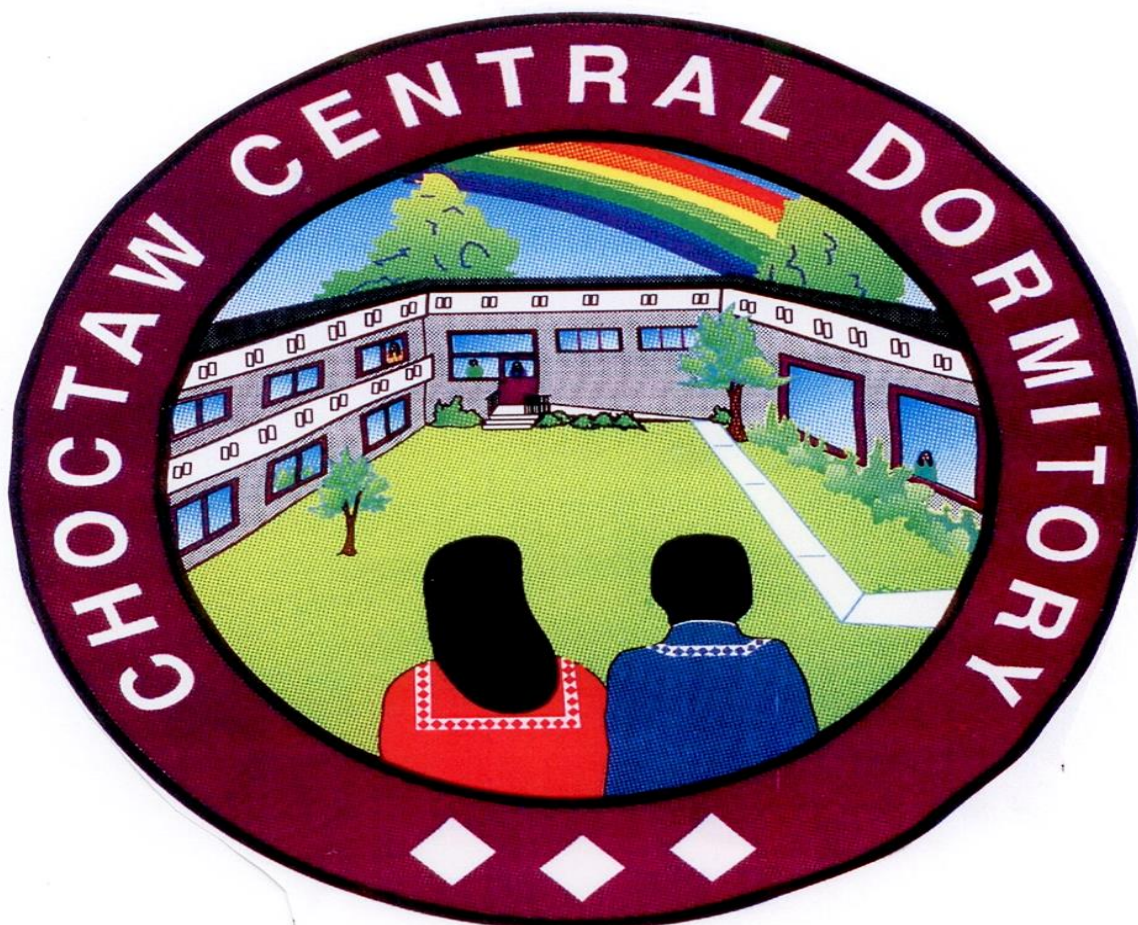


# CHOCTAW CENTRAL DORMITORY



**THE**

PLACE TO BE

**STUDENT HANDBOOK**

**2022 - 2023**

# **STUDENT HANDBOOK 2022-2023**

## **CHOCTAW CENTRAL DORMITORY**

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CHOCTAW, MS 39350  
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**HOMELIVING SPECIALIST  
(601) 650-7310**

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

**Adopted by Mississippi Band of Choctaw Indians Tribal Council**

**Resolution** \_\_\_\_\_  
**On** \_\_\_\_\_

# Mississippi Band of Choctaw Indians

**Cyrus Ben  
Tribal Chief**

## Mississippi Band of Choctaw Indians Tribal Council

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

**Bogue Homma**  
Michael Briscoe

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

**Crystal Ridge**  
Christopher Eaves

**Pearl River**  
Nigel Gibson  
Deborah Martin  
Kent Wesley

**Red Water**  
Richard Isaac  
Sharon Johnson

**Standing Pine**  
Loriann Ahshapanek  
Richard Sockey

**Tucker**  
Wilma Simpson-McMillan  
Demando Mingo

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# **CHOCTAW CENTRAL DORMITORY STUDENT HANDBOOK**

## **FORWARD**

This handbook serves as the official Residential Student/Staff Handbook for the Choctaw Central Dormitory Program. The Dormitory Students and Staff have prepared the information in this handbook. 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 operated and funded supported residential programs as a minimum requirement for the successful operation of the dormitories. The mandate is provided under the authority of Every Student Succeeds Act of 2015, Code of Federal Regulations (CFR) Subpart G Part 36 – MINIMUM ACADEMIC STANDARDS FOR THE BASIC EDUCATION OF INDIAN CHILDREN AND NATIONAL CRITERIA FOR DORMITORY SITUATIONS.

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

## **MISSION and VISION STATEMENTS**

### **BIE MISSION 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 become exemplary and preeminent schools, which inspire, challenge, and empower students for success in a globally competitive society.

## **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.

## **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.

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

#### **Long Term Objectives:**

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

#### **Short Term Objectives:**

- The 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 the 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 residents 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, academics, and participation in school activities.



**GOAL 3:** *To provide a nurturing, homelike 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 of the 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.

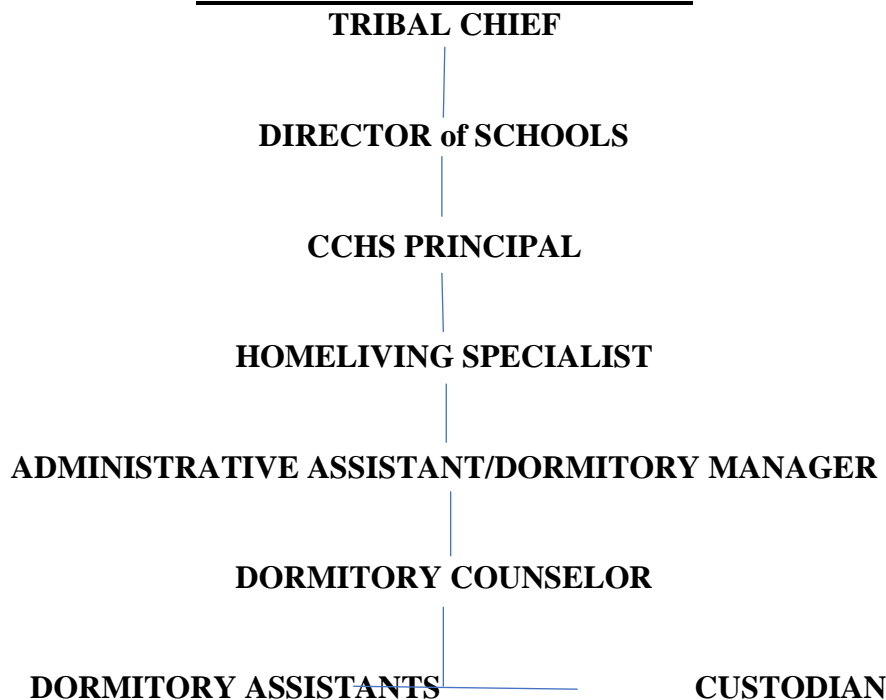
**Short Term Objectives:**

- 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.
- Dormitory Staff will do routine equipment checks to ensure that any defective items are reported immediately

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

The Homeliving Specialist is responsible for the development, implementation, and evaluation of the total residential program. The Choctaw Central High School Principal and Director of Schools supervise him/her. The Homeliving Specialist, Administrative Assistant/Dorm Manager, and the Dormitory Counselor will provide quality guidance and counseling services to all students and will work closely with the staff. The Administrative Assistant/Dormitory, Manager and Dormitory Counselor are under the direction of the Homeliving Specialist. The Administrative Assistant/Dormitory Manager, who reports to the Homeliving Specialist, will complete office procedures to meet and maintain the program activities and daily operations. 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 CHOCTAW CENTRAL RESIDENTIAL (DORMITORY)**  
**ORGANIZATIONAL CHART**



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

## CHOCTAW TRIBAL SCHOOLS 2022-2023 SCHOOL CALENDAR

<b>First Semester (90 Instructional Days)</b>	<b>Second Semester (90 Instructional Days)</b>
August 5 <sup>th</sup> : Staff Work Day	January 9 <sup>th</sup> : Teacher Work Day
August 8 <sup>th</sup> : Students' First Day	January 10 <sup>th</sup> : Begin 3 <sup>rd</sup> Term
August 12 <sup>th</sup> : Nanih Waiya Day	January 16 <sup>th</sup> : MLK Holiday
August 24 <sup>th</sup> : Students Dismiss @ 2pm	January 17 <sup>th</sup> : Community Relations Day/Report Cards
September 5 <sup>th</sup> : Labor Day Holiday	February 3 <sup>rd</sup> : Progress Reports
September 9 <sup>th</sup> : Progress Reports	February 20 <sup>th</sup> : Presidents' Day
September 23 <sup>rd</sup> : American Indian Day Holiday	February 22 <sup>nd</sup> : Students Dismiss @ 2pm
September 28 <sup>th</sup> : Students Dismiss @ 2pm	March 10 <sup>th</sup> : End of 3 <sup>rd</sup> Term
October 7 <sup>th</sup> : End of 1 <sup>st</sup> Term	March 13 <sup>th</sup> - 17 <sup>th</sup> : Spring Holidays
October 10 <sup>th</sup> : Chahta iNittak Day	March 20 <sup>th</sup> : Begin 4 <sup>th</sup> Term
October 11 <sup>th</sup> : Begin 2 <sup>nd</sup> Term	March 27 <sup>th</sup> : Community Relations Day/Report Cards
October 17 <sup>th</sup> : Community Relations Day/Report Cards	March 29 <sup>th</sup> : Students Dismiss @ 2pm
October 19 <sup>th</sup> : Students Dismiss @ 2pm	April 7 <sup>th</sup> : Good Friday Holiday
November 4 <sup>th</sup> : Progress Reports	April 14 <sup>th</sup> : Progress Reports
November 11 <sup>th</sup> : Veteran's Day Holiday	April 19 <sup>th</sup> : Students Dismiss @ 2pm
November 21-24: Thanksgiving Holiday	May 25 <sup>th</sup> : End of 4 <sup>th</sup> Term
November 25 <sup>th</sup> : Native American Heritage Day	May 25 <sup>th</sup> : 60% Day for Students
December 23 <sup>rd</sup> : 60% Day for Students	May 25 <sup>th</sup> : Last Day for Teachers
December 23 <sup>rd</sup> : End of 2 <sup>nd</sup> Term	
December 26 <sup>th</sup> – January 6 <sup>th</sup> : Christmas Holidays	

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

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

**SCHOOL VACATION DAYS:** Other holidays in the school year when children do not come to school: Nanih Waiya Day, American Indian Day, Thanksgiving, Christmas Break, Spring Break, and Easter Holidays.

**COMMUNITY RELATIONS DAYS:** These days are full school days for all students. Each school will determine its own schedule and notify parents of the times staff members will be available to meet with them. Parents are encouraged to visit the school, receive student report cards, and meet with their child/children's teachers during these times.

## DORMITORY STAFF SCHEDULE

8:00AM – 4:30PM	Homeliving Specialist on Duty
12:00PM – 8:30PM	Administrative Assistant/Dormitory Manager on Duty
8 :00AM – 4:30PM	Custodian on Duty
2:00PM – 10:30PM	Dormitory Counselor on Duty
3:00PM – 11:30PM	Dormitory Assistants (Males & Females) on Duty
3:30PM – 12:00AM	Dormitory Assistants (Males & Females) on Duty
11:30PM – 7:30AM	Dormitory Assistants (Males & Females) on Duty

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

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

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

**DORMITORY TELEPHONE NUMBERS**

PHONE NUMBER	STAFF
(601) 650-7310	HOMELIVING SPECIALIST
(601) 650-7311	ADMINISTRATIVE ASSISTANT/DORM MANAGER
(601) 650-7312	DORMITORY COUNSELOR

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

**DAILY DORMITORY STUDENT SCHEDULE**

TIME	MONDAY FRIDAY	TUESDAY	WEDNESDAY	THURSDAY
5:00AM	EARLY WAKE UP CALLS. (Put in requests with Staff the night before.)			
6:00AM	FIRST WAKE UP CALL			
6:15AM – 7:25AM	STUDENTS MUST BE OUT OF BED AND GETTING READY FOR THE SCHOOL DAY! (Shower, room clean up, details, prepare for school.) After 6:45AM is considered OVERSLEEPING!			
7:25AM – 7:30AM	Students leave the Dormitory for Breakfast at cafeteria and then go to school.			
8:00AM	CLASSES BEGIN. Day/Morning Staff come on Duty.			
<b>DORMITORY IS CLOSED FROM 8:00AM to 3:20PM. NO STUDENTS ARE PERMITTED IN THE DORMITORY.</b>				
3:15PM – 3:20PM	Classes are over. Dormitory opens. Review Daily room inspections. Check in and sign in or Sign After School Activity Book before going to practices, games, after school program/tutoring, etc.			
3:30PM – 4:30PM	Check with Staff about any activities.			
4:30PM – 5:30PM	Supper			
5:30PM	Study Period begins. All students are to report to their assigned group for Study Period.			
5:35PM	You are late for Study Period!			
6:45PM	Study Period ends. Students are allowed free time unless they are on Restriction. All students on Restriction will begin serving their Restriction once Study Period ends.			
6:45PM – 8:00PM	Extra Study time for those late to study period and those who have not completed assignments. Students with more than one F are encouraged to attend.			
6:45PM	Free Time and student activities			
6:45PM – 8:30pm	<b>Food Orders/Deliveries are to be made after Study Period and orders must be placed by 7:30PM. No deliveries are to be made after 8:30PM. Students must finish consuming any outside food by 9:00PM.</b>			

9:00PM – 9:45PM	Evening Details, showers, get ready for bed.
9:45PM	Warning/Early Bed Check
10:00PM	LIGHTS OUT! Students should be in their own room and in their own bed. Students are required to be checked into the Dormitory unless parents/legal guardians notify staff. By this time, all electronic devices must be turned in to Dormitory Staff.
10:00PM – 7:30AM	Student Bed Checks are done hourly.
<b><i>THESE TIMES ARE SUBJECT TO CHANGE AT ANY TIME.</i></b>	

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

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

- **A COMPLETED and SIGNED Dormitory application (a new one is needed at the beginning of every school year. MUST BE SIGNED BY PARENT/LEGAL GUARDIAN IN INK. Only one enrollment packet is required per year unless a student changes custody/guardianship. Any changes of a student's information (i.e., address, phone numbers, etc.) must be reported immediately to the Dormitory Staff.)**
- **BIRTH CERTIFICATE**
- **CERTIFICATE of DEGREE of INDIAN BLOOD (CDIB) or ELIGIBILITY CERTIFICATION FORM – proof of ¼ Degree of Indian Blood.**
- **SOCIAL SECURITY CARD**
- **ANY (COPY OF) APPLICABLE LEGAL/CUSTODY DOCUMENTS IF REQUIRED (If you are enrolling a child in which you are not listed on the Birth certificate.)**
- **COPY OF ANY COURT DOCUMENTS IF STUDENT IS BEING COURT ORDERED TO APPLY TO RESIDE IN THE DORMITORY.**
- **A COMPLETED BOYS & GIRLS' CLUB APPLICATION. (We are Unit #1 for the MBCI Boys & Girls' Club. Their application must also be completed because our students participate in their programs/activities.)**
- **IMMUNIZATION RECORDS/HEALTH COMPLIANCE FORM – According to 25 CFR 36.99, each student is required to submit immunization records as required by state, local, or tribal laws BEFORE being admitted to ANY Residential Dormitory Program. (New Tdap vaccination is mandated for all 7<sup>th</sup> Graders.)**
- **MEDICAL INSURANCE CARD(S)**

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

### **ATTENDANCE POLICY**

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

**It is recommended that ALL Dormitory Students be present at least twelve (12) days or more every month for the entire school year.**

**If a student is counted as ABSENT for ten (10) consecutive days, that student will be dropped from the Dormitory's Enrollment. They will be re-enrolled once they return.**

## **DORMITORY TENTATIVE COUNT WEEKS**

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

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

**FIRST COUNT WEEK: SEPTEMBER 26 – 30, 2022**

**SECOND COUNT WEEK: OCTOBER 3 – 7, 2022**

**THIRD COUNT WEEK: OCTOBER 10 – 14, 2022**

## **ONLINE INFORMATION**

- The 2022-2023 Dormitory Student Application may be picked up at the Choctaw Central Dormitory Monday – Friday. All applications and required documents must be turned into the Choctaw Central Dormitory once completed.
- The 2022-2023 Dormitory Student Handbook can be found through the High School and/or Middle School link on the Choctaw Tribal Schools website. We encourage parents/legal guardians, as well as students familiarize themselves with the handbook. Dormitory Staff will review the handbook with groups of students once they have been accepted into and check-in to the Dormitory.

## **DORMITORY STUDENT CHECK-IN and CHECK-OUT POLICY**

### **CHECK-IN POLICY:**

- Each time a Dormitory Student checks-in to the Dormitory, their parent/legal guardian or someone on their check-out list must escort the student into the building where they will need to complete and sign a Student Health Screening Form for the student. On the screening form, there is a section where the parent/legal guardian, person checking the student in must include the student's destination for the end of the week. This cannot be left incomplete.
- Once the student is properly signed in, the Dormitory Staff will use an infrared thermometer to take their temperature. If the student's temperature is below 99.4°F, they will be allowed to check-in and proceed onto the Main Floor and beyond. The student must sign in on the Student Check-In log, as well as the Daily Sign-In sheet. Once their temperature has been taken and the forms completed, the Dormitory Staff will place a colored wristband around their wrist or a sticker on their clothing. The wristband is to signify to other Staff that the student's temperature was taken and within range.
- If the student's temperature is above 99.4°F, Dormitory Staff will inform the parent/legal guardian of the high temperature. Dormitory Staff will wait a few minutes and take the temperature again. If it remains high, Dormitory Staff may use another thermometer to take it again after waiting a few minutes. If it remains high, the student will not be allowed to check-in to the Dormitory. The student's parent/legal guardian will be strongly encouraged to take the student to Choctaw Health Center or their medical/health provider to be examined. The Parent/legal guardian will need to provide documentation to certify the student has been fever free for 24 hours before a student can return to school/Dormitory.
- The Dormitory Staff will follow this process each time a student is checked into the Dormitory.
- Should a student check-in to the Dormitory by 7:00AM in the morning, the student should be ready to go to school. They are not to go to their resident floor to shower, change clothes, etc. All students are expected to leave the Dormitory for school at 7:25AM-7:30AM.

### **CHECK-OUT POLICY:**

- Students must be properly signed out.
- At school, the parent/legal guardian needs to sign the student out on the school's check-out book. Once they have done so, we encourage the parent/legal guardian/person signing the student out to contact the Dormitory and inform us that we should not be expecting the student to return to the Dormitory. Dormitory Staff will confirm the check-out with the school.

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

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

- In the event that a student expresses that their destination at the end of the week is to go to "a friend's house" or a similar destination, the staff will need to receive permission from both sets of parent(s)/legal guardian(s) that give permission for their child to go and the party that gives their agreement that the child is welcome to come to their home.
- Dormitory Staff will need to hear from both groups that the student has permission to arrive at the other home prior to the day that the student is to arrive at the alternative destination. If the Dormitory Staff is unable to verify that both sets of parent(s)/legal guardian(s) have granted permission, then the student will have to go to their home/original destination. Any last-minute arrangements/requests for such a change will not be accepted and the student will have to go to their home/original destination.

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

### **VISITOR POLICY**

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

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

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

A "Volunteer" is defined as any person on Tribal School property who 1) is not a current Choctaw Tribal School System employee who is authorized to be on the property and 2) who has been certified as an approved Volunteer by the Mississippi Band of Choctaw Indian Background Adjudication Office after the required tribal, state, and federal background checks. Volunteers to the school must report to the office and will be issued a volunteer badge that will be displayed at all times when they are volunteering. Persons interested in becoming an approved volunteer should contact the local school Principal to obtain an application form and background check list which must be completed and approved before one may serve as

a volunteer in the schools. Since the background application and approval process is extensive and could take several months to complete, interested individuals are encouraged to apply well in advance. Volunteers are only allowed to use single occupant restrooms.

### **THE DORMITORY PROVIDES THE FOLLOWING:**

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

### **POSITIVE REINFORCEMENT/INTERVENTIONS**

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

- ◆ Positive reinforcements for students include weekly activities, such as going out to the movies, athletic events, etc. Students are eligible to go if 1) they have NO F grades and 2) have less than 5 days of restriction to serve.
- ◆ If students make As, Bs, and C grades on their Nine Weeks Report Cards, they are eligible to go on the ABC Night, which is going out to dinner and then to the movies. We do this for the first three Nine Weeks grading periods. Students who do not make the grade requirement may be approved to attend if they are showing grade improvement.

- ◆ There may be other activities/events added throughout the school year based on availability (i.e., weekend day trips to college athletic events).

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

### **PERSONAL PROPERTY of STUDENTS/LOCKS and LOCKERS**

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

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

### **ROOM KEYS**

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

### **ITEMS THAT WILL BE KEPT IN THE DORMITORY STAFF OFFICES**

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

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

### **STUDENT RESPONSIBILITY FOR THEIR OWN MONEY**

Students who bring their own money to the Dormitory will be allowed to make use of the Dormitory's safe box. All students have been and will continue to be encouraged to make use of the Dormitory's safe box if they bring money with them. If they do not choose to do so, they are responsible for the money that they bring to the Dormitory or for Dormitory activities.

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

### **ELECTRONIC DEVICES**

The Choctaw Central Dormitory is aware of the continual advancements in technology and values the role it can play in the education of our students. **It is the student's responsibility to turn in all electronic devices to Dormitory Staff at the required times and upon request or demand. Students who fail to turn in, or who hide or attempt to sneak in any electronic devices or turn in "dummy devices" will result in the item(s) being confiscated and held. "Dummy devices" are any electronic device(s) that do**



not work properly, are not activated, can use Wi-Fi to operate/access the internet/other apps, music, etc. but are not fully functional.

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

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

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

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

### **IDENTIFYING ELECTRONIC DEVICES/ANY PERSONAL ITEMS**

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

### **STUDENT AUTOMOBILES – HIGH SCHOOL and DORMITORY**

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

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

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

## CAFETERIA/FOOD SERVICES

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

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

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

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

## OUTSIDE FOOD/BEVERAGES

- Any food/beverages from outside (restaurants, etc.) the Dormitory will need to be consumed on the Main Floor and are not to be taken to the resident rooms/floors.
- Students may bring snacks to the Dormitory, and they will be held in the Dormitory Staff offices for storage until the resident requests them. Students should label the snack packaging with their name prior to bring them into the Dormitory. No snacks will be stored in resident rooms.
- Also, there are to be no type of food or beverages taken to or from the cafeteria.
- The purchasing/consumption/bringing in of energy drinks/performance enhancing or other supplements (may include, but not limited to: diet pills, caffeine pills, energy pills, protein supplements (Protein powders, drinks, etc. with energy supplements) are not allowed in the Dormitory or while on any Dormitory sponsored activities/trips.

## OUTSIDE FOOD REQUESTS/DELIVERIES

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

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

**When ordering, students must:**

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

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

## VENDING OPERATIONS

There are vending machines that sell soft drinks located in the Rumpus Room. The machines are operated by an outside source and the profit earned from the machine is placed into an account at the Division of Schools (DOS) main office. This account is used to help fund Dormitory activities.

## PARENTAL/GUARDIAN INVOLVEMENT

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

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

**BOYS & GIRLS’ CLUB UNIT #1 – DORMITORY**

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

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

**PERSONAL APPEARANCE and DRESS CODE**

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

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

PROHIBITED/NOT ALLOWED	ALLOWED WITH CAUTION	REQUIRED
<ul style="list-style-type: none"> <li>• No flip flops, sandals, or slide shoes allowed</li> <li>• No pierced body jewellery or decoration, except for earrings.</li> <li>• No visible tattoos and scarification</li> </ul>	<ul style="list-style-type: none"> <li>• Skinny pants, leggings, tights, or yoga pants must have a dress or skirt that covers the hips</li> <li>• Shorts, skirts, and dresses must extend at least to the</li> </ul>	<ul style="list-style-type: none"> <li>• Closed toe shoes</li> <li>• Clothing that does not disrupt the learning environment and</li> </ul>

<ul style="list-style-type: none"> <li>• No students shall have their body parts painted with paint, liquid paper, ink, or other distracting marks</li> <li>• No caps or bandanas</li> <li>• No hoods (hoodies) pulled over heads anywhere on campus (including classroom and buses) except outside on cold/windy days</li> <li>• No profane, inflammatory, vulgar, or immorally suggestive language on clothes, including but not limited to alcohol, tobacco slogans/messages, or graphics of illegal drugs</li> <li>• No halter tops allowed</li> <li>• No see-through shirts/blouses</li> <li>• No low-rise pants or other clothing that exposes the mid-drift or waist area</li> <li>• No colors, bandanas, symbols, signs, or dress associated with gangs or cults will be tolerated</li> <li>• No costume masks allowed</li> <li>• No sleepwear or underwear outside of clothing</li> <li>• No blankets worn as jackets</li> </ul>	<p>end of the student's fingertips when the student is standing straight with arms down the side</p> <ul style="list-style-type: none"> <li>• Tank tops, muscle shirts can be worn but only with a t-shirt underneath them</li> <li>• Costumes (with no masks) are allowed only on special, approved activity days</li> </ul>	<p>promotes school safety</p> <ul style="list-style-type: none"> <li>• Athletic shoes when participating in physical education</li> </ul>
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**LAUNDRY ROOM/SCHEDULE**

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

- ◆ Monitor your clothes – never leave your clothes unattended. DO NOT remove other students' clothing from the machines. Inform a staff member if clothes need to be removed.
- ◆ Keep the laundry room clean.
- ◆ **Dormitory Staff members are not responsible for any lost, damaged, or stolen clothes.**
- ◆ You (student) must provide your own laundry supplies (detergent, other additives).
- ◆ The laundry room is available to students from after school until Study Period and after Study Period until 9:00PM on Monday through Thursday and from 8:00pm until 10:00pm on Sunday.
- ◆ If a student requires assistance with their laundry or with the loading and unloading of the machines, Dormitory Staff will be more than willing to assist them.

**SEARCH and CONFISCATION POLICY/BAGGAGE CHECK**

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

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

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

**Canine Searches**

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

**PROCEDURES for REPORTING WHEN A STUDENT is AWOL**

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

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

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

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

PERSON	PHONE NUMBER
MELINDA GIBSON	(601) 416-3373
STUDENT’S PARENT/LEGAL GUARDIAN	

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

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

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

### **INTERROGATION BY LAW ENFORCEMENT/INTERROGATION CONSENT**

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

### **CHILD ABUSE REPORTING**

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

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

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

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

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

### **PROTOCOL FOR VIOLENCE RESPONSE/FIGHTING**

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

### **THREAT/POSSIBILITY OF SUICIDE/SUICIDAL IDEATION PROTOCOL**

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

#### **Terms and Definitions:**

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

**Protocol:**

1. Upon observation of at-risk behaviors or suspicion of risk for self-injury, or notification of such possible behavior by the individual or another source, the Dormitory Staff member will immediately call 911 and contact the Homeliving Specialist or their designee.
2. The student is not to be left alone at any time for any reason. Dormitory Staff is to remain with them at all times.
3. The identified student will be transported to the Choctaw Health Center ER by Dormitory Staff or by ambulance to be assessed by qualified personnel, who will then contact the On-Call Behavioral Health Staff. The student's parent(s)/legal guardian(s) will be contacted as soon as possible.
4. A Student Safety/ Incident Report Form will be completed by the Dormitory Staff involved with the incident.

**HARASSMENT POLICY**

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

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

**KEY DEFINITIONS FROM THE STUDENT HANDBOOK:**

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

**BULLYING PREVENTION POLICY**

The Dormitory will enforce the Choctaw Tribal Schools policy against bullying or harassing behavior. Bullying or harassing behavior is any pattern or gestures or written, electronic or verbal communications, or any physical act or threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiation characteristic that (a) places a student or school employee in an actual and reasonable fear of harm to his or her person or damage to his or her property, or

(b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, well-being, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

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

**Reporting and Response:** Any person who believes that he/she has been the victim of bullying or anyone with knowledge that student or school employee has been subjected to bullying or harassing behavior, shall report the alleged acts in writing immediately to a school official. A student may report bullying anonymously considering that the school's ability to take action based solely on an anonymous report may be limited. Reports should be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The complaint will be investigated promptly with parents being notified of the nature of any complaint involving their student. Confidential reports can be made through WeTip.com or by calling 855-4-THE-REZ.

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

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

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

#### **GUNS**

Choctaw Tribal Schools fully support the enforcement of the Gun-Free Schools Act, Title VIII of the Elementary and Secondary Education Act of 1995. Any student who is in possession of any type of firearm or air/gas powered gun (pellet, BB, etc.), operable or inoperable, while in school, on school property, on the school bus, on the way to or from school, at any school function or activity, or has such object in a vehicle on school property, shall immediately be suspended from school for up to ten (10) days with a recommendation to the Disciplinary Review Committee for expulsion for no less than one calendar year from all programs of the Choctaw Tribal Schools.

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

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

#### **OTHER WEAPONS or EXPLOSIVES – POSSESSION of**

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

#### **OTHER WEAPONS - USE of**



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

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

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

- A.) Any individual found to possess, distribute, or be under the influence of alcohol, alcoholic beverages, inhalants, any controlled substances (including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, depressant, “look alike”, prescription drugs, or counterfeit substance, represented or believed to be any of the aforementioned substances) shall be disciplined according to Step 5 of the school discipline ladder, which includes:
  1. Up to Ten (10) days out-of-school suspension and
  2. Recommendation of Alternative placement or expulsion for one (1) calendar year to the Disciplinary Review Committee. In addition, the school must immediately call Tribal Law Enforcement and request that police come to the school campus. All illegal substances will be turned over to police, and charges will be filed as appropriate.
- B.) Any individual found to improperly possess, distribute, misuse/abuse any prescription or non-prescription drug shall be disciplined according to Step 5 of the school discipline ladder, which includes:
  1. Up to Ten (10) days out-of-school suspension and
  2. Recommendation of Alternative Placement or expulsion for one calendar year to the Disciplinary Review Committee.
  3. In addition, the school/dormitory must immediately call Tribal Law Enforcement. All illegal substances will be turned over to police, and charges will be filed as appropriate.
- C.) Any student found to possess, distribute, or use tobacco, in any form, shall be disciplined according to Step 3 of the school discipline ladder. Subsequent violations shall be dealt with at the appropriate higher step to include referral to the Disciplinary Review Committee.

### **MISUSE OF ELECTRONIC DEVICES**

The act of recording/videoing any event in the Dormitory without permission, especially a fight between other students, is not permitted. If a student is caught recording, their cell phones or electronic devices will be seized, then disciplinary action will be followed according to the Choctaw Tribal Schools discipline policy.

### **DORMITORY EXPECTATIONS/RESPONSIBILITIES**

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

- ❖ *Show respect for each member of the community through words, actions, and attitude.*
- ❖ *Honor tribal cultures and teachings by being honest with others and oneself.*
- ❖ *Affirm value for each person, the land, and all living beings by causing no harm, no disrespect, no abuse, or destructive actions.*
- ❖ *Support and validate tribal pride and networking with all indigenous peoples.*
- ❖ *Establish and carry forth each day’s goals for success using traditional and spiritual values and keeping the focus of education not only for personal accomplishments but understood also as family and tribal successes as well.*
- ❖ *Working daily using full potential, attention, and dedication to learning both experientially and academically.*

- ❖ *Maintaining honor, dignity, respect, honesty, cooperation, compassion, understanding, patience, courage, hope, wisdom, and trust as values of belief and daily growth.*
- ❖ *Affirm, support, respect, and validate students and staff who are part of daily life and are here to help with achieving goals, growth, and new ways of learning.*
- ❖ *Honor the independence of all life; help to bring harmony and peace among the community and the land base which supports all life, and to realize that all actions impact the world.*
- ❖ *Students must not ask another staff member for permission to do something once a staff member has denied them.*
- ❖ *Students are not allowed to change room assignments without the permission of the Homeliving Specialist. This applies to any overnight trips as well (i.e., End of the Year Trips).*
- ❖ *Be safe, be respectful, and be responsible.*
- ❖ *Follow the daily schedule. Comply with the following designated times: wake –up, curfew, lights out, and mandatory after school scheduled programs such as study hour and tutorial sessions.*
- ❖ *Maximize educational and social potential.*
- ❖ *Attend all scheduled classes/groups/meetings. Participating in all dormitory-related activities.*
- ❖ *Complete all assigned homework and otherwise maintain the primary purpose of completing high school while at Choctaw Central.*
- ❖ *Performing daily details as assigned, such as room upkeep, cleaning areas in and around the dormitory, cafeteria, and canteen. This helps to maintain a clean/orderly living environment. Keep living quarters clean and free of safety hazards. Report anything that needs to be repaired to staff immediately.*
- ❖ *Maintain acceptable standard in personal hygiene and care of clothing.*
- ❖ *Seek help with personal problems and notify staff of medical or personal concerns.*
- ❖ *Follow proper check out procedures at school and the Dormitory. Make sure you are signed in/out properly. STUDENTS AND PARENTS ARE RESPONSIBLE FOR FOLLOWING PROPER CHECK OUT PROCEDURES.*
- ❖ *Being on time to school and when returning from school to the Dormitory.*
- ❖ *Be prepared for study hour by having all books, pencils, paper, workbooks/sheets, study guides, and homework.*
- ❖ *Take all belongings home at Christmas and Spring Break and all your possessions by the last day of the school year.*
- ❖ *Each student is responsible for his/her own personal items and money. For example: jewelry, cash, iPod, iPad, cellphones, laptops/tablets/computers, etc.*
- ❖ *Students are not allowed in other dormitory wings or in other students' rooms at any time or any other unauthorized areas.*
- ❖ *Respect the Dormitory by not trashing rooms or bathrooms, including graffiti on walls and lockers, and punching holes in the walls.*
- ❖ *There will be no exchange of items between boys and girls once they are on their respective residential floors.*

### **PROHIBITED AND RESTRICTED AREAS**

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

## RESTRICTIONS

Corporal Punishment is not part of any disciplinary action practiced by dormitory staff. Students are made aware of the Dormitory's policies and procedures. When they do not follow these policies, they may be given a warning. If the action is repeated, students are given a written restriction with extra details. Once the written restriction(s) are completed and turned in, the Homeliving Specialist signs it and returns it to the Dormitory Counselor. The Dormitory Counselor then disseminates copies of the restriction papers to the Dormitory Staff, the student's parent/legal guardians, and other agencies as needed. A copy will be retained in the student's dormitory folder. There are instances where a parent/legal guardian is immediately notified of their student's behavior and the repercussions. Should Dormitory Staff be unable to notify a parent of a more serious infraction, Tribal Law Enforcement will be notified.

Restrictions are to be served during students' free time from after Study Period until 10:00PM on their residential floor. **Students on restriction are permitted to eat their nightly snacks on the Main Floor and then return to their respective floors. There will be no exceptions.**

**Actions not allowed/tolerated in the Dormitory will not be allowed/tolerated during any on or off-campus activity. All of the rules apply and will be enforced.**

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

## STUDENT INCIDENTS AND CONSEQUENCES (RESTRICTION)

### Category A Incidents:

If a student receives a write up for an incident in Category A, that student will be placed on restriction until the Homeliving Specialist and/or their designee meets to discuss the incident, unless the consequence is defined. Consequences can range from 3 weeks (15 days) restriction plus extra details to possible suspensions or expulsion from the Dormitory. The Homeliving Specialist or his/her designee can refer the student to the Disciplinary Review Committee for the listed infractions.

- |   |   |
|---|---|
| 1. AWOL                                   | 10. Drug Paraphernalia                          |
| 2. Assault and/or Battery                 | 11. Bullying                                    |
| 3. Harassment (any type of)/Bullying      | 12. Possession of Stolen Property               |
| 4. Fighting                               | 13. Destruction or/Vandalism Dormitory Property |
| 5. Threatening/Intimidation               | 14. Sexual Misconduct                           |
| 6. Invasion of Privacy                    | 15. In Opposite Sex's Dormitory Room            |
| 7. Alcohol: Use/Possession                | 16. Inappropriate Behavior                      |
| 8. Illegal Drugs: Use/Possession          |   |
| 9. Inhalants, Rx, and OTC: Use/Possession |   |

Dormitory Staff will follow the approved consequences of the incidents shown below:

- 1) **AWOL:** Fifteen (15) day Restriction plus extra details. (Leaving the Dormitory without permission/Not returning to the Dormitory after school activities: student is not properly checked out from the school or Dormitory.)
- 2) **Fighting:** Fifteen (15) day Restriction plus extra details/Possible Suspension out of the Dormitory.
- 3) **Drug/Alcohol Incident:** Fifteen (15) day Restriction plus extra details and the Parent(s)/legal Guardian(s) must seek counseling help for the student with Behavioral Health and provide an appointment slip to the Dormitory.

**4) Use of Tobacco/Vaping Products:** Fifteen (15) day Restriction plus extra details in addition to the Parent/Legal Guardian must seek counseling help for the student with Behavioral Health and provide an appointment slip to the Dormitory.

**Category B Incidents:**

If a student is written up for a Category B incident, they will be placed on restriction. Restriction time will be two weeks (10 days) plus extra details.

- |  |  |
|--|--|
| 1. Insubordination   | 15. Misuse of Dorm Computers/Internet                |
| 2. Using Profanity/Vulgarity/Obscene Gestures  | 16. Improper Check Out/Sign out                      |
| 3. Public Display of Affection   | 17. Failure to Follow Directions/Instructions        |
| 4. Unauthorized Areas  | 18. Instigating                                      |
| 1. Physical Altercation, Minor   | 19. Misusing/Failure to Turn in Electronic Device(s) |
| 2. Disrupting Study Period   | 20. Any Type of Misconduct in the Bathrooms          |
| 3. Disorderly Conduct  | 21. Teasing, Any Form of Horseplay, or Wrestling     |
| 4. Entering Another Student's Room to Visit  |  |
| 5. Trespassing   |  |
| 6. Being Disrespectful to Other Students/Staff/Bus Drivers/Presenters                    |  |
| 7. Being on the Wrong Floor w/o Permission/Proper Supervision                            |  |
| 8. Tobacco/Vaping Products: Use/Possession (includes matches, lighters, vape pens, etc.) |  |
| 9. Coming into the Dormitory with/Giving/Receiving hickeys/pinch marks                   |  |
| 10. Possession/Use of Laser/Laser Pointer  |  |
| 11. Theft/Stealing   |  |

- Using Profanity /Vulgarity/ Obscene Gestures:** Two weeks (10 days) restriction plus extra details. (If behavior is excessive, Homeliving Specialist may determine that suspension from the Dormitory is appropriate.)
- Public Display of Affection:** Two weeks (10 days) restriction plus extra details.

**Category C Incidents:**

An incident report will be written. The restriction time will be one week (5 days) restriction plus extra details.

- |  |
|--|
| 1. Failure to take Daily/Nightly Shower  |
| 2. Not Remaining within Viewing Area   |
| 3. Being Late Going to/Coming back from School   |
| 4. Asking Staff for Permission after Denial  |
| 5. Sleeping During Study Period  |
| 6. Not completing details  |
| 7. Misusing/Failure to turn in Electronic Devices  |
| 8. Calling or texting during Study Period  |
| 9. Playing Video Games/Watching Videos/Movies/SnapChat/FaceBook/Any Social Media                   |
| 10. Sneaking Phones In/Possession of any Cell Phone/Electronic Device that does not Belong to Them |

**PARENTAL or GUARDIAN NOTIFICATION**

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

**DORMITORY POLICY ON SCHOOL SUSPENSION**

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

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

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

### **DORMITORY CLEANING**

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

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

### **NON-RESIDENT DORMITORY USE AGREEMENT**

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

### **STUDENTS COMPLAINTS**

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

### **PARENT CONFERENCES**

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

### **COUNSELING**

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

### **CULTURAL EDUCATION**

The Bureau of Indian Education stresses the importance and need for cultural activities and education for native students. Students will be supported in their efforts towards a rounded education through cultural language classes, native dances, games, food, and historical studies. Cultural education will serve to foster positive self-esteem and self-identity.

### **DORMITORY COUNCIL**

The Dormitory Executive Council will be elected during the first half of the school year. The Council will suggest monthly elective activities, assist in establishing behavior standards and consequences, regulate and manage fundraising activities. The Administrative Assistant/Dormitory Manager, Dormitory Counselor, 2 male and 2 female assistants will act as advisors to the Dormitory Council. Council members

are role models for other dormitory students. Class representatives will be elected to the Council as well. Council members must have been present during Count Week, be in good standing academically and socially, and attend the dormitory on a regular basis.

### **DISCIPLINARY REVIEW COMMITTEE**

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

### **OUT OF STATE STUDENT TRAVEL**

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

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

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

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

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

#### **Travel Tips:**

All travelers need one piece of photo identification with an expiration date, such as a state issued driver's license or state issued photo ID. A second piece of identification is always helpful, such as a tribal identification card. Travelers are advised to carry on snack food and should have enough cash for meals on the trip. Always keep some change for telephone calls or have a personal cell phone for such instances.

### **STUDENT ACCOUNTABILITY**

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

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

GRADES 7 – 12	3:30PM 12:00AM 5:00AM	6:00PM 1:00AM 6:00AM	7:30PM 2:00AM 7:30AM	10:00PM 3:00AM	11:00PM 4:00AM
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Students may be signed out only by authorized persons as indicated on the student check out sheet found in the Student Application and approved by the parent/guardian. All residents must be signed out properly when leaving the dormitory. This means that the person signing a student out must come into the building and sign that student out. Dormitory Assistants check on all students hourly.

### **STUDENT CLOTHING and BELONGINGS**

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

### **DORMITORY GUIDELINES for FIRST AID and HEALTH PROCEDURES**

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

### **EMERGENCY NUMBERS**

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

<b>Emergency Type</b>	<b>Department/Person</b>	<b>Number to call</b>
<b>FIRE</b>	LAW & ORDER/ENFORCEMENT FIRE DEPARTMENT	(601) 656-5711 911/656-0620
	MELINDA GIBSON MAINTENANCE – ROBERT ROUTH	(601) 416-3373 (601-656-6612/ (601) 416-8396
<b>POWER FAILURE</b>	MAINTENANCE –ROBERT ROUTH CENTRAL ELECTRIC POWER ASSOC.	(601) 656-6612/ (601) 416-8396 (601) 656-2601
	MELINDA GIBSON	(601) 416-3373
<b>INCLEMENT WEATHER</b>	MELINDA GIBSON *LISTEN FOR WEATHER UPDATES* In the event of inclement weather during the school week, students will be housed in the dormitory. Only after the principal calls off school for the remainder of the week are students bused home.	(601) 416-3373
<b>RUNAWAYS</b>	LAW & ORDER/ENFORCEMENT	(601) 656-5711
	MELINDA GIBSON STUDENT'S PARENT/GUARDIAN	601) 416-3373
<b>HEALTH</b>	CHOCTAW HEALTH CENTER	(601) 656-2211
	MELINDA GIBSON	(601) 416-3373

### **SCHOOL CLOSURE**

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

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

## **EMERGENCY PROCEDURES**

### **TORNADO**

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

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

### **POWER FAILURE**

In the event the dormitory would be without power for an extended period, the dormitory would be closed, and students will be sent or bused home. In the event the power should go off, the staff should immediately notify CEPA at (601) 656-2601, Robert Routh at (601) 656-6612/ (601) 416-8396.

### **FIRE/ FIRE DRILL**

The fire evacuation signal will be heard throughout the entire building. The all-clear signal will be given by the Homeliving Specialist or person in charge. Students and staff will evacuate the building by routes posted at each building/hallway. All students will assemble for roll call in a pre-designated area. Fire drills will be held every nine (9) weeks in the residential areas.

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

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

### **DORMITORY SECURITY CAMERAS and SAFETY MEASURES**

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

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

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

### **LOCK DOWN**

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

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



## **DAILY LOCK DOWN PROCEDURES**

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

## **RECEIPT OF FUNDS OR FUNDRAISING FUNDS**

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

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

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

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

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

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

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

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

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

Users agree to abide to the following:

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

- Users agree not to send chain letters.
- Students shall not send, receive, or check personal E-mail, except before or after school.

**Computer Lab Usage:**

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

**Consequences of Unacceptable Use:**

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

**Respect for Others:**

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

### **STUDENT RIGHTS**

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

## **EMERGENCY CONTACTS**

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

NAME: \_\_\_\_\_ Relationship to child: \_\_\_\_\_ Phone: \_\_\_\_\_

NAME: \_\_\_\_\_ Relationship to child: \_\_\_\_\_ Phone: \_\_\_\_\_

NAME: \_\_\_\_\_ Relationship to child: \_\_\_\_\_ Phone: \_\_\_\_\_

NAME: \_\_\_\_\_ Relationship to child: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Signature \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_.  
**Mother**

Signature \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_.  
**Father**

Signature \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_.  
**Legal Guardian**

## **PARENT/STUDENT AGREEMENT FORM**

This is to verify that I have received, read, and agree to abide by the Choctaw Central Dormitory Student Handbook for the 2022-2023 school year.

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

\*\*\*PLEASE SIGN and RETURN THIS PAGE to the HOMELIVING SPECIALIST\*\*\*

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

School: \_\_\_\_\_

Student's Grade Level in School: \_\_\_\_\_