

Choctaw Virtual Learning Center

STUDENT HANDBOOK

Choctaw Tribal Schools Division of Education

MISSISSIPPI BAND OF CHOCTAW INDIANS



Approved as Policy by the Choctaw Tribal Council
January 12, 2021

Resolution CHO 21-057 Handbook
Calendar CHO 21-059

You can find us on the internet at www.choctawtribalschools.com

TABLE OF CONTENTS

<u>CVLC School Calendar</u>	
<u>I. School Attendance</u>	
<u>A. Length of School Day</u>	
<u>B. Inclement weather</u>	
<u>II. School Enrollment</u>	
<u>A. Eligibility for Enrollment</u>	
<u>B. Registration</u>	
<u>III. Instructional Program</u>	
<u>A. Grading Policy</u>	
<u>B. Graduation Requirements</u>	
<u>C. Further Graduation Guidance</u>	
<u>D. University Admission Standards</u>	
<u>IV. Guidance Counseling Services</u>	
<u>V. CVLC Student Agreement</u>	

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Phone 601-650-7302 FAX 601-656-9454

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Choctaw, MS 39350
Phone 601-663-7777 Fax 663-7776
Principal: Mr. Alaric Keams

Choctaw Virtual Learning Center (CVLC)
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Choctaw, MS 39350
Phone 601-663-7925 ext. 7928
Administrator: Ms. Lari York

2021-22

Choctaw Virtual Learning Center (CVLC) School Calendar

July 13 Students First Day	Jan 17 ML King Holiday
Aug 2- 4 Staff Development	Feb 21 Presidents Day
Aug 13 Nanih Waiya Day Holiday	Mar 14-18 Spring Break
Sept 6 Labor Day Holiday	Apr 15-18 Easter Break
Sept 24 American Indian Day Holiday	May 30 Memorial Day
Oct 11 Fall Break	June 2 Staff Work Day
Nov 11 Veterans Day Holiday	June 3 CVLC Graduation
Nov 24-26 Thanksgiving Holiday	
Dec 20-31 Christmas/New Year	

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

Federal Holidays - Labor Day, Veterans Day, Thanksgiving Day, American Indian Day, Christmas Day, New Year's Day, Martin Luther King Day, and Presidents' Day.

School Holidays - Nanih Waiya Day, American Indian Day, Thanksgiving holidays, Christmas holidays, New Year's Holiday, Spring Break, and Easter Break.

It is important for teachers to continue studying and learning ways to improve their service to students. Ways of doing this is to attend in-service training, professional development, attend workshops or take classes.

I. School Attendance

The Choctaw Tribal School Handbook will apply to all students in CVLC2 who are working toward a standard Mississippi High School diploma from Choctaw Central High School in regards to all listed policies in the student handbook, except for procedures approved in this CVLC handbook which apply specifically to the procedures and routines at the virtual learning center.

A. Length of School Day

Classes at Choctaw Virtual Learning Center are held Monday through Friday, beginning at 7:30 a.m. through 3:30 p.m. An extended lab period is also offered from 3:30-4:30 p.m. for independent study. Breakfast and lunch is provided with a 30-minute lunch break 12:00-12:30 p.m. In addition to the daily schedule, the Grade Results® website is available 24 hours per day, 7 days a week, with certified online teachers available for personalized instructions for a one-to-one student- teacher interactive basis.

Incident Weather

There may be days that weather conditions will not permit the CVLC to open. In this event, the Office of the Tribal Chief and the Director of Education will be responsible for making the decision to close the CVLC. Announcements of school closings will be made on social media and as the Tribes Office of Public Information sends out notices to local media. Students will also receive updates through the school's emergency messenger systems and social media sites.

On the days that school has already convened, yet weather conditions have begun to decline, the Office of the Tribal Chief will make the decision if CVLC will close. This information will be posted on Office of Public Information's social media and/or on the school's social media page.

B. Attendance Policy for Students Upon Completing Graduation Requirements

Once a student has completed all graduation requirements, a decision will be made whether the student would benefit from continued enrollment at CVLC for additional college and career readiness courses (as extra credit), or whether the student's enrollment will end. This decision will be made and placed in writing between the CVLC administrator and the student. The guidance counselor will mark the appropriate status in the student record.

II. School Enrollment

Documents

A. Eligibility for Enrollment

To be eligible to enroll in the Choctaw Tribal Schools a student must have at least $\frac{1}{4}$ degree

of Indian blood verified by one or more valid Certificates of Degree of Indian Blood (CDIB) or Tribal ID.

The Choctaw Virtual Learning Center requires that all applicants be 19 years of age or above

Requests for Out-of-School Boundary Enrollment will be considered on a case by case basis upon request. Requests must be submitted, with attached explanation letter, to the Registrar and reviewed by the CVLC Administrator, Director of the Department of Schools, the Director of the Division of Schools and the Tribal Chief. [See attached form.]

A newly completed enrollment packet is required each year for each student in attendance and must be completed in a timely fashion at the beginning of the school year. However, the CVLC provides flexibility in order to best meet student needs. The following documents must be on file in the CVLC Administrator's office when the student enrolls in school:

- Birth Certificate
- Social Security Card, or a completed application for a Social Security Identification Card
- Immunization Health Compliance Form
- Certification of Degree of Indian Blood (CDIB) evidencing $\frac{1}{4}$ degree of Indian blood
- Student Enrollment Application Form
- USDA application for free and reduced meals
- Privacy Act Information
- CVLC Student Agreement Form (In the back of this Handbook)
- Documented drug testing requirements satisfied
- Males must provide a copy of their Registration Acknowledgement Card with Selective Service

B. Terms of Enrollment

Any adult student enrolling into the Choctaw Tribal School system agrees to items listed below, unless a letter is submitted to the school principal to opt out of the following conditions or programs:

- 1. After a second re-enrollment, a student will not be allowed to re-enroll again until the following school year.**
 2. Enrollment in the school messenger system in order for families to be notified of school closures and or important school events which is accessible by email or cell phone, which is available on most mobile devices including cell phones.
 3. Publication of student photographs, work samples, information and student names in tribal publications or local newspapers.
 4. Presentation of student photographs and work samples for educational conferences, workshops, classes, etc. that promote the school or district, with no use of student names.
 7. Publication of student photographs on school and district websites and on official CTS
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social media. Neither student names nor photographs of individual students will be published online by Choctaw Tribal Schools.

C. Registration

The Choctaw Virtual Learning Center will have open enrollment throughout the year. Enrollment will be dependent upon CVLC requirements and available seats. Program information and enrollment packets may be obtained at the CVLC or from the center's website.

III. Instructional Program

OVERVIEW

The CVLC uses the Common Core State Standards that have been revised and adopted as the Mississippi College and Career Standards. The academic standards set a clear understanding by explaining what students are expected to learn by the end of each subject. The first step to success for each student is to master the learning standards. Academic standards are important because they prepare students for success in the workplace.

The CVLC will provide enrolled students with curriculum information to keep them informed about the subject requirements and standards. The information will be a guide of the key skills that the student will learn in subjects throughout the CVLC program. The instructional goal at the CVLC is for teachers to increase learning-environment flexibility and to work closely with students in individualizing their coursework based upon students' self-pacing and to assist them in meeting academic standards in a timely, self-guided manner. The teachers will keep a data notebook containing information about classwork, writing assignments, and test results. The student data notebook will provide students, teachers, and administrators an overview of student progress and achievement. The curriculum department of Choctaw Tribal Schools works with teachers to ensure that the alignment with curriculum, assessment and instruction is current with new research-based educational trends and that the CVLC incorporates all structures, principles, and specialized efforts commensurate with GradeResults®.

Instructional Technology

Internet and network access are provided to the students and staff at Choctaw Tribal Schools. Computers, tablets, and other electronic technology are tools with which to perform research, retrieve information, compile data, and create documents related to education. Students are expected to report any problems with the technology equipment they have been assigned to use. Teachers will be responsible for educating students on safety related to Internet usage and are required to monitor student activity according to the policy. 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. System administrators have access to all mail.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that others' use of the network would be disrupted.

USERS AGREE TO ABIDE TO THE FOLLOWING:

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

COMPUTER LAB/ CLASSROOM TECHNOLOGY USAGE:

- Staff members assigned to a group of students are responsible for monitoring and overseeing their network and internet activity.
- No food or drinks allowed around electronic devices.
- Teachers are expected to have lesson plans before students use the internet, which includes researching sites that are used.

CONSEQUENCES OF UNACCEPTABLE USE ARE:

- Suspension and/or termination of network and internet privileges.
 - And/or additional disciplinary action as determined at the administrative level regarding unacceptable language and /or behavior.
-

- And/or referral to law enforcement authorities for criminal or civil prosecution.

A. Grading Policy

CVLC students will receive numerical grades on their report cards. Letter grades correspond with numerical averages as follows:

A. 90-100	Excellent Achievement
B. 80-89	Average Achievement
C. 70-79	Average Achievement
D. 65-69	Below Average Achievement
F. 64 and below	Failing Grade, Insufficient Achievement

1. All students enrolled at the CVLC are classified as adult students and are subject to the following policy. Adult students must make acceptable progress in attempted academic subjects at the end of the first three-weeks grading period. A student's IEP Committee will determine the appropriate placement and exiting option for individual students based on their unique needs.
2. Releasing of Student Grades - In accordance with the requirements of the Privacy Act, written permission from a learner is necessary for school authorities to release student grades to outside agencies.

B. Graduation Requirements for Choctaw Virtual Learning Center

1. Students graduating from Choctaw Central High School are required to obtain a minimum of 24 high school units.
2. Graduation requirements are available in the counselor's office. The CVLC adheres to the Mississippi Department of Education graduation requirements.
3. Successful completion of a course shall be based on the students having a final grade of 65 or higher.
4. Any student receiving a diploma must have earned at least two of the last four Carnegie units from Choctaw Central High School or Choctaw Virtual Learning Center.

Students must complete all graduation requirements in order to obtain a high school diploma, either through credit recovery or completion of required whole courses never taken. These requirements will be completed based on graduation requirements for the student's cohort year when entering 9th grade, and after the transcript analysis by the counselor to ensure compliance with the Mississippi Nonpublic School Accountability Standards. In addition to

student coursework, according the Choctaw Central High School.

For any students who have not completed the ACT assessment requirement upon enrolling, he or she will test on the next available administration so that both coursework and assessment requirements are fulfilled at the same time.

Students who meet all graduation requirements prior to the last school day of 1st semester will receive a diploma marked with that date.

Students who meet all graduation requirements prior to the last school day of 2ND semester will receive a diploma marked with that date.

<u>Group</u>	<u>Completion of Req.</u>	<u>Transcript</u>	<u>Diploma</u>	<u>Grad Exercises</u>
CVLC2 CVLC3	by December Deadline	Dec. 18	Dec. 18	May (CVLC2) June (CVLC3)
CVLC2	by May Deadline	May 18	May 18	July 18
CVLC3	by June Deadline	June 4	June 4	June 4
CVLC2	by June deadline	June 4	June 4	June

*CVLC2 (19-20)
CVLC3 (21+)

When students are not eligible for a diploma from Choctaw Central High School, they can discuss options with counselors and work toward other diploma options at CVLC by utilizing the Grade Results which works with organizations to provide virtual learning opportunities and diplomas from other states.

C. University Admission Standards

To be competitive for admission into a four-year college or university, students must be able to demonstrate that they exceeded the minimum requirements for graduation from high school. To be accepted for enrollment, students should check with their counselor for information specific to the college or university of their choice. The Board of Trustees of the state institutions of higher learning requires the following high school units (Grades 9-12) for admission to public universities:

<u>Subject</u>	<u>Carnegie Units</u>	<u>Contents and Remarks</u>
English	4	All must require communication skills components (i.e., reading, writing, listening, and speaking).

Mathematics	4	Includes Algebra I, Geometry, and Algebra II. A fourth class in higher level mathematics is highly recommended.
Science	4	Choice of Biology, Biology II, Chemistry, Chemistry II, Physics, and Physics II or any other science course with comparable rigor and content. One Carnegie unit from a Physical Science course with content at a level that may serve as an introduction to Physics and Chemistry may be used. Two of the courses must be laboratory based. (4 Units required of 2008-09 ninth graders.)
Social Studies	4	Courses should include United States History (1 unit), World History (1 unit with substantial geography component), Government (½ unit), and Economics (½ unit) or Geography (½ unit), Tribal Government (½ unit).
Advanced Electives	5	Requirements may be met by earning 2 Carnegie units from the Following areas/courses, one of which must be in Foreign Language or World Geography: Foreign Language, World Geography, 4 th year lab-based Science, or 4th-year Math, Choctaw Language.
Technology /Computer	1	Course should emphasize the computer as a productivity tool. Applications Instruction should include the use of application packages such as word processing and spreadsheets. The course should also include basic computer terminology and hardware operation.

IV. Guidance Counseling Services

- A. A Guidance Counselor is employed at CVLC to aid the growth and development of students as they progress through their educational programs. The Counselor strives to provide opportunities for each student to develop an understanding of his or her abilities and to base future academic, vocational, and personal decisions upon this knowledge.
- B. At the CVLC the Guidance Counselor is actively involved in the following:
1. Student orientation and registration
 2. Selecting programs and scheduling classes to meet students' needs
 3. School testing programs
 4. Identification of abilities, interests, and special aptitudes for educational and career planning
 5. Improvement of social and/or academic adjustments through both individual and group counseling
 6. Appraisal and assessment activities
 7. Obtaining information on college entrance requirements and available scholarships, assisting in college applications, and helping to secure funds
 8. Consultation with faculty and administrators
 9. Referral to outside agencies

CVLC Student Agreement Form

This is to verify that I have received, read and agree to abide by the CVLC Student Handbook for 2021-22 school year.

If you have questions about the information contained in this handbook, you are encouraged to contact the CVLC Administrator before signing this Student Agreement Form.

Please sign and return this page to the CVLC Administrator.

Learner Signature: _____ **Date:** _____

Administrator Signature: _____ **Date:** _____

Choctaw Virtual Learning Center Proposed 2021-2022 School Calendar

CVLC Closed	
Contract Days, No Students	4
Federal/Tribal Holidays	10
School Holidays	18
Student Days	208
Contract Days	240

September 2021						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
20 Student Days						

December 2021						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
13 Student Days						

March 2022						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
18 Student Days						

May 2022						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
21 Student Days						

July 2021						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
20 Student Days						

October 2021						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
20 Student Days						

January 2022						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
20 Student Days						

April 2022						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
19 Student Days						

June 2022						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
2 Student Days						

August 2020						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
18 Student Days						

November 2021						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
18 Student Days						

February 2022						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
19 Student Days						

<u>2021</u>	
Jul 13	Students' First Day
Aug 2-4	Staff Development
Aug 13	Nanih Waiya Day
Sep 6	Labor Day
Sep 24	American Indian Day
Oct 11	Fall Break
Nov 11	Veterans Day
Nov 24-26	Thanksgiving Holiday
Dec 20-31	Christmas/New Year
<u>2022</u>	
Jan 17	M L King Holiday
Feb 21	Presidents Day
Mar 14-18	Spring Break
Apr 15-18	Easter Break
May 30	Memorial Day
Jun 2	Staff Work Day
June 3	CVLC Graduation
* Students dismissed at 2:00	