the school/dorm policy allegedly violated;
- 2) The facts related to the alleged violation;
- 3) Information about any statements that the school/dorm has received relating to the charge and the instructions on how to obtain copies of those statements; and
- 4) Information regarding those parts of the student's record that the school will consider in rendering a disciplinary decision.

b) The school/dorm must hold a fair and impartial hearing before imposing disciplinary action, except under the following circumstances:

- 1) If the Act requires immediate removal (such as the student brought a firearm to school/dorm) or if there is some other statutory basis for removal;
- 2) In an emergency situation that seriously and immediately endangers the health or safety of the student or others; or
- 3) If the student (or the students' parent/guardian if the student is less than 18 years of age) chooses to waive entitlement to a hearing.

c) In an emergency situation under paragraph (b) (2) of this section, the school/dorm:

- 1) May temporarily remove the student;
- 2) Must immediately document for the record the facts giving rise to the emergency; and
- 3) Must afford the student a hearing that follows due process, as set forth in this part within ten (10) days.

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

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

The Disciplinary Hearing Officers and staff are appointed by the Academic Principals/Assistant Principals and the Homeliving Specialist. Each hearing will consist of at least two hearing officers, and the student may request a personal advocate. The Hearing Officers shall make findings of fact and conclusions as to whether the student is in violation of school policy based upon the evidence presented at the hearing.

The Hearing Officers can make one of the following recommendations:

- Dismissal of some or all presented charges;
- Probation - a minimum of an eight (8) week contract with specific behavior expectations and stated probation classes. The probation program is intended to assist the student in achieving behavioral goals and thereby remain in school. Probation contracts will be developed to fit that student's specific behavioral concerns. Probation may be extended beyond the eight weeks pending regular weekly reviews of the student's overall progress.
- Suspension from school/dorm - suspended students will be excluded from attendance for the remainder of the trimester in which the suspension occurs and at the discretion of the hearing decision team and may include the following trimesters of the current year:

- Suspended students must reapply through the regular admission process; the Admissions Board will determine re-admission outcome;
- While on suspension status, students must be enrolled full time at another school or provide written justification from their home school stating why they could not be enrolled;
- Students must comply with all conditions outlined in the suspension letter in order to be considered for readmission.
- Expulsion - Expelled students may not re-enroll at any time;
- All Special Education Students will be afforded a manifestation determination meeting prior to a disciplinary hearing. In the event this meeting does not concur with the decision of the hearing decision team, the Special Education Coordinator will present an alternative plan or placement for the student.

RIGHTS AND RESPONSIBILITIES

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

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

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

STATEMENT OF NONDISCRIMINATION

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

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

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

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY

The Choctaw Tribal Schools System is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974, and confidentiality law under Public Law 94-142. Under these laws, the parents of students enrolled in any educational institution receiving federal funding are given certain rights concerning the school records of their children.

The following rights are accorded you under the act:

1. You are entitled to have access to your child's school records upon request. The request should be directed to the principal.

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

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