

Choctaw Central High School
Choctaw Central Middle School

**PARENT AND STUDENT
HANDBOOK**

2009-2010

Choctaw Tribal Schools
Mississippi Band of Choctaw Indians

Approved as Policy by the Choctaw Tribal Council, April 14, 2009

You can find us on the internet at

www.cts.bia.edu

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Choctaw Tribal Schools
Dalton Henry, Education Services Officer
_____, **Director of Schools**
David Germany, Assistant Director of Schools
P. O. Box 6008
122 Division of Schools Drive
Choctaw, MS 39350
Phone 601-650-7302

Bogue Chitto Elementary School
13241 Highway 491 North
Philadelphia, MS 39350
Phone 601-389-1000
Principal Evelyn Terrell

Standing Pine Elementary School
538 Highway 487 East
Carthage, MS 39051
Phone 601-267-9225
Principal Jason Roberson

Conehatta Elementary School
851 Tushka Drive
Conehatta, MS 39057
Phone 601-775-8254
Principal Linda Dick

Tucker Elementary School
126 East Tucker Circle
Philadelphia, MS 39350
Phone 601-650-9039
Principal Brooke Sibley

Pearl River Elementary School
470 Industrial Road
Choctaw, MS 39350
Phone 601-656-9051
Principal David McCulloch

Choctaw Central Middle School
150 Recreation Road
Choctaw, MS 39350
Phone 601-663-7777
Principal Rodney Tadlock

Red Water Elementary School
107 Braves Blvd.
Carthage, MS 39051
Phone 601-267-8500
Principal Bobby Boone

Choctaw Central High School
150 Recreation Road
Choctaw, MS 39350
Phone 601-663-7777
Principal Greg Carlyle

Choctaw Alternative Education Center
404 Industrial Road, Suite 2
Choctaw, MS 39350
Phone 601-663-7801
CCHS Asst. Principal Liddia Hughes

Occupational Training Center
404 Industrial Road, Suite 2
Choctaw, MS 39350
Phone 601-663-7801
CCHS Asst. Principal Sylvia Johnson

Mississippi Band of Choctaw Indians

Beasley Denson, Tribal Miko

Choctaw Tribal Council

Bogue Chitto

Sammy Clemons, Jr.
Ronnie Henry, Sr.
Doris Ann Thompson

Conehatta

Roger Anderson
Troy Chickaway
Gregory Shoemake

Pearl River

Cyrus Ben
Lola Parkerson
Edward Wesley

Crystal Ridge

Ann Wesley

Bogue Homa

Berdie Steve

Red Water

Phyllis Anderson
Myrtle Ben

Standing Pine

Harrison Ben
Kevin Edwards

Tucker

Dorothy Wilson
Tony Martin

Organizational Directory

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

Education Services Officer.....	650-7302
Director of Schools	650-7302
Division of Schools	650-7302
School Business Office	650-7302
Exceptional Education Office	663-7653
District Registrar's Office	650-7371
District Food Services Office	656-0766
District Maintenance Office	656-6612
District Transportation Office.....	650-9211
Parent/Education Center	656-5724
Bogue Chitto Elementary	389-1000
Conehatta Elementary.....	775-8254
Pearl River Elementary.....	656-9061
Red Water Elementary.....	267-8500
Standing Pine Elementary.....	267-9225
Tucker Elementary	656-8775
Choctaw Central Middle School	663-7777
Choctaw Central High School	663-7777
Occupational Training Center.....	663-7801
Choctaw Alternative Education Center.....	663-7801
Tribal Office	656-5251
Tribal Insurance Office	650-1579

Choctaw Tribal Schools 2009-2010 School Calendar

Approved by the Choctaw Tribal Council April 14, 2009

(Revised 7-15-09 to reflect Tribal Council Resolution 09-102 which deletes Columbus Day holiday.)

First Semester

First Day for Teachers (Local Schools)	August 3, 2009 (Monday)
Staff Development Day – District Meeting	August 4, 2009 (Tuesday)
Teacher Work Day at Local Schools	August 5, 2009 (Wednesday)
First Day for Students (Full Day for Students)	August 6, 2009 (Thursday)
Nanah Waiya Day Holiday	August 14, 2009 (Friday)
Labor Day Holiday	September 7, 2009 (Monday)
First Term Progress Reports	September 9, 2009 (Wednesday)
American Indian Day Holiday	September 25, 2009 (Friday)
Last Day in 1st 9-Weeks (44 days)	October 9, 2009 (Friday)
Staff Development Day (No school for students)	October 12, 2009 (Monday)
First Day in 2nd 9-Weeks	October 13, 2009 (Tuesday)
Community Relations Day (Full day for students)	October 19, 2009 (Monday)
Veterans Day Holiday	November 11, 2009 (Wednesday)
Second Term Progress Reports	November 13, 2009 (Friday)
Thanksgiving Holidays	November 25-27, 2009 (Wed.–Fri.)
Last Day in 2nd 9-Weeks (60% Day) (45 Days)	December 18, 2009 (Friday)

Second Semester

Staff Development Days (No school for students)	January 4-5, 2010 (Mon. and Tues.)
First Day in 3rd 9-Weeks	January 6, 2010 (Wednesday)
Community Relations Day (Full day for students)	January 11, 2010 (Monday)
Martin Luther King, Jr. Holiday	January 18, 2010 (Monday)
Third Term Progress Reports	February 9, 2010 (Tuesday)
Presidents Day Holiday	February 15, 2010 (Monday)
Staff Development Day (No school for students)	February 16, 2010 (Tuesday)
Grades 5 & 8 State Science Test	March 3, 2010 (Wednesday)
Grades 4 & 7 State Writing Test	March 10, 2010 (Wednesday)
Last Day in 3rd 9-Weeks (45 Days)	March 12, 2010 (Friday)
Spring Holidays	March 15-19, 2010 (Mon.–Fri.)
First Day in 4th Nine Weeks	March 22, 2010 (Monday)
English II Writing Test	March 24, 2010 (Wednesday)
Community Relations Day (Full day for students)	March 29, 2010 (Monday)
Good Friday Holiday	April 2, 2010 (Friday)
Staff Development Day (No school for students)	April 5, 2010 (Monday)
Fourth Term Progress Reports	April 21, 2010 (Wednesday)
CCHS Subject Area Tests	April 26 – 29, 2010
TerraNova Tests – Grades 1 & 2	May 11 & 12, 2010 (Tues. & Wed.)
MCT2 – Grades 3–8 Curriculum Tests	May 11-13, 2010 (Tues., Wed., Thurs.)
CCHS Graduation	May 25, 2010 (Tuesday)
Last Day in 4th 9-Weeks (60% Day) (47 Days)	May 27, 2010 (Thursday)
Teacher Work Day / Last Day for Teachers	May 28, 2010 (Friday)

181 Instructional Days, 25 Holidays, 9 Staff Development /Teacher Work Days = 215 Days

Halitoh!

Holissoh ápisa ilappak falamat hash áyalaká yakókih oklilah. Hapi náyoppah okle chipesakat.
Chahta Immi hicha Chahta annopa átokma okchalichih bannat oklah kil atoksalechi.

Hello!

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

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

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

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

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

This handbook applies to Choctaw Central Middle School and Choctaw Central High School, including all school/program/athletic activities held during non-instructional times (after school, evenings, weekends, and holidays), and including all school/program/athletic activities during all summer programs.

OUR MOTTO, VISION AND GOALS

Our Motto

Alla Momat Ikkana
(All Children Learn)

Our Vision

In the pursuit of excellence and believing that Alla momat ikkana, all children learn, Choctaw Tribal Schools strive to become exemplary and preeminent schools which inspire, challenge, and empower students and staff for success in a globally competitive society.

Our Purpose

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

Our Goals

- Increase the rigor of the curriculum and assessment system and the use of technology
- Raise achievement levels for all students and close the gap between district and national achievement levels
- Develop cultural pride and demonstrate knowledge of their language and cultural heritage
- Reduce dropout rate by 50% and increase graduation rate
- Maintain school campus where students are safe and parents feel welcomed, informed, and involved

Believing all children learn, we commit to . . .

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

I. SCHOOL ATTENDANCE

A. Length of School Day

At the Middle School and High School, the school day begins at 7:55 a.m. with breakfast served from 7:30 a.m. until 7:50 a.m. At the Middle School and High School the school day ends at 3:15 p.m. In grades 7-8, the After School Program runs from dismissal until 4:30 p.m., Monday through Thursday. At the High School, the Upward Bound after School Program meets from dismissal until 4:30 p.m., Monday through Thursday. There are no after school programs on Friday.

In order to be counted present for the whole day a student must be present until 3:00 p.m. at the middle and high schools.

At Choctaw Central High School, seniors who have earned 20 or more credits before the beginning of their senior year may be allowed to end their school day after attending first through fourth periods (12:00 noon). Parents/guardians of such students must appear in person before the CCHS Principal to sign written permission for their child to leave school at the end of fourth period each day. Students are responsible for their own transportation and are not allowed to remain on campus after their approved end-of-day time. Students are encouraged to use this early dismissal as an opportunity to seek employment, career training, dual enrollment in community college, or other advancement options.

B. Compulsory Attendance

1. Choctaw children who are five by September 1 and who have not attained the age of eighteen years on or before September 1 of the calendar year are mandated by tribal law to be in school.
2. Any parent, guardian, or custodian of a compulsory-school-age child subject to the provisions of this section who refuses or willfully fails to perform any of the duties imposed upon him or her under the provisions of Compulsory School Attendance Code, or who intentionally falsifies any information needed for verification of school enrollment, shall be guilty of failure to send children to school, the maximum penalty of which is a \$100 fine and 30 days imprisonment.

Upon prosecution of a parent, guardian, or custodian of a compulsory-school-age child for violation of this section, the presentation of evidence by the prosecutor showing that such child has not been enrolled in school within thirty (30) calendar days after the first day of the school year of the Choctaw Tribal Schools, or that such child has accumulated ten (10) unlawful absences for the semester at the school or schools in which such child has been enrolled, shall establish a **prima facie** case that such child's parent, guardian, or custodian is responsible for the absences and has refused or willfully failed to perform the duties imposed upon him or her under the provisions of this section; provided, however, that no proceedings under this section shall be brought against a parent, guardian or custodian of a compulsory-school-age-child unless the attendance officer has given written notice to the parent, guardian, or custodian of the requirement for such child's attendance.

3. All reports of children not in school will be made to the principal. The principal or designated personnel is responsible for assuring that the parent, guardian, or custodian of the child is contacted in person. The person visiting the home will keep a record of these visits which will include information concerning the child and all conversations with the parent, guardian, or custodian. If the compulsory-school-age child has not been enrolled in school within 15 calendar days after the first day of the school year for the Choctaw Tribal Schools or such child has accumulated five (5) unlawful absences during any school semester, the principal or the Director of Schools shall report such absences to the School Attendance Officer of the Tribal Court.

C. School Attendance Officer

The Supervising Judge of the Tribal Court shall appoint one or more school attendance officers to administer the provisions of the Compulsory School Attendance Code. The School Attendance Officer shall perform the following responsibilities:

1. Receive referrals from appropriate school officials, community agencies, and tribal members of compulsory-school-age children not attending school.
2. Investigate all cases of nonattendance and unlawful absences by compulsory-school-age children not enrolled in school.
3. Cooperate with public and tribal agencies or other courts of competent jurisdiction to assure that the Compulsory Attendance Code is enforced equally for reservation families whose children are enrolled in tribal, public, or private schools.
4. When the School Attendance Officer has made all attempts to secure enrollment and/or attendance of a compulsory-school-age child and is unable to effect said enrollment and/or attendance, the School Attendance Officer shall file a petition with the tribal Court. The tribal court shall expedite a hearing to make an appropriate adjudication and a disposition to ensure compliance.
5. **Monthly reports** of all absences by student name within the Choctaw Tribal Schools will be submitted by the Director of Schools to the school attendance officer and to the Chairperson for the Tribal Council Committee on Education. The reports must categorize each absence as either unlawful or excused, and must clearly identify the reason for which each of the excused absences was categorized as such. **All absences must be excused no later than two weeks after the end of the nine-weeks during which they occurred.** The only exception to this will be if a student is absent during that two weeks period. In that case, the student must have the absences decided upon as soon as he or she returns.
6. The School Attendance Officer has legal authority to detain a student who is away from school without authorization and to hold that student until parents/guardians or Law Enforcement arrives to pick-up the child.

D. Absence from School

1. A student is expected to attend school on the days that school is open. When the student must be absent from school, the student must make up the work missed within three school days, unless the absence was an extended one. Students who are nineteen years of age or over will be removed from the school roll and encouraged to pursue alternate forms of education, if they are not attending school or have accumulated more than the maximum number of allowable absences. This will not be done, however, until the school has notified both the parent/guardian and the student. The Principal or the Principal's designee will perform a documented attempt to make this notification in person at the student's residence. Students with disabilities will continue their enrollment at Choctaw Central High School based on the placement decision of their IEP Committee until they reach the age of 21.

In grades 7-12, unless a waiver is granted by the Attendance Review Committee (three members, consisting of an Assistant Principal, a teacher representative, and the social worker or a counselor – one of whom must be a tribal member), a student who accumulates more than 20 absences in the school year in a one-Carnegie-unit course will not receive credit, and a student who accumulates more than 10 absences in the school year in a half-Carnegie-unit course will not receive credit. **These numbers include all absences, whether excused or unexcused, but not official absences.**

An absence is an official absence when the absence results from the compulsory-school-age child's attendance at an authorized school activity with prior approval. Such activities may include field trips, athletic contests, student conventions, musical festivals, science fairs, academic competitions, and similar activities. These times away from school do not count toward a student's number of absences for the semester or year.

Each of the following shall constitute a valid excuse for temporary nonattendance of a compulsory-school-age child enrolled in the Choctaw Tribal School System, provided satisfactory evidence of the excuse is provided to the Director of Schools or his/her designee.

- a. An absence is excused when the absence results from illness or injury **which prevents** the compulsory-school-age child from being physically able to attend school. An excuse of more than three (3) consecutive days for illness must be supported by a medical certificate from a physician. **Parent notes will not be accepted unless the parent/guardian calls or comes to the office to verify the illness/injury.** Students will only be allowed five excused absences per nine weeks. No other absences in that time will be excused unless the student brings a doctor's note or the principal determines that the circumstances were severe enough to warrant an excused absence.
 - b. An absence is excused when it results from a medical or dental appointment of a compulsory-school-age child where an approval of the school principal is gained **prior to the absence**, except in the case of an emergency.
 - c. An absence is excused when isolation of a compulsory-school-age child is ordered by the Choctaw Health Department, the county health officer, or an appropriate school official.
 - d. An absence not exceeding three (3) days is excused when it results from the death or serious illness of a member of the immediate family of a compulsory-school-age child. The immediate family member of a compulsory-school-age child shall include children, spouse, grandparents, parents, or brothers and sisters, including stepbrothers and stepsisters.
 - e. An absence is excused when it results from the attendance of a compulsory-school-age child at the proceedings of a court or an administrative tribunal if such child is a party to the action or under subpoena as a witness; however, a copy of the subpoena or summons must be submitted to the school principal.
 - f. An absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity such as travel, including vacations or other family travel. Approval of such absence must be gained prior to the absence, but such approval for absences not exceeding five days shall not be unreasonably withheld.
 - g. An absence may be excused when it is demonstrated to the satisfaction of the Principal or the Director of Schools, taking cultural factors into consideration, that conditions are sufficient to warrant the compulsory-school-age child's nonattendance.
2. All other absences which cause the student to attend less than four hours during a school day are unlawful. Unlawful absences will not be tolerated, and the student must make up the work. Any student with an unexcused absence will be given a grade of "zero" for any graded assignments he or she missed during that period of absence.
 3. The school system will not participate in activities that require any student to miss more than twenty class periods or have more than five planned absences in the same class period in courses for which grades and/or units of credit are issued during the school year.

4. At Choctaw Central High School attendance records are maintained by class period. The Southern Association of Colleges and Schools (SACS), of which the Choctaw Tribal Schools is a member, requires a minimum of 130 hours of attendance for each course in which credit is granted.
5. The Choctaw Tribal School System and the Mississippi High School Activities Association requires that students participating in extracurricular activities, such as sports, band, cheerleading, Spring Festivals, and other school activities, must attend classes on the day of the activity.
6. Persons wishing to check a student out of school or remove a student from class must first get approval from the principal's or assistant principal's office. Approval will only be given to persons 18 years of age or older for whom the parent or guardian has given permission in writing. Resulting absences will be determined as lawful or unlawful in accordance with § D.1. Absence from School.
7. Parents or guardians of students who are absent from school should contact the school principal or assistant principal each morning their children are absent, and send a written note upon the child's return to school.
8. Daily bus absentee and homeroom absentee reports will be maintained at each school. If a student is absent for two days, a home visit by the school liaison or the principal's designee will be made to the student's parent or guardian. This home-visit must be made and documented before the School Attendance Officer is contacted by the school.
9. When medical reasons make it necessary for a student to be absent from school for ten or more consecutive school days, that student may be placed on a home-bound instructional program developed and implemented by the school principal, the school counselor, and the student's classroom teacher(s). A written recommendation by the student's physician is required before the student can be assigned home-bound status. The physician's statement should also include the date of expected return to school. Students on approved homebound status will receive weekly services from a certified teacher. Days away from school on approved home-bound status do not count as student absences. These students will receive instruction from a certified teacher a minimum of five hours per week while on homebound status. Students with disabilities must have an IEP meeting before beginning homebound services and upon returning to school at the conclusion of those services. This would be considered a change in placement.
10. Absences Due to Student Suspension – Days missed due to Out-of-School Suspension are counted as unexcused. Students who are assigned to In-School Isolation are counted as "Present."

E. Tardy

Punctuality and attendance are important to success in school. Students are expected to be on time to school and classes. At Choctaw Central Middle School and Choctaw Central High School students are allowed ample time between classes. Students who are not in class when the tardy bell rings, will be considered tardy. Students with excessive unexcused tardies are subject to disciplinary action as outlined in the school discipline policy.

Each school has outlined their procedures for recording student tardiness. Referrals for tardiness are based on the overall recorded tardies of the student and not only tardies to individual classes.

Choctaw Central Middle School

Students are allowed four (4) minutes between classes. Students who are not in class when the tardy bell rings will be considered tardy. Students are allowed a cumulative total of five (5) tardies for all classes for each nine week period. Action will be taken according to the following policy:

- 3rd-5th tardy – Parent/guardian will be notified via mail and/or phone call.

- 6th tardy – The student will receive one day of in-school suspension or paddling.
- 7th tardy – The student will receive two days of in-school suspension.
- 8th tardy – The student will receive three days of in-school suspension.
- 9th tardy or more – The student will receive one day of out-of-school suspension for every tardy after the 8th tardy. A parent conference will be required before student is admitted to school.

*Students are NOT allowed to accumulate five (5) tardies for *each class* before disciplinary action is taken. Example: If a student is tardy for periods 1-7 on the first day of school they will receive two days of in-school suspension.

Choctaw Central High School

Students are allowed five (5) minutes between classes. Students who are not in class when the tardy bell rings will be considered tardy. Students are allowed a cumulative total of five (5) tardies for all classes for each nine week period. Action will be taken according to the following policy:

- 1st offense (3) or more tardies – Parent/guardian will be notified via mail and/or phone call.
- 2nd offense (6) or more tardies – The student will receive one day of in-school isolation or paddling.
- 3rd offense (8) or more tardies – The student will receive three days of in-school isolation.
- 4th offense (10) or more tardies – The student will receive one day of out-of-school suspension.
- 5th offense (more than 10) tardies – The student will be placed on the discipline ladder (Step 3).

F. Hall Passes

1. Students should tend to personal matters during break time. If a student must see the counselor, principal, etc., then he or she should do so during a break time, or at the end of a class with the teacher's permission. Teachers are not to send students directly to the nurse or counselor except in the case of an emergency.
2. No student should be in the hall at any time without a pass. Also, no high school student is to be in the middle school building at any time nor middle school student in the high school without permission from the office.

H. Non-School Days

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

1. Holidays

There are seven federal holidays during the 2009-2010 school year. They are Labor Day, Veterans Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, and Presidents Day.

2. School Vacation Days

There are also other holidays in the school year on which children do not come to school. They are Nanih Waiya Day, American Indian Day, the Wednesday before Thanksgiving and the Friday after Thanksgiving, Christmas vacation, Spring Break, and Good Friday. ***In the event that school must be cancelled because of inclement weather or other emergency, the Good Friday Holiday will be cancelled and that Friday will be a regular school day.***

3. Inclement Weather

There may be days that weather conditions will not permit schools to be open. On these occasions the Education Services Officer and the Director of Schools will be responsible for making the decision to close school. Announcements of school closings will be made on the local radio and television

stations. On the days that weather conditions change for the worse after students are in school, the Education Services Officer and the Director of Schools will make the decision to close schools, and students will be returned home.

4. Staff Development Training

It is very important that teachers continue to study and learn better ways to serve their students. One way of doing this is to attend in-service training sessions. On the following days during the 2008-2009 school year, students will not be present at school for part of the day or for the entire day so that teachers may participate in Staff Development activities and teacher work-times:

Monday, October 12, 2009 – No School for Students
Friday, December 18, 2009 – 60% Day for Students
Monday, January 4, 2010 – No School for Students
Tuesday, January 5, 2010 – No School for Students
Tuesday, February 16, 2010 – No School for Students
Monday, April 5, 2009 – No School for Students
Thursday, May 27, 2009 – 60% Day for Students

I. Community Relations Days

Three days during the school year are designated as Community Relations Days – October 19, 2009; January 11, 2010; and March 29, 2010. **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 children's teachers during these times.

III. SCHOOL ENROLLMENT

A. Documents

The following documents must be on file in the principal's office when the student enrolls in school. If they are returning students, the forms must be completed (changes only) by the end of September or they will be placed on suspension until the forms are completed and turned in.

Student Enrollment Application Form
Indian Student Eligibility Certification Form
Parental Consent Form
School Medical History Form
Medical Consent Form
Immunization Health Compliance Form
Birth Certificate
USDA application for free and reduced meals
Privacy Act Information
Copy of Social Security Card or a completed application for a Social Security Identification Card
Check-out Permission Form
Parent/Student Agreement Form (In the back of this Handbook)
Withdrawal Form and Grades from Previous School (if transfer student)

B. Registration

There are announced times allotted for school registration. At that time, enrollment packets are filled out and information about the school program is provided. **Parents or guardians must notify the registrar of any demographic changes during the school year.**

C. Transfer

A student who transfers from one school to another must do the following:

1. Have parents or guardians fill out an official withdrawal form in the guidance counselor's office.

2. Turn in all books.
3. Pay any fines or damage costs.
4. If transferring in from another school, bring a copy of the student's grades, withdrawal form, and necessary enrollment documents.
5. Notify school transportation of the change so that bus service can be arranged.

D. Transfer of Records

When a student transfers to the Choctaw Tribal School System, a letter will be sent to the former school requesting his or her cumulative folder. Parents or guardians should always formally withdraw students from one school before enrolling them in another school. All fines and/or damage fees must be paid, and all textbooks and library books must be returned prior to withdrawing. A school is not permitted to hold a student's record for any reason.

E. Placement Policy

When a student transfers into the Choctaw Tribal School System from an ungraded program, an unaccredited program, or a home-school program, it is the school system's responsibility to ensure that the student's grade-level placement is consistent with the student's educational achievement. In grades 7-8, the counselor at the local school, in coordination with the school principal, will administer a standardized placement test to the student, the *Woodcock-McGrew-Werder Mini-Battery of Achievement (MBA)*. The counselor and the principal will consider the student profile results from the MBA, any work samples the student or the student's family may provide, and an interview with the student and the student's parent(s)/guardian(s) to determine appropriate 7-8 grade-level placement. At the high school level, the counselor will coordinate the administration of subject-area tests to students who enroll from ungraded programs (*National Proficiency Survey Series*; individual tests for all high school subject areas). The counselor and the principal will consider the enrolling student's results from the subject-area tests, any work samples the student may provide, and an interview with the student and the student's parent/guardian to grant appropriate Carnegie units and place the student at the best level of high school instruction.

IV. INSTRUCTIONAL PROGRAM

A. Grading Policy

In grades 9-12, students attending Choctaw Central High School will receive numerical grades on their report cards at the end of each nine-week grading period. Letter grades correspond with numerical averages as follows:

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

Term averages will be recorded on report cards as number grades determined according to the following procedures:

Grades K through 8

A minimum of three unit/skills tests will be administered each nine-week grading period. The Accelerated Reader average percent correct for tests taken by the student will be recorded as an assignment grade in each nine-weeks grading period. This AR grade will not be recorded for Kindergarten; in the First Grade this grade will not be recorded until second semester. The average of

the unit/skills tests will account for 50% of the nine-weeks grade (except in Reading: see below). Students' performance on homework, class work, class projects, Accelerated Reader, and other assignments will count 35% of the nine-week grade (Homework must not be counted as more than 10% of the nine weeks grade). A summative grading period test will be given at the end of each nine-weeks grading period with the results accounting for 15% of the nine weeks grade.

Grades K-8, Determining Nine-weeks Grades:

Tests (minimum of 3)	=	50%
Assignments	=	35%
Nine-weeks Test	=	15%

Choctaw Central High School

Tests (minimum of 3)	=	50%
Assignments	=	25%
Nine-weeks Test	=	25%

Semester grades will be the average of the two nine weeks grades. The over-all yearly average will be the average of the two final semester grades. No summative semester or end-of-year exam will be administered.

1. Students in grades 4-12 will be required to maintain a notebook of assignments, class information, and class notes for each academic class in which they are enrolled. This notebook will be graded by the teacher at the end of each nine weeks. Notebooks will be available for viewing by parents/guardians at the end of each nine-weeks and at Open House.
2. Mid-term Progress Reports - Progress Reports will be given to students four times a year. Each student will receive a progress report from his/her teacher to be taken home, reviewed by the parent or guardian, signed and returned the next day. Dates for progress reports are indicated on the school calendar. Grades will be given on progress reports according to the school grading scale.
3. Examinations at the high school will be given at the end of each nine weeks. Exams will be given during the regular class time. Nine-week and exams are scheduled on the school calendar.

B. Requirements for Semester Exam Exemptions (Middle/High School Students)

1. Parental Approval – A parental approval form must be signed and on file in the principal's office.
2. Behavior – Any Out of School Suspension, will make a student ineligible for exam exemption.
3. Extenuating circumstances are not included in the Choctaw Central Middle/High School exemption policy.
4. Academic and Attendance:

Full Unit Course

90 – 100 ... average with no unexcused absences and nor more than six (6) excused absences.
80 – 89 ... average with no more than two (2) excused absences.
70 – 79 ... average with no absences

Half Unit Course

90 – 100 ... average with no unexcused absences and nor more than three (3) excused absences.
80 – 89 ... average with no more than one (1) excused absence.
70 – 79 ... average with no absences

5. Miscellaneous Information
 - a. Students with unexcused absences will not qualify for exemptions.
 - b. A student who has met the conditions set forth in 1, 2, and 3 above still has the option to take the exam if he/she chooses.
 - c. All exams taken will be used to compute the final grade. This includes exams taken by choice.

- d. Exemptions are to be determined on a course by course basis. Thus a student could possibly be exempt in one course but not exempt in another.
- e. Students exempt for ½ credit (semester courses) may be exempt, if they meet the previous criteria but must attend class during that period.
- f. First semester exemptions will be based on the combined first and second nine week's absences. Second semester exemptions will be based on the combined third and fourth nine week's absences.

B. Promotion/Retention Policy - Grades 7 – 12

1. A student will be promoted based upon mastery of competencies and objectives for each course for his/her grade level.
2. Successful completion of a course shall be based on the student having a final grade of 65 or higher. Materials presented and assessed must be inclusive of all State competencies and objectives for the specific course.
3. Grades 7-8: A student will be promoted based upon mastery of competencies and objectives for each course for his/her grade level. Successful completion of a course shall be based on the student having a final grade of 65 or higher. Materials presented and assessed must be inclusive of all State competencies and objectives for the specific course. To be promoted, a student must achieve a passing grade in math, language arts/English, reading, science and social studies.

Social promotion is strongly discouraged and is appropriate only in extraordinary circumstances. Parents/guardians and school personnel must work together to identify remedies or alternative educational opportunities for students being considered for social promotion, including GED, Job Corps, or similar programs.

C. Promotion/Retention Policy - Choctaw Central High School

1. Students at Choctaw Central High School will be promoted based upon mastery of competencies and objectives for each course taken. Successful completion of a course shall be based on the student having a final grade of 65 or higher and meeting all attendance requirements. Students attending summer school must complete challenging course work with a passing grade in order to receive credit.

Summer school students must attend the entire summer term with no more than three (3) excused absences. Accreditation standards require that a one credit summer school class meet for a minimum of 140 hours of instruction, usually scheduled for six weeks. Parents and students should note that summer school course offerings will be based on the needs of the majority of the student body and not all courses can or will be offered through summer school. Students **who did not pass the course** will be required to retake the entire course and earn a passing grade in order to receive credit.

2. Promotion of high school students will be based solely upon the acquisition of Carnegie units. Choctaw Central Middle and High Schools prohibit the retention of students for extra-curricular purposes. Classification of high school students will be determined using the following standards:

For students entering high school prior to 2005/2006:

- Freshman - student enrolled in high school that has successfully completed the eighth grade
- Sophomore - student having a minimum of 5 high school units
- Junior - student having a minimum of 10 high school units
- Senior - student having a minimum of 17 high school units

Any Junior who meets all graduation requirements will be allowed to participate in graduation ceremonies.

Beginning with the ninth grade class of school year 2006-07 and for all years thereafter, the following high school classification will be used:

Freshman – student enrolled in high school who has successfully completed the eighth grade

Sophomore – student having a minimum of 6 high school credits

Junior – student having a minimum of 12 high school credits

Senior – student having a minimum of 18 high school credits

3. Students who are sixteen years of age or over at Choctaw Central High School will be required to pass at least three (3) core academic area credits a year (math, English, science, social studies) or be placed on academic probation. During the academic probation, students will be required to attend tutoring and other school programs or community resources offered in order to improve chances of completing regular graduation requirements in a timely manner. Students and Parents/Guardians with a student on academic probation will be required to meet with the School Teacher Support Team to discuss interventions.

Any student who turns eighteen years of age on or before September 1 (of the current school year) will be subject to the following policy: Older students must be passing at least three core academic subjects at the first progress note. If the student is not taking advantage of recommended interventions or not passing classes at the end of the first grading period, they will be notified of their status in writing and dropped from school rosters. Any older students with excessive behavior referrals (Step 3 or higher on the discipline ladder) or excessive truancy (ten or more unexcused absences) will be notified of their status and dropped from school rosters. All older students will be encouraged to attend adult alternative educational opportunities (e.g. Adult GED, Job Corps). This may be reviewed by the District Discipline Review Committee. Students with disabilities are excluded from this policy. A student's IEP Committee will determine the appropriate placement and exiting option for individual students based on his/her unique needs.

4. Students with Disabilities - The decision to promote or to retain a student with a disability will be made on an individual basis determined by the student's IEP Committee. The IEP Committee will be made up of the required members, including the student's parent/guardian.
5. Releasing of Student Grades - In accordance with the requirements of the Privacy Act, written permission from a parent/guardian is necessary for school authorities to release student grades to outside agencies.

D. Graduation Requirements for Choctaw Central High School

1. In order to graduate with their senior class, a senior student must complete all graduation requirements (including attendance, grades, and passing SATP requirements) by graduation day. Senior students are not allowed to attend alternate classes or additional periods to meet attendance requirements, as this would not be fair to seniors who completed the requirements in the time frame given. Teachers are not authorized to recalculate previous nine weeks grades to help a senior improve their grades or achieve a passing grade (see school grading policy). Seniors must attend graduation practice in order to participate in graduation ceremonies, unless a special circumstance is approved by the Principal and the Director of Schools.
2. Summer school students must attend the entire summer term with no more than three excused absences. Accreditation standards require that a one-credit summer school class meet for a minimum of 140 hours of instruction, usually scheduled for six weeks. Seniors meeting graduation requirements during summer school may participate in a summer graduation program.

3. Students graduating from Choctaw Central High School are required to obtain a minimum of 24 high school units as listed below.

ENGLISH	5 Units	English I, II, III, and IV plus one credit of English elective(s)
MATH	4 Units	Algebra I, Geometry, plus two Math electives (4 Units required of 2005-06 Ninth Graders)
SCIENCE	4 Units	Biology plus THREE Science electives (4 Units required of 2008-09 Ninth Graders)
SOCIAL STUDIES	4½ Units	MS Studies ½, Geography ½, World History, US History, US Government ½, Economics ½, Choctaw History ½
HEALTH	½ Unit	Health
COMPUTER	1 Unit	Computer Applications and/or Keyboarding
FINE ARTS	1 Unit	Student's Choice
PHYSICAL EDUCATION	½ Unit	Student's Choice
ELECTIVES	3½ Units	Student's Choice (5½ Units for 2005-06 Ninth Graders)

4. Students with disabilities have three graduation options: (1) Regular High School Diploma (2) Mississippi Occupational Diploma (3) Certificate of Completion. The student's IEP Committee determines the student's exiting option upon entering the 9th grade. That decision is reviewed annually and may be changed if determined appropriate by the IEP Committee.
5. No more than four Carnegie units earned in summer school programs may be counted toward high school graduation requirements.
6. Only one Carnegie unit earned through completion of correspondence courses may be counted toward high school graduation requirements, and all correspondence courses must be approved by the principal and administered through a university.
7. Students may apply toward graduation requirements credit earned through on-line courses offered by the Mississippi On-line Institute. Enrollment in on-line courses must be approved by the high school principal in order for the course to be applied toward graduation requirements. Approval of the on-line courses will be based on current availability of courses at the high school and upon the specific needs of the students requesting the approval. Students will be responsible for all costs of on-line courses. ***Students must receive prior approval from the high school principal before enrolling in an on-line course.***
8. Any student receiving a diploma must have earned at least two of the last four Carnegie units from Choctaw Central High School.

E. Valedictorian/Salutatorian Requirements

Valedictorian and Salutatorian are determined according to the procedure presented below. The CCHS Counselor and Principal will work together to initially calculate these awards. Their calculations will be reviewed by a committee consisting of the CCHS Principal, Counselor, one Assistant Principal, and the teacher who serves as Senior class sponsor. No announcement of Valedictorian/Salutatorian will be

made until this committee has carefully reviewed the accuracy of calculations. No announcement of Valedictorian/Salutatorian will be made until the CCHS Academic Awards Program.

1. Valedictorian - The valedictorian of the graduating class is the student with the highest academic average, according to the Quality Point Distribution outlined below, for the entire four years of high school work. The student must have completed all four years of his/her high school program at Choctaw Central High School.
2. Salutatorian - The Salutatorian of the graduating class is the student with the second highest academic average for the entire four years of high school work. The student must have completed all four years of his/her high school program at Choctaw Central High School.
3. In selecting the valedictorian and Salutatorian, the second semester average of the senior year shall be determined by using the third nine weeks grades.
4. Quality Point Distribution
Valedictorian, Salutatorian, honor graduates, and class rank will be determined by the following quality point system:

<u>E-2 Courses</u>		<u>E-1 Courses</u>		<u>Regular Courses</u>	
<u>Grade</u>	<u>Quality Point</u>	<u>Grade</u>	<u>Quality Point</u>	<u>Grade</u>	<u>Quality Point</u>
A	6	A	5	A	4
B	5	B	4	B	3
C	4	C	3	C	2
D	3	D	2	D	1
F	0	F	0	F	0

E-2 Courses include Advanced Placement Courses, Physics, Pre-Calculus, Advanced Math, Trigonometry, and Advanced Chemistry II.

E-1 courses include Accelerated English, Chemistry, Geometry, Algebra II, foreign language, Human Anatomy and Physiology, Archaeology, and Biology II.

Regular courses include all courses not included in E-2 or E-1. (Half-unit courses get half the quality points.)

F. 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	3	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).
Advanced Electives	2	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, 4th-year lab-based Science, or 4th-year Math.
Computer Applications	½	Course should emphasize the computer as a productivity tool. 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.
Eighth Grade		Algebra I or first year Foreign Language taken in the eighth grade will be accepted for admission provided the course content is the same as the high school course.

G. Standardized Testing Program

1. Standardized testing measures student achievement, academic growth from year to year, and how well instructional objectives are being taught in the classroom. All students in grades 1-12 will take district-level standardized tests in Spring 2010. Students in grades 7-8 will take the Mississippi Curriculum Tests. These tests are required by the federal No Child Left Behind law and are used in the determination of each school's Adequate Yearly Progress (AYP).
2. Choctaw Central High School students will take the Mississippi Subject Area Tests; all students enrolled must make a passing score on all Subject Area Tests as a requirement for high school graduation. Re-testing will be allowed and administered in accordance with Mississippi Department of Education requirements. Students and parents should contact the Counselor for more information about these important tests. These tests are required by the federal No Child Left Behind law and are used in the determination of the school's Adequate Yearly Progress (AYP).

H. Awards

1. Honor Roll - An Honor Roll of students in grades 2-12 will be published one week after the report cards are issued following each nine-week term. To be on the Miko's List, a student shall have all A's. To be on the Principal's List, a student shall have all A's and B's. To be on the Teacher's Honor Roll, a student shall have all B's.
2. Subject Area Awards - An award will be given in each subject area to the student with the highest academic average. In case of a tie, each student will receive an award.
3. Perfect Attendance - To be eligible for Perfect Attendance, a student must be in school from the beginning of the school day until the close of the school day.
4. Selection of Crown Bearer and Flower Girl for CCHS Homecoming
 - a. Sponsors in charge of Homecoming Activities will notify the appropriate elementary school of the deadlines and guidelines for selection of the Crown Bearer and Flower Girl.
 - b. The elementary school will select a first grade boy to be Crown Bearer and a first grade girl to be Flower Girl.

- c. It is the responsibility of the child's parents/guardians to arrange transportation to and from Homecoming practices and to provide the dress, suit, and accessories for this event.
- d. The following schedule will be used to rotate the selection of Crown Bearer and Flower Girl through the elementary schools:
 - 2010 – Tucker Elementary
 - 2011 – Pearl River Elementary
 - 2012 – Bogue Chitto Elementary
 - 2013 – Conehatta Elementary
 - 2014 – Red Water Elementary
 - 2015 – Standing Pine Elementary

5. Other Awards - Individual schools may give other awards according to their own established criteria.

I. Minimum Reading Requirements

Minimum reading expectations are placed on all students in the Choctaw Tribal Schools in order to improve student performance in the classroom setting and on standardized tests. Teachers are expected to monitor student progress in reading on a weekly basis and provide intervention as needed to help all students succeed. Students in the Choctaw Tribal Schools are expected to meet the following minimum reading requirements:

Grades 7-8:

- * Students will be expected to achieve the Independent Reader certification by the end of the 1st Nine Weeks.
- * Students will be expected to achieve the Super Reader certification by the end of the 2nd Nine Weeks.
- * Students will be expected to achieve the Advanced Reader certification by the end of the school year.
- * Ideally students would achieve beyond this minimum expectation to achieve Star and Classic Reader.

High School:

- * Students in high school reading and English classes will be expected to obtain the Advanced Reader certification during the school year.
- * Students should achieve beyond this minimum to achieve Star, Classic and Honors Reader.

V. AMERICAN INDIAN DAY / WEEK CELEBRATIONS

Choctaw Central Middle School and High School

- a. One committee will be appointed by the Principals to coordinate all activities for the Middle School/High School American Indian Day activities. The coordinating committee will appoint sub-committees and assign tasks as needed to ensure that all activities are effectively planned and supervised.
- b. Flyers and Announcements will be made and distributed, clearly informing students about dates, deadlines, applications, and contact persons. It is the responsibility of students who wish to enter the Brave/Princess pageant to contact the appropriate person, get and complete an application, and submit the application in a timely manner.
- c. After the application deadline passes, all applicants will be given a written explanation of all contest guidelines and responsibilities, along with a written summary of judges' criteria.
- d. It is each contestant's responsibility to obtain dress, shirt, accessories, and other items.
- e. Middle School and High School American Indian Day activities will begin at 12:00 noon and end at 3:00 p.m.

VI. ELIGIBILITY FOR INTERSCHOLASTIC ACTIVITIES

As the Mississippi Band of Choctaw Indians promotes positive social involvement, wellness, and improved health for all Choctaw people, students are encouraged to participate in the various extracurricular activities and interscholastic athletic programs of the school. Students who participate in extracurricular activities must remember that they are role models for other students. High standards of behavior are expected of all participants.

The Tribal School system and the Mississippi High School Activities Association require that all students participating in activities (such as sports, band, cheerleading, Spring festivals) must attend all classes on the day of the activity.

The Tribal School system will not participate in activities that require any student to miss more than (20) twenty class periods or have more than (5) five planned absences in the same class period in courses for which grades and/or units of credit are issued during the school year.

Students are encouraged to read through the adopted School Discipline Plan for Grades 7-12. Students may be limited from participating in and attending activities based on their behavior and actions.

1. Students must meet the following criteria established by the Mississippi High School Activities Association (MHSAA):

7th and 8th Grades

To be eligible for participation as a seventh grader, a student must be promoted from sixth grade, and for participation as an eighth grader a student must be promoted from seventh grade. A pupil must pass his/her grade level by achieving at least an average of 75 in all four basic courses (any subject that meets an equivalent of at least 250 minutes per week) the previous year in order to be eligible to participate during the present year.

A pupil who is not eligible at the beginning of the school year may become eligible the second semester only once during the student's seventh/eighth grade career by passing all four basic courses with a 75 average in each course.

Pupils in the seventh and eighth grades participating in high school extracurricular activities must pass their grade level by achieving at least an average of 75 in the four core courses of math, science, English, and social studies the previous year in order to be eligible to participate during the present year.

Choctaw Central High School

1. Students will be required to pass six credits toward graduation during the school year with a 75 average or better in order to maintain eligibility. The six units will be averaged as a whole, and the average must be 75 or higher in order to maintain eligibility. This will be done on a yearly basis.
2. A student athlete may become eligible only once during his/her high school career if he/she fails the last semester of the previous year by passing six units with a 75 average the first semester of the following year. This will be done in order to keep the student on track for graduation.
3. Students with disabilities not pursuing a regular high school diploma will be academically eligible if they are making satisfactory progress according to the committee reviewing their Individual Education Plan (IEP). Those pursuing a regular high school diploma will be held to the same standards as all other students.

4. Any student who becomes nineteen years of age prior to August 1 shall not be eligible to participate in any school athletic program.
5. Eligible students must not be a graduate of a four-year high school, enrolled in an institution of post-secondary education, or have participated in athletics above the high school level.
6. Students must not have been given any special inducement of any kind to attend a school to play on an athletic team.
7. A student must present, from a physician, a statement of physical fitness for athletic competition.
8. A pregnant student will be ineligible to participate in a MHSAA sponsored activity or its equivalent due to health and safety concerns. Following the pregnancy and with appropriate medical documentation the student may resume participation in MHSAA sponsored activities or their equivalent.

VII. Counseling Services

- A. Three full-time Guidance Counselors are employed at Choctaw Central High School and one at Choctaw Central Middle School to aid the growth and development of students as they progress through their educational programs. Counselors strive 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. During the school year, counselors are 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, parents, and administrators
 9. Referral to outside agencies
- C. Home/School Liaisons and/or School Social Workers are required to make documented visits to the homes of students who have excessive absences before they contact the School Attendance Officer.

VIII. STUDENT HEALTH SERVICES

- A. Emergencies - All accidents involving a person or property should be reported to the teacher in charge and the principal. The school will provide transportation and supervision to and from health facilities if a student needs emergency medical attention during school hours. Parents will be notified as soon as possible. If parents cannot be notified immediately, the school will contact those individuals designated by the parent to be contacted in case of an emergency. Parents will have to sign medical release forms for the child to be treated in a hospital.
- B. Non-Emergencies - In a non-emergency situation, when a child becomes ill at school, proper attention will be given and parents notified. Only medications for which proper identification, instructions for dispensing, and written parental consent are obtained will be given to children. Anti-tuberculosis medications will be given in school in accordance with the Mississippi State Board of Health guidelines. School personnel, with the exception of a registered school nurse, may not exceed the practice of first aid in dealing with pupil injuries and sickness. School staff should not attempt first aid nor other procedures for which they have not been trained.

- C. Pregnancy and Family Planning - Pregnancy and family planning services will be available to all students. Each student in grades 5-12 will receive at least one (1) hour of health education pertaining to pregnancy prevention and sexually transmitted diseases (STD's), including, but not limited to, HIV/AIDS. This health education will be provided by the school nurse or his or her designee.
- D. Sexually Transmitted Diseases (STD's)
1. Under conditions allowed by federal and state laws, health professionals can provide treatment services for sexually transmitted diseases (STD's) to students without parental consent. Under these conditions, school officials may release students to Choctaw Health Center professionals, provided written documentation of the authority under which the student can be released is provided to the school, and the health professional signs a statement accepting responsibility for the student.
 2. Due to the risk of STD's and teen pregnancy among the student population, the schools recognize the need to identify high risk behavior early and to provide counseling to decrease future problems. One way is to have teens identify themselves by their behavior, such as the appearance of "passion marks" or "hickeys" on their necks and faces.
 - a. If students come to class with such marks, they should be sent to the principal. Counseling will be provided by the principal, counselor, and/or school nurse on inappropriate and high risk behavior.
 - b. If repeated attempts at counseling do not provide evidence of improved behavior, a principal/parent/student conference will be necessary to decide on appropriate future action.
- E. Head Lice and Scabies
1. Educational information and related school procedures concerning the control of head lice and scabies will be provided to students as needed at the middle and high school levels.
 2. A student found to be infested with head lice will be sent home as soon as possible with proper treatment and information.
 3. Upon return to school, students will be examined by the school nurse (or designated personnel) to ensure that proper treatment was performed and was effective. If the examination's results are unacceptable, the student will be sent home again until satisfactory results are obtained.
 4. When a student is sent home because of head lice or scabies, only the first day's absence may be counted as "excused". All other days absent for this cause are counted as "unexcused."
 5. If a student's head lice problem cannot be solved through the above steps, the community health center nurse will be notified. If the problem continues, Children and Family Services may be notified.
- F. Nutrition - Cafeteria managers will provide information on diet and nutrition to all students in the Choctaw Tribal Schools.
- G. Wellness Policy - The Choctaw Tribal School System has adopted the Wellness Policy published by the Mississippi Department of Education and approved by the Choctaw Tribal Council as official policy and guidance for school programs, activities, and curriculum. This policy includes goals for nutrition education, physical activity, and other promotions of student wellness, as well as guidance/requirements for school meals, snacks, refreshments, and food sales. All schools will follow the guidelines established in this policy. A copy of this Wellness Policy is included at the end of this handbook.

IX. GENERAL SCHOOL RULES AND DISCIPLINE

The tribal schools recognize that they cannot, and should not, attempt to list every action which might result in disciplinary procedures. The listing of certain specific rules is not intended, therefore, to exclude other rules which are generally accepted as standards of conduct for citizens of this community.

The Director of Schools shall review all disciplinary actions referred to him and make final decisions regarding disciplinary actions taking into consideration the student's individual needs, age, and personal discipline file.

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

One of the characteristics of an effective school is a safe, orderly climate conducive to teaching and learning. Students and staff members share the responsibility for creating and supporting a positive school climate. The degree to which students accept their responsibility to demonstrate the type of behavior that promotes a learning climate has a definite effect on their academic achievement.

The general rules of conduct are:

1. Be in school and in class on time
2. Be prepared for each class
3. Be respectful of the rights and property of others and of the school
4. Be safe
5. Be responsible
6. Maintain good manners, *and*
7. *Immediately* report any unsafe condition to a teacher or staff member.

The assistance of parents is needed in the following ways:

1. Review discipline policies with your children to make sure they understand them.
2. Know where your children are, what they are doing, and with whom they are associating.
3. Expect your children to be in the appropriate place at the correct time, and to behave in a proper manner.
4. Support action by school, security, police, and court officials who are working to create and maintain a safe learning environment for your children.

Individual Self-Discipline

Students, who have reached the age of young adults, should be expected to assume more responsibility for their own actions and should welcome the opportunities presented to exercise self discipline as a natural part of becoming mature, thinking individuals. Teachers and all school staff are expected to assist in this process and make corrections when necessary.

Classroom Discipline

Teachers will provide students and/or parents with a list of rules and consequences, both positive and negative, which will be used in individual classrooms. These rules and consequences will vary from class to class as determined by the class, the subject matter, and individual differences.

Teachers are expected to develop classroom rules to address classroom disturbances such as inappropriate talking, violations of classroom safety, distracting behavior, failure to carry out directions or complete assignments, or any activity that disrupts the teaching/learning environment.

Classroom teachers are expected to take immediate and appropriate action to enforce classroom and school rules. These actions may include: verbal warning or reprimand, special assignment, restricting activities, assignment of work details, counseling, and/or withdrawal of privileges. Teachers are

always encouraged to contact parents and to make parent contact when violations of proper behavior are repeated.

Corporal Punishment

Corporal punishment in the Choctaw Tribal Schools is defined as punishing or correcting a student by striking the student on the buttocks with a paddle. Corporal punishment may only be administered by the school principal or designated administrator in the presence of one other witness of a professional position in the school – one of whom must be a Choctaw tribal member. The classroom teacher of the child being punished should not be the witness, nor may school staff other than the principal or assistant principal administer any physical force or aversive stimuli when correcting student behavior. Prior to administering corporal punishment, the principal must advise the student of the particular misconduct for which he or she is to be punished, and the student must be given a chance to give his or her version of the facts prior to the administration of corporal punishment. Additionally, corporal punishment or the threat of corporal punishment may not be used to stimulate academic achievement nor to punish academic lapses. **In instances where corporal punishment is refused, in-school suspension or suspension is a mandatory alternative punishment.** In all cases where corporal punishment is administered, a discipline form must be completed. The Office copy of the discipline form will be filed in the principal's office. The Parent's copy will be mailed home, and the Teacher's copy will be retained by the teacher.

An authorization form is included at the end of this handbook that parents/guardians must sign and return to the school indicating whether they do or do not wish for their child/children to receive corporal punishment.

Policies for Weapons, Drugs, Alcohol, and Tobacco

Choctaw Tribal Council Resolution 05-082, June 2, 2005

Weapons Policy – Grades 7-12

Guns

Choctaw Tribal Schools fully support the enforcement of the Gun-Free Schools Act, Title VIII of the Elementary and Secondary Education Act of 1965. 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 ten (10) days and recommended to the Discipline Review Committee for expulsion for no less than one calendar year from all programs of the Choctaw Tribal Schools.

Students who possess other types of "guns" (stopper guns, cap guns, water guns, and other toy guns) shall be suspended from school for ten (10) days. A second offense shall constitute a ten (10) day suspension with a recommendation to the Discipline 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 shall be seized and immediately turned over to the Department of Public Safety.

Other Weapons-Possession of

Possession, by a student, of any hard or sharp object, such as a knife, brass knuckles, etc., that may be considered a weapon while at school, on school property, on the school bus, on the way to or from school or any school function or activity, regardless of the object's original purpose, shall be considered in violation of this policy. Students who possess these objects will be immediately suspended from school for ten (10) days and recommended to the Discipline 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 Department of Public Safety. Principals shall use their own discretion in each instance not involving a gun concerning the necessity of notification of the appropriate law enforcement authority.

Drug, Alcohol, Tobacco Policy – Grades 7-12

The health and safety risks of tobacco use, alcohol use, and illicit drug use are well documented. The possession of illicit drugs is illegal. In addition, the possession, use, and distribution of alcohol and tobacco to citizens under the age of 21 are illegal. The use/abuse, possession, or distribution of these substances is strictly prohibited at school, on school property, or while attending any school 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 substance (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:
 - a. Ten (10) days out-of-school suspension and
 - b. Recommendation of expulsion for one calendar year to the Discipline Review Committee.
 - c. In addition, the incident will be reported to the appropriate law enforcement and/or court official and charges filed when possible.
- B. Any individual found to inappropriately possess, distribute, misuse/abuse any prescription or non-prescription drug shall be disciplined according to step 5 of the school discipline ladder which includes:
 - a. Ten (10) days out-of-school suspension and
 - b. Recommendation of expulsion for one calendar year to the Discipline Review Committee.
 - c. In addition, the incident will be reported to the appropriate law enforcement and/or court official and charges filed when possible.
- 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 Discipline Review Committee.

Disciplinary Plan – Choctaw Central Middle School and High School

When a student at **Choctaw Central Middle School or Choctaw Central High School** chooses to break the rules and is referred to the office, disciplinary action will be taken according to the following discipline ladder: The school administrator will determine the appropriate discipline step for the offense. This is a general guide and does not restrict the administrator from making other appropriate discipline decisions. Due Process will be ensured at all steps.

Probation Period

Once a discipline offense has occurred, and the student has been placed on an appropriate step, the student may be rewarded for good behavior by not having further discipline offenses within the specified number of days. Students receiving a referral while on probation shall be moved up to the appropriate step, with additional days added to the probation period as defined.

Step 1

- A. Student/principal conference,
- B. Action which may include a written assignment related to the referral, paddling, and/or conference involving student and/or teacher,

- C. Parent Contact (by phone or mail), and
- D. If there is no further referral to the office for ten (10) school days the student will be removed from the ladder.

Step 2

- A. Student/principal conference,
- B. Two days of in-school (ISS), or paddling,
- C. Parent Contact (by phone or personal visit),
- D. Behavior Intervention Plan* should be put in place,
- E. If there is no further referral to the office for fifteen (15) school days the student will be removed from the ladder,
- F. If another referral occurs during their probation, the student may not attend or participate in any school activity on any school campus for five (5) school days (to include weekend events).

Step 3

- A. Student/principal conference,
- B. Five days of in-school suspension (ISS) or three days of out-of-school suspension**,
- C. Parent Contact (by phone or personal visit),
- D. Behavior Intervention Plan* should be put in place or updated,
- E. A Functional Behavior Assessment (FBA) will be requested
- F. Parent/student/principal conference required at school before student may return to regular school program,
- G. If there is no further referral to the office for twenty (20) school days the student will be removed from the ladder,
- H. If another referral occurs during their probation, the student may not attend or participate in any school activity on any school campus for ten (10) school days (to include weekend events).

Step 4

- A. Student/principal conference,
- B. Five days of out-of-school suspension**,
- C. Parent Contact (by phone or personal visit),
- D. Behavior Intervention Plan* should be put in place or updated,
- E. Parent/student/principal conference required at school before student may return to regular school program,
- F. The student may not attend or participate in any school activity on any school campus (to include athletic events) for twenty (20) school days (to include weekend events) while on this step,
- G. If there is no further referral to the office for ten (20) school days, the student will be moved to Step 3.

Step 5

- A. Student/principal conference,
- B. Ten days of out-of-school suspension**,
- C. Referral to Discipline Review Committee or Individualized Education Plan Team (IEP Team) to consider recommendation of long term suspension, expulsion, or optional/alternative placement,
- D. Parent Contact (by phone and certified mail),
- E. Parent/student/principal conference required at the district and school level before student may return to school,
- F. May not attend or participate in any school activity on any school campus (to include athletic events) pending the outcome of the district discipline hearing.
- G. Possible other restrictions may be required due to suspension, expulsion, or Alternative placement.

- *Behavior Intervention Plan is an agreement between the student and school outlining what behavior is expected and what the student, school, teachers, administrators and other entities will contribute to support the student’s appropriate behavior. A behavior plan should contain rewards and sanctions. Temporary plans may be developed by the principal and student. More extensive plans may be developed by a committee comprising teachers, school staff, parents and student through the School Support Team.

Suggested steps for specific offenses

Behavior	Step
Cheating	1, 2, 3, 4
Pretense	1, 2, 3, 4, 5
Unauthorized presence on school property	1, 2, 3, 4, 5
Dress Code Violation	1, 2, 3, 4, 5
Cell Phone / Other Electronic Device Violation	1, 2, 3, 4, 5
Repeated tardiness	2, 3, 4
Public Display of Affection to include passion marks (“hickeys”)	2, 3, 4, 5
Disruptive Behavior	3, 4, 5
Profanity, vulgarity, or obscenity	3, 4, 5
Leaving campus without authorization	3, 4, 5
Repeated violation of school rules	3, 4, 5
Willful Disobedience	3, 4, 5
Brandishing or threatening with an object which appears to be a weapon	3, 4, 5
Truancy to class or school	3, 4, 5
Use, sale or possession of tobacco	3, 4, 5
Fighting	4, 5
Damaging, defacing or destroying school property*	4, 5
Pulling a Fire Alarm/Discharging a Fire Extinguisher	4, 5
Stealing*	4, 5
Use or attempted use of dangerous objects/weapons	5
Possession of dangerous objects/weapons	5
Assault, harassment, or intimidation of school personnel	5
Assault, harassment, or intimidation of other students	5
Use, sale or possession of alcohol and drugs	5
Blocking an entrance/exit to a building	5

*Restitution required

**Principal has discretion in assignment of steps, depending on the severity of the offense. Student punishment may carry over to the next school year.

Definitions related to discipline

Disruptive Behavior—Any act, physical or vocal, which makes it difficult to continue normal activities.

Vandalism—Any act of destroying, altering, defacing or otherwise damaging public or private property.

Stealing—Any act of removing public or private property without the consent of the owner.

Assault—Any attempt with force and violence to do bodily injury to another; includes threatening, bullying and other forms of intimidation.

Disobedience—The failure to act upon or to follow instructions by the person in charge.

Vulgar language—The use of words which are offensive to anyone present to tend to defame the character of another person.

Profanity—The irreverent use of a sacred name or the use of words considered lewd or coarse, swearing, cursing or other vile words showing contempt.

Obscenity—An act or expression which is offensive to the prevailing concepts of morality or decency of the school community; stressing or suggesting indecency, lust or depravity, offensive to the senses.

Truancy—An act of being absent without permission from school or class.

Cheating—Any act of giving or receiving information on tests and exams.

Pretense—An act of telling a falsehood with the intent to deceive.

Weapons possession—Having in one's possession any instrument capable of causing bodily harm.

Weapons possession with threat to use—Any overt display of and/or threat to use any instrument capable of causing bodily harm.

Alcohol possession—Students responsible in any way for alcoholic beverages of any description being on a person, in a school building; on a school bus; on school property; at any off-campus activity sponsored by the school—to, from, and/or at; adjacent to school property.

Drug possession-- Students responsible in any way for illegal drugs of any description being on a person, in a school building; on a school bus; on school property; at any off-campus activity sponsored by the school—to, from, and/or at; adjacent to school property.

Drug/Alcohol Use—Students under the influence of alcoholic beverages or illegal drugs at any place under the jurisdiction of the school.

Tobacco Use/Possession—Students responsible in any way for tobacco of any description being on a person; in a school building; on a school bus; on school property; at any off-campus activity sponsored by the school.

Internet Abuse—Any use of the internet that is prohibited under acceptable use policies.

Sexual Harassment—Misconduct of a sexual nature, which involves verbal or physical contact that is unwelcome, intimidating or offensive. This includes, but not limited to, unwelcome touching or verbal comments.

Public Display of Affection—The following actions are unacceptable and will not be tolerated on campus or at school sponsored activities:

- Kissing any part of another person's body.
- Sitting on another's lap.
- Embracing/hugging/holding any part of another person's body.
- Licking any part of another person's body.
- Pinching/grabbing/squeezing any part of another person's body.
- Passion marks / "Hickeys"

Action Plan for Keeping Parents/Guardians Informed

Step 1: Principal, Assistant Principal, Social Worker, Home/School Liaison, or Counselor will contact parent by phone. If unable to reach, secretary will contact by phone and if unable to reach will mail referral. (Document attempts to contact).

Step 2: Principal, Assistant Principal or ISI staff will contact parent by telephone to notify of paddling or assignments to ISS. If unable to reach after three attempts, staff will refer to Home School Liaison for personal visit to be made. (Visit should be made by Home School Liaison within 24 hours of referral). The referring teacher is also encouraged to make contact with the parent after school

Step 3: Same as Step 2 and in the case of an out-of-school suspension, parents/guardians must be notified before the suspension begins. The Home School Liaison will schedule the required school conference where the parents must meet with the principal or assistant principal before the student may return to school and give the date to the principal or appropriate secretary. Permission to conduct a Functional Behavior Assessment will be obtained.

Step 4: Same as Step 3.

Step 5: Parent contact must be by phone (when possible) and certified mail (required). The Home School Liaison will attempt to hand deliver the letter as well.

Discipline Review Committee Guidelines

Choctaw Tribal Council Resolution 05-083, June 2, 2005

Discipline Review Committees

Discipline Review Committees shall be used as a due process hearing committee in several instances to include the following:

1. Recommendations of expulsion or suspension (in excess of 10 days) by building principal.
2. Recommendations by a building principal for Alternative placement for disciplinary, educational, safety or attendance reasons. The alternative placement shall include Alternative Education Center, GED program, another school within the Division of Schools, or other placement available to the Division of Schools.
3. Other reasons as outlined in the Student Handbook.
4. Other reason deemed advisable by a building principal.
5. Appeal of a short-term suspension of five to ten days. Appeals of less than five days may be appealed only to the building principal.

Composition of Discipline Review Committees:

1. A presiding officer, appointed by the Director of Schools, who ensures that the rules of the proceeding are communicated and adhered to by all parties. It is also the duty of the presiding officer to have the minutes of the hearing transcribed in an accurate manner, and to forward the recommendation of the committee to the parents and Director of Schools. The presiding officer is not a member of the committee. The presiding officer may be assisted by a recording secretary or court reporter.
2. There shall be three (3) Committee members on the Discipline Review Committee. Members are preferably school administrators, but may include other school employees (to ensure tribal representation on the committee) who are familiar with school policy, rules, and due process. Members shall not work on the same campus as the student or recommending principal or be a relative or close family friend of anyone involved.

Purpose of Discipline Review Committee

1. To ensure fair and impartial disciplinary action within the Division of Schools.
2. To review all evidence presented (both written and oral testimony), and make recommendations to the Director of Schools based on the evidence presented.
3. To ensure due process safeguards have been and are maintained.
4. To ensure that school rules are fairly applied.
5. To make a recommendation to the Director of Schools that upholds, rejects, or modifies the Principal's recommendation.

Procedural Guidelines

The constitutional rights of individuals require the protection of due process of law; therefore, adherence to a system of constitutionally and legally sound procedures is essential. The presiding office shall ensure the following:

1. Written notice of charges against a student or reason for the review shall be supplied to the student and parent.
2. The parent or guardian shall be present at the hearing.
3. Parents are informed that they may be represented by legal counsel not at the expense of the school.
4. Hearings shall be closed to the public to protect the student.
5. The student shall be given an opportunity to give his version of facts and their implications. He shall be allowed to offer the testimony of other witnesses and other evidence if relevant.
6. The student shall be allowed to observe all evidence offered against him.
7. The hearing shall be conducted in an impartial manner, and the committee's determination shall be based solely upon the evidence presented at the hearing.

8. A record shall be kept of the hearing and retained by the Director of Schools in a secure location.
9. Within three (3) business days after the hearing, the committee shall make its decision as to disciplinary action.
10. The findings shall be reduced to writing and sent to the student, parent, and the Director of Schools.
11. The student and his parent shall be made aware, by the presiding officer, of their right to appeal the decision to the Director of Schools, the Education Services Officer, and, ultimately, to the Tribal Miko.
12. Appeals must be submitted within five (5) business days of the parent notification of the decision by Certified Mail from the presiding officer.
13. If an appeal is submitted, the Director of Schools, Education Services Officer, or Tribal Miko will act only upon the record from the hearing.

General Disciplinary Plan

A. Violence Response

At any Choctaw Tribal School, when physical contact between two parties is witnessed, the Department of Public Safety shall be called and asked to respond to the school campus. School Security Officers shall act as “first responders” and make the scene safe by separating parties as soon as possible, according to training received.

B. Cause for Disciplinary Action

A pupil is required to conduct himself or herself properly while under school supervision. A pupil may be paddled, detained, suspended, or expelled according to the nature and frequency of the action. Administrators and teachers shall hold students accountable for disorderly conduct or misconduct at school; on the way to and from school; at school meetings, programs, functions, and activities; and upon school buses. The principal or assistant principal is authorized to institute appropriate disciplinary action including immediate suspension, if warranted, of any student for disorderly conduct or misconduct including, but not limited to the following:

1. Fighting
2. Disorderly conduct
3. Harassment, intimidation, or threats
4. Disruption of school operations, functions, programs, or activities
5. Disobedience
6. Disrespect
7. Insubordination
8. Insulting behavior
9. Insulting language
10. Obscene language
11. Vandalism
12. Malicious mischief
13. Theft
14. Damage to private or school property
15. Indecent exposure
16. Public displays of affection (including in cars parked in the vicinity of any school building or activity)
17. Leaving class, school, or a school program without proper authorization
18. Under the influence and/or in possession of a controlled substance
19. Any offense otherwise punishable by law

C. Electronic Devices

Cellular phones, radios, TVs, tape/CD players, I-Pods, MP3's, lasers, cameras, or any other related devices are not allowed at school or on the school bus, unless required for a school related activity and written permission is given. In such cases, the device shall be left with sponsoring leaders or in the principal's office until needed. Other than these reasons, student electronic possession or use during the school day will result in the item being confiscated. **First offense – the parent will be required to pick up the item and pay a \$10.00 penalty fee. Second offense – the item will be held until the end of the year and a \$10.00 penalty fee will be required for its release.** All items not claimed by the end of the year will be discarded.

Note: Choctaw Tribal Schools shall not be responsible for any lost or stolen items. The confiscation of a cell phone during any state-wide subject area or grade level testing may result in the student automatically failing that test.

D. Once a student has arrived on the school premises, he or she is not to "socialize" with any person who is not a student or staff member at the school without permission from the principal's office. Socializing means to talk to, get in the car with, or accept food and drinks from.

E. Safety Inspections - When a principal or the principal's designee has reasonable suspicion to believe that any item prohibited by school policy, rules, or tribal or federal law is on school property, that official may search lockers, desks, personal property, and/or persons for that item. To ensure a safe school environment for all students and staff, a metal detector may be used and random and unannounced searches may be conducted. Throughout the year, there will be occasional and unannounced inspections by a law enforcement agency's drug detection dog. Campus security officers will assist the school principal in completion of all safety inspections, searches, and other duties as assigned by the principal to ensure that the campus is a safe environment conducive to learning.

F. Gangs - Students on tribal school property, on the way to or from school, or at any school-sponsored activity shall not conduct themselves in any manner, whether in appearance or behavior, that demonstrates their affiliation with any gang.

G. **Uniform Policy (Dress Code)**

Choctaw Tribal Schools focus on the student and emphasizes student academic performance and respect. It is also the district's desire to promote school safety, improve discipline and enhance the overall appearance of the learning environment. To assist in maintaining this focus, a school uniform policy will be implemented and effective August (First Student Day), 2009. Adherence to a uniform dress code serves two purposes:

- (1) Students are not distracted from school work and activities due to focusing on attire.
- (2) School uniforms contribute to maintaining a safe campus.

Students are required to be in uniform the entire time they are on campus during both the regular school day and after school program. Students who ride Choctaw Tribal School buses must be in uniform when being transported to and from school.

General Guidelines

Shirts:

- Must be of a solid color; either white, gray or maroon
- Must have a collar (Polo or Oxford style only)
- May be short sleeve or long sleeve

- No brand logos can appear on shirts, sweater or sweater vests with the exception of the school district approved logo
- (Optional) Sweater or sweater vests (if selected) would be worn with approved uniform shirt. They must be of a solid color, either white, gray or maroon
- The school logo is not required on uniform tops
- Shirts must be tucked with the student wearing a solid brown or black belt.
- Shirts must be appropriate size for the student

Bottoms:

- Khaki pants, shorts, skorts, and skirts only (Minimum Length: Bottoms must meet the minimum specification of extending at least two inches beyond the end of the student's fingertips when the student is standing straight with arms down the side.)
- Styles allowed: Pleated front or flat front pants, with no outside pockets (e.g. no carpenter pants). Pants are to be cotton or cotton blend material
- Belts must be worn and be solid brown or black.
- Logos on pants, shorts, skirts, etc. may not be larger in size than 1 inch by 2 inches and must be located above the rear pockets
- Bottoms must be appropriate size for the student.
- All bottoms must be worn at the student's waist. No Sagging.

Shoes:

- Must be athletic/tennis shoes or dress shoes
- Must be low tops, no high top shoes allowed
- Must be of solid color; white, brown, or black
- Can not have any special or distracting markings
- No open toe shoes, sandals, or flip flops allowed

Jackets & Coats:

- A coat or jacket will be defined as a garment that opens and closes completely down the front and zips, buttons or snaps. Hoods on jackets are not allowed.
- Jackets, sweaters or coats THAT ARE TO BE WORN ALL DAY must be solid maroon or black. Logos will not be allowed on jackets unless an approved school logo. (Items that do not meet this criteria may be worn to school, removed and then hung up in the classroom; only being used when going outside the building).

Headwear:

In extreme cold weather, students may wear a toboggan that would be removed once inside the building. Toboggans must be white, gray or maroon in color with no logo or wording (unless approved school logo).

Additional Dress Guidelines:

- No colors, bandanas, symbols, signs or dress associated with gangs or cults will be permitted.
- Clothing can not be baggy.
- Cleanliness of dress and body is expected.
- No hats or caps shall be allowed on school premises (these items will be confiscated and not returned).
- No students shall have their body parts painted with paint, liquid paper, ink, or other distracting marks.
- Shorts, skirts, and dresses must meet the minimum specification of extending at least two inches beyond the end of the student's fingertips when the student is standing straight with arms down the side.
- Sunglasses are not permitted and may be confiscated.

- Students shall not wear non-prescription colored or decorative contact lenses.
- Students may not bring pillows, throws, blankets, or sheets onto campus. (This rule does not apply to the personal bedding of dormitory students.)
- Other than earrings, students may not wear any form of body pierced jewelry or decoration. Students who wear excessive or disruptive earrings may be sent to the principal or designee.
- If an item of dress is questionable or may be subject to criticism, PLEASE DO NOT WEAR IT.

Violations of Uniform Policy

Level 1: Student with up to three violations will receive a documented verbal warning. Parent will be notified through phone call or letter.

Level 2: A conference with the parent/guardian will be held.

Level 3: Student will receive In-School Isolation (until violation is corrected) or Out-of-School Suspension

Athletic Travel Wear

All students traveling with athletic teams will wear school uniforms or official travel uniforms designated by the team coach.

Spirit Day

Some days during the school year may be designated as a "Spirit Day". On these days, school colors and school organizations will be promoted. Tops may include appropriate shirts that display logos promoting school organizations associated with the school. Uniform bottoms will remain the same.

Special Day

Principals may designate special days for academic reasons to allow a deviation from the dress code for students, which will be announced and promoted prior to the event.

Transfer Students Compliance

Students who transfer to Choctaw Tribal Schools from another school district will be allowed ten (10) school days from the time of enrollment to purchase or acquire uniforms and comply with the Choctaw Tribal School Uniform Policy.

Purchasing School Uniforms

Vendors who are aware of our dress code policy and can assist you with your purchases are listed below. If you are a business that is interested in being added to our vendor list, please phone 601-650-7302.

Occupational Training Center
Wal-mart
Williamsville

- H. School Property - All school property should be treated with respect. Should anything be damaged, the student will be expected to make adequate repair, pay for the damaged item, or work off the cost of the item(s) during non-instructional time. In addition, appropriate disciplinary action may be taken if it is determined by school officials that the damage was done intentionally. Since maintenance problems related to gum chewing often occur, gum chewing will be restricted in the school.
- I. School Visitors - Parents and adult family members are encouraged to visit the school and to be involved in their children's education. Parents may visit for a short period or for an entire day. All visitors shall obtain permission and a Campus Pass from the principal before entering a class or checking out a student from class.

Adults: Adult visitors are certainly welcome in our school since visitation usually expresses wholesome interest in our efforts to maintain a quality program. It is understood that intended visits should be cleared in the principal's office so that proper guides may be available. Spontaneous visits often prevent our staff from helping to make the visit meaningful and enjoyable.

Students: Students not enrolled in the Choctaw Tribal Schools are not authorized to visit during the school day unless it is for a specific purpose and has been approved by the school principal. For any such approved visits, students must follow a pre-arranged schedule.

Loitering by students or visitors in the parking lots – including in vehicles – is not permitted.

- J. Leaving Class - Students are not allowed to leave class without permission from the teacher. Students must have a corridor pass to be in the corridors during instructional time.
- K. Academic Dishonesty - Academic dishonesty will be defined as receiving or giving aid on any exam, written assignment, quiz, recitation, or project. Participation in academic dishonesty will result in the following:
1. An automatic zero (0) for that particular exam, written assignment, quiz, recitation or project
 2. For a second occurrence, an automatic loss of academic or extra-curricular privileges as deemed necessary by the principal and a required conference with the parent(s), student, teacher, and an administrator before credit for the course will be given.
 3. Students may not appeal the Principal's decision regarding academic dishonesty beyond the Director of Schools. Any appeal to the Director of Schools of a decision regarding academic dishonesty will be reported in writing to the Tribal Council Committee on Education.
- L. Library - All students are entitled to use the library and to check out books. The high school library is open before school and throughout the school day. High school students must have a hall pass signed by their teacher to be admitted into the library during the class period. Middle school students will visit the library according to schedules and arrangements at their local schools. Students will be asked to return to their class at any sign of disturbance and will not be permitted to use the library for one week. Students will not be excused from the library for any reason except to return to class. Students must observe all rules posted in the library.
- The purpose of the library is to enrich the educational program and to help fulfill the philosophy of the tribal school system. In addition to meeting the needs of the educational program, the libraries will be used to stimulate independent reading, studying, and research. To provide an adequate program for both students and teachers, the following guidelines will be used:
1. Books may be checked out for a period of one week. Students may renew books if they wish.
 2. Students will be held responsible for books checked out from the library and required to replace or pay for library books which are lost or destroyed.
- M. Lockers - High School and Middle School - Lockers are assigned by the assistant principal at the time of registration. Students are expected to keep lockers neat and orderly at all times and to use only the lockers assigned to them. Books should not be left on the floor or at the top of the lockers. Books and other materials needed for the next two or more classes should be taken from the locker at the same time. This will relieve the congestion around the lockers and eliminate tardiness.
- N. Lost and Found Articles - Students who have lost an article of value should notify the principal's office. Students who have found an article of value should take it to the principal's office.

O. Textbooks

1. Textbook Cards

The school must follow the rules and regulations of the Mississippi State Textbook commission regarding the issuing of textbooks. Book assignments are entered on the textbook cards by the teacher. The cards are taken home and must be signed by the parent or guardian and returned to the school. When the student turns in his or her books at the completion of their use, the student will receive a portion of the textbook card signed by the teacher indicating that all books are returned to the school.

2. Lost or Damaged Books

Lost or damaged books **must be paid** for by the student or his/her parent/guardian before another is issued. All fines **must be paid** so that student records may be cleared.

3. Part of the school experience is learning to be responsible. That being the case, all students are expected to return their textbooks or, if a book is lost, to see to it that the book is paid for. Any student who still owes for a book after the books are due to be returned will lose his or her privilege to engage in the following activities: extracurricular activities such as sports, band, cheerleading, school clubs, etc.; and any school trips, including field trips, dorm trips, Upward Bound trips, etc.

Students will have the following alternatives for payment:

- (1) Working off the debt by being a custodian's assistant. This must be arranged with the principal.
- (2) The student or parent/guardian may pay the debt directly.

P. Telephones - Telephones are for business use only. Students will only be permitted to make or receive personal telephone calls in the event of an emergency. A student must get permission from school personnel in charge to use the telephone.

Q. Homework - The Choctaw Tribal School System emphasizes the importance of daily homework assignments that are meaningful and appropriate for individual student learning. Homework is meant to develop individual work and study habits among all students and should be encouraged by parents and family members. In order for positive work habits to be developed, parents are encouraged to help their children create an appropriate space within the home for reading and studying. Parents are also encouraged to help their children manage their evening activities and television viewing so that adequate time for homework and learning is set aside each day. Homework will be assigned every day, Monday through Friday.

Every student should do enough studying at home for successful achievement at school. No student in our school can do his/her school work satisfactorily without a sufficient amount of outside study. It is an impossibility to prepare all lessons at school – it cannot be done. A student should not depend upon his or her parents to do his or her homework.

R. Parent/Teacher Conferences - The Choctaw Tribal Schools encourage teachers and parents to meet regularly and to take a genuine interest in students attending Choctaw schools. Individual schools, teachers and counselors will schedule times for parents to visit the school to discuss their child's progress and development and to become aware of activities in which their child participates. Additionally, principals, counselors, and teachers will arrange time to visit families and to participate in community activities.

Parents are urged to confer with the teachers concerning their children; however, since interruption of classes interferes with the learning process for other students, it is requested that the parent first contact the principal's office to arrange an appointment with the teacher. Teachers shall refer parents to the office if an appointment has not been made for a conference.

S. Specific Emergency Plans - Instructions for fire drills, natural disaster drills, and bus evacuation drills will be given to students by teachers the first week of school. Principals are responsible for

determining the schedule and number of drills necessary to meet safety standards. Documentation for all drills conducted at the schools is available for review in the principal's office.

1. Tornado or severe weather (notification by intercom): a tornado watch means weather conditions are favorable for a tornado. A tornado warning means one has been spotted. ALL students are to be moved to a school hall. While in the halls, the pupils are to be seated near the walls with their knees brought up to the sides of the head. If students are between classes when an alert is sounded, they should report to the hallway nearest their next class. Do not use the phone at this time.

2. Fire, explosion, and bomb threat: In case of fire, students are immediately instructed to go to a designated area, under the supervision of the teacher, away from the building. All windows are to be closed and the door is to be closed on the way out of the classroom. Students are to proceed in an orderly yet rapid manner to the designated area. No student is to open a locker for any reason. In case of explosion, students will be directed out of the building to a safe place. First aid will be administered as needed.

3. To account for the safety and well-being of all students, teachers should take their roll books and check roll immediately upon reaching the designated area.

4. Each school must follow the provisions of its Emergency Management Plan and the Continuity of Operations Plan (COOP Plan).

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

- a. Lock all exterior doors
- b. Lock all interior doors
- c. Assign staff to secure specified and pre-arranged areas; monitor conditions
- d. Recognize need and be ready for contingencies
- e. Turn off gas, water, and electricity immediately if directed to do so
- f. Always send two people for initial assignment

6. Daily Lock Down procedures:

- a. All exterior doors, except the front entrance, must be locked at all times
- b. All interior rooms must be locked when vacant. Teachers must lock the class room when at recess or lunch. All teachers must have a key to the classroom and to the nearest exterior door.
- c. Students are not allowed to unlock doors or to stay in a classroom without an adult present.
- d. All closets and storage areas must be locked at all times.

7. All staff must instruct students that under no circumstances are any non-school persons allowed 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 front door.

T. Personal Belongings - Personal belongings permitted by teachers and parents may be brought to school as long as they do not become disruptive and are not used for purposes other than those permitted by the teacher. Any items of personal belonging which are not approved by the teacher will be kept in the principal's office. The Choctaw Tribal Schools will not be responsible for lost or stolen personal belongings. Personal belongings should not be left in unauthorized locations on campus.

U. School Trips - Class trips and field trips can be a good learning experience for students, parents and teachers; however, all school related trips must be well planned in advance and related to the academic or extracurricular activities of the school. Additionally, the following must occur before students are taken away from campus:

1. The proposed activity and plans for adequate transportation, supervision and resources must be approved by the school principal.

2. Parents must be fully informed of the purpose of the trip and of all planned activities. Written permission for student participation as well as provisions to provide emergency medical treatment, if necessary, must be received from the child's parent or guardian before a student will be allowed to take part in these activities.

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

- V. Fund-Raising - All fund-raising activities conducted on school property must have the prior approval of the school principal who will be responsible for ensuring that all student activity accounts are properly administered through the tribal centralized accounting system. Only fund raising activities sponsored by the school or school related student/parent organizations may be conducted on school property. Additionally, all fund-raising activities involving the sale of food items must be conducted in accordance with the Choctaw Tribal School System's Wellness Policy.

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

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

- W. Student Automobiles - High School - Written permission from parents must be obtained and approved by the principal before students may bring automobiles to school. Students are not to sit in cars on the campus or in cars in the parking area. Students may not leave campus by themselves or with other students unless permission to leave school has been granted from the office.

All students leaving campus during the school day must check-out with the parking lot guardhouse attendant.

At Choctaw Central High School, students will be required to park in front of the main building. Absolutely no parking by students will be allowed behind the music building, cafeteria, Instructional Services Complex, or gym. All student vehicles are to be registered with the high school office and must display a parking decal issued by the school. Students must show proof-of-insurance in order to obtain a decal.

- X. School Prayer - The Mississippi Band of Choctaw Indians and the Choctaw Tribal School System condone voluntary prayer and meditation in the Choctaw Tribal Schools. Prayers and meditations shall be strictly voluntary, and no students shall be required to participate.
- Y. Deliveries at Schools - Schools will not accept deliveries of flowers, candy, gifts, and other such items at any time.

Z. Minimum Classroom Rules

Students should maintain the following minimum standards of behavior in the classroom:

- Follow directions.
- Participate in assigned activities or, when assigned tasks are completed, projects of individual interest.
- Be kind and courteous to classmates and school employees.
- Use positive conversations and actions without profanity or degrading words and actions.

- Be prepared for classroom instruction by bringing paper, books, pencils, homework, and other assigned materials to class each day.

AA. Corridor Rules - Hallways may be crowded, thus creating a congested traffic problem; however, if students follow the simple rules dictated by courtesy and common sense, confusion will be kept to a minimum.

1. Make a habit of walking on the right side.
2. At the high school and middle school, do not monopolize the space near one's locker; be considerate of others who need to get to their lockers.
3. Do not run in the halls.
4. Loud laughter, yelling, whistling or any other unnecessary noise is not permitted.
5. If a teacher or visitor comes through the corridor when it is crowded, courteously move to one side.
6. Do not block classroom doors or doors leading into the building.
7. Be considerate of classes that are being conducted.

BB. Cafeteria Rules - The cafeteria, besides being a place where the nutritional needs of students are met, provides an atmosphere where good human relations can be developed between students and staff and good manners can be reinforced.

- All students and school instructional staff are expected to eat in the school cafeteria every day
- Students and staff shall clear tables of all waste and put waste into proper containers
- Tables shall be left clean and orderly; and, if appropriate, chairs left properly spaced at each table.
- All food items must be disposed of properly. No food may be taken from the cafeteria.
- Students are not permitted to bring any drink items into the cafeteria.
- Students must not break into the lunch line or hold places in line for other students.
- The cafeteria will close at 8:00 a.m. for breakfast. Students arriving after 8:00 a.m. will not be served.

CCHS Lunch Period Student Responsibilities

- Students must report to their 5th period class for attendance to be recorded before going to the cafeteria.
- Students will leave the classroom with their teacher and walk as a group to the cafeteria with their teacher.
- Students will enter the cafeteria through designated doors.
- Students will sit together as a class at assigned tables in the cafeteria.
- Students will not bring outside beverages into the cafeteria. Outside beverages will be confiscated.
- Students will remain in the cafeteria until lunch period has concluded.
- Students are not allowed to take any food or beverages out of the cafeteria.
- Students will return to class as a group with their teacher.
- Students are not allowed to go to the restroom after lunch until they have first reported back to the classroom and obtained permission from the teacher.
- Students who do not comply with these guidelines will be subject to the Discipline Plan (Willful Disobedience).

CCHS Lunch Period Teacher Responsibilities

- Teachers must record class attendance before going to the cafeteria.
- Teachers who have classes assigned to second lunch will not release their classes until the second lunch bell has sounded.
- Teachers will escort their classes to and from the cafeteria as a class.
- Teachers will sit with their class at assigned tables.
- No more than two teachers or staff members will be allowed to sit at the same table.
- Teachers will take their attendance books with them to the cafeteria to account for students in case of an emergency.
- Teachers will immediately report any student non-compliance to an administrator on duty in the cafeteria.
- Teachers will not leave the cafeteria until all their assigned students are present and accounted for.

CC. Bus Rules

Transportation on school buses is a privilege offered to students. School bus drivers have authority to keep order on his/her bus and are held responsible for the safety of students while on the bus and for any damages to the bus while on his/her assigned route. Only students who behave and abide by the rules and regulations may ride the bus. Safety is a top priority on all school buses and all passengers should not distract the driver thereby putting everyone on the bus at risk. Some school bus rules and regulations are listed below:

- All school rules that apply to conduct at school also apply on the bus.
- Bus drivers will give additional directions to students as needed to ensure the safety of each rider.
- No eating or drinking on the bus at any time.
- All students **MUST** be in assigned seats while on the bus is in motion.
- No loud hollering, singing, or distracting noises shall be permitted.
- No objects should be thrown on a bus.
- Any student abusing or defacing the bus in any way will required to pay the damage.
- No part of the body should be on the outside of the bus at any time.
- Students shall use proper procedures for loading and unloading.
- Students should be ready and waiting for the bus at the scheduled time. **THE BUS DRIVER IS NOT REQUIRED TO WAIT.** Considerations will be given on cold or rainy days.
- After boarding the proper bus, students may not leave the bus on its way to or from school, nor be checked out from the bus by anyone. For the safety of all students, parents must check students out from the school prior to bus loading times.
- Bus route changes can only be made by individuals on the approved check out list for the student. Requests must be in writing and received by 12:30 p.m. if the student will be allowed to ride another route. **Students must have a bus change form to hand the driver in order to board the bus.** Route changes should go to regular drivers as well as the driver who will transport the student to the alternate location. In special circumstances, the school principal (not a secretary) may approve an afternoon bus change on the basis of a parent/guardian telephone call.
- Students assigned to a special out-of-attendance boundary route must ride daily or notify the school and/or driver when they will not ride in order to receive continued transportation services. Agreements between the school and parents may have to be signed.

When a student is referred to the school office due to a bus referral*, the following process will be followed:

Step 1 – Warning, corporal punishment, or one (1) day suspension from the bus. A phone call will be made to a parent. A dated copy of the discipline policy, signed by the principal and the bus driver, will be sent home to be signed by the parents and returned to the bus driver. If a signed copy of the discipline policy is not returned to the bus driver, the suspension from the bus will continue indefinitely.

Step 2 – Two (2) day suspension from bus. A phone call will be made to a parent. A dated copy of the discipline policy signed by the principal and the bus driver will be sent home to be signed by the parents and returned to the bus driver. If a signed copy is not returned to the bus driver, the suspension will continue indefinitely.

Step 3 – Four (4) day suspension from bus. A phone call will be made to set a mandatory conference. A personal visit will be made to the home if a parent cannot be reached by phone. If the parent does not attend the required conference, the suspension will continue indefinitely.

Step 4- Ten (10) day suspension from bus. A phone call will be made to a parent and a certified letter sent to the parent. Principal will make recommendation for parent and student to appear before the District Discipline Committee.

Step 5 – Expelled from the bus for the remainder of the school year and probation at the beginning of the next school year for sixty (60) days when the expulsion occurs after March 1.

*Based on the severity of the bus behavior (e.g. fighting, possession, major defiance, or violations that create an unsafe condition on the bus) a student may be suspended from riding the bus and may also be assigned to the school discipline ladder where they will receive additional school restrictions and punishment.

Only the Director of Schools or Principal can lessen the length of a suspension once it has been given. This will only be done by letter with a complete explanation that is forwarded to the transportation coordinator and bus driver.

A copy of all forms returned to the bus driver from parents will be kept by the building principal with copies forwarded to the transportation coordinator.

DD. Athletic Events - Students who are spectators at athletic events are subject to the same rules that are observed in school and owe the athletes every consideration and respect possible. Students should refrain from the use of abusive language and inconsiderate treatment to visiting athletes and officials. Any unsportsmanlike conduct on the part of the spectators may result in probation for the school.

Scheduling of Student Events During NAYO Events

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

EE. Students with Disabilities.

Students with disabilities may be removed from their current educational placement to an appropriate interim alternative educational setting, another setting, or suspension, for up to ten (10) days in a school year to the same extent, and with the same notice, for violation of a code of conduct as for students without disabilities. Additional removals are allowed as long as they are not considered a change of placement. After a student with disabilities has been removed from their current placement for 10 school days in the same school year, during any subsequent days of removal Choctaw Central Middle School and High School must provide services as determined by the student's IEP Committee.

For removals that are considered a change of placement, discipline procedures as outlined in the Bureau of Indian Education Special Education Policies and Procedures will be followed.

For more information regarding the instruction and discipline of special education students, please contact the school principal or the Choctaw Exceptional Education Program at 663-7653.

FF. Corporal Punishment

Corporal punishment, which is limited to the striking of a student on the buttocks with a paddle, may only be administered by the principal or assistant principal in the presence of one other witness **who must be a tribal member**. The classroom teacher of the child being punished should not be the witness, nor may school staff other than the principal or assistant principal administer any physical force or aversive physical stimuli when correcting student behavior. Prior to administering corporal punishment, the principal or assistant principal must advise the student of the particular misconduct for which he or she is to be punished and give the student a chance to give his/her version of the facts. Additionally, corporal punishment, or the threat of corporal punishment, may not be used to stimulate academic achievement or to punish academic lapses. **In instances where corporal punishment is refused, suspension or in-school suspension is a mandatory alternative punishment.** In all cases where corporal punishment is administered, a discipline form must be completed. The Office copy of the discipline form will be filed in

the principal's office, the Parent's copy will be mailed home, and the Teacher's copy will be retained by the teacher.

An authorization form is included at the end of this handbook that parents must sign and return to the school indicating whether they do or do not wish for their child/children to receive corporal punishment.

GG. In-School Isolation

In-School Isolation begins at 7:55 A.M. and ends at 3:15 P.M. A student must attend all day to receive credit as one day In-School Isolation.

In-School Isolation (ISI) is a disciplinary action of removing a student from a scheduled class and placing him or her in an isolated, closely supervised environment in an effort to correct behavior. The ISI room will be monitored by an adult employed by the school system. The intent of ISI is to correct behavior that led to their placement and help students successfully return to the regular classroom.

Students will receive assignments and guidance from the coordinator of ISI related to the academic work sent by teachers, the consequences of the behavior referral and conflict resolution skills or decision making training to build opportunities for better behavior. **A behavior contract will be completed that will be turned in to the Principal prior to returning to the regular classroom.**

Classroom teachers are required to provide academic assignments to the coordinator for students placed in ISI. When work is not completed, days may be added until all daily classwork assigned by the teacher(s) is completed and returned to the classroom teacher(s). Upon returning to the regular classroom, students will be provided the opportunity from their teachers to make up any additional work missed due to their placement in ISI. Completed work will be graded and used as part of the student's grades. Placement in ISI does not count as an absence for the student, but the student must complete assigned work within (3) three days of returning to the classroom in order to receive a grade.

Students assigned to ISI do not enjoy school privileges, events, or assemblies during their placement and are not allowed to participate in any extracurricular activity that occurs during their placement.

HH. Suspension

Out-of-school suspension (OSS) is defined as a denial of school attendance for a student. A student who is suspended from school is also suspended from participation in or attendance to all school-related events or non-school events hosted on the school campus.

Out-of-school suspension (OSS) can be assigned to students from one (1) to ten (10) days based on the severity of the offense related to the school or classroom rules. Suspension days are considered unexcused absences, with students receiving a zero for classroom assignments missed while the student was suspended. In the case of *semester projects, major tests* or *final exams* that may be due during a suspension, students will be allowed the opportunity to turn these projects only on the day of their return to school with no additional time granted. Students will be required to get makeup work and all makeup tests from their teachers which must be completed within three (3) school days. Students are subject to additional restrictions while on suspension from school.

The office and teacher will record all suspensions and notify parents of the student's status. Parents will receive notification of a student suspension by telephone or a personal visit from school staff. Parents/guardians will be responsible for having their child picked up by a responsible adult when

suspended. Parents are required to accompany the student to the school for an admission conference before a student can return to school.

Due process procedures will be followed in all cases regarding suspension from school.

II. Expulsion

1. For any offense other than the possession of a weapon or explosive device, expulsion is defined as any denial of school attendance which will terminate at the beginning of the next school year.
2. Expulsion which results from the possession of a firearm or explosive device shall be for one calendar year.
3. A student may appeal an expulsion through the following levels: (1) the Director of Schools, (2) the Education Services Officer, (3) the Tribal Miko, (4) the Tribal Council.
4. A student who is expelled will be encouraged to pursue alternative forms of education.
5. A student who is expelled shall not be allowed on campus at any time during his/her expulsion and shall not be allowed to attend any school-related activities. This will apply to all schools in the Choctaw Tribal School System.

JJ. Alternative Education Center

The Alternative Education Center is a program within the Choctaw Tribal School System that provides alternative placement settings for students with special discipline needs and/or special education rulings. The program works to keep students in school, meet their current educational needs, and provide additional services as determined by a Child Study Team or Multidisciplinary Team. Placement is based on the following criteria:

1. Individual needs of the student as detailed in the academic and disciplinary file.
2. Written recommendation of the school principal and the student's teachers. (See Alternative Principal for referral forms.)
3. Final approval by the Director of Schools

Students with disabilities must have a Functional Behavior Assessment (FBA) in place before a referral to any Alternative Program. (See Behavior Intervention Specialist for more information concerning a functional behavior assessment.) An IEP meeting must take place prior to a change in placement. The IEP Committee will address the behaviors of concern, review current behavior plans and goals and develop additional goals if needed to ensure that the student's behaviors improve.

In all cases, parents/guardians will have an opportunity to discuss their child's placement into the Alternative Education Center. If the team determines that the Alternative Education Center is the best placement for the student, the parent/guardian cannot override the decision.

There is a minimum student placement time of 45 days at the Alternative Education Center. Students may return to CCMS/CCHS at the beginning of a new nine-week period only.

Students who are assigned to the Alternative Education Center will receive mandatory counseling from competent mental health professionals as assigned by the Center Principal. Participation in assigned counseling is required as part of placement. Behavior Health services will be utilized based on parent/guardian approval.

For security and safety reasons, students in the Alternative Education Center may be required to submit to random testing for drugs and alcohol. Failure to submit to such testing is grounds for immediate expulsion from the Choctaw Tribal School System. Failure to pass such testing may be grounds for extension of placement time in the Alternative Education Center or other appropriate disciplinary action. Successful passing of such testing may be a requirement for return to the regular education program.

An Exit Meeting including the student, school administrators, and parents/guardians **must be held** before the student may return to the regular education program. For students with disabilities, an IEP meeting with the required members must be held before a change of placement.

For more information about the Alternative Education Center, call 663-7801.

LL. Choctaw Central Dormitory

All rules of conduct, standards for behavior, corrective actions, and discipline procedures stated within this handbook, as well as those included within the Dormitory Handbook, apply to students enrolled in the dormitory program. Any corrective actions or disciplinary actions taken by either the academic program or the dormitory program will apply to both programs.

X. DUE PROCESS PROCEEDINGS

The following student rights and requirements for due process are explicitly required by 25 CFR Part 42.

A. Rights of the Individual Student

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

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

B. Due Process for Suspension

1. Suspension is defined as any exclusion from school of a student not exceeding ten (10) days.
2. No suspension will be made without giving the student an **informal hearing** by the principal. This will include a review of the charges and an opportunity for the student to present his or her version of what happened.
3. The parents/guardians of the student are to be notified by mail of the suspension, the notice being mailed within twenty-four (24) hours of the suspension. In addition, a school official should attempt to notify the parent/guardian by phone.

C. Due Process for Expulsion

1. Expulsion is defined as any exclusion from school of a student in excess of ten (10) days.
2. Written notice of charges within a reasonable time prior to a hearing. Notice of the charges shall include reference to the regulation allegedly violated, the facts alleged to constitute the violation, and notice of access to all statements of persons relating to the charge and to those parts of the student's school record which will be considered in rendering a disciplinary decision.
3. A fair and impartial hearing will be granted the student prior to the imposition of disciplinary action, absent the actual existence of an emergency situation seriously and immediately endangering the health or safety of the student or others. In an emergency situation the official may impose disciplinary action not to exceed a temporary suspension, but shall immediately thereafter report in writing the facts (not conclusions) giving rise to the emergency and shall afford the student a hearing which fully comports with due process, as set forth herein, as soon as practicable thereafter.
4. The above hearing shall be conducted by an expulsion committee composed of two principals and two teachers (none of whom may be from the school in which the student is enrolled at the time of the incident). The meeting shall be chaired by one of the principals.
5. A student may appeal an expulsion through the following levels: (1) the Director of Schools, (2) the Education Services Officer, (3) Tribal M̐ko, (4) the Tribal Council.
6. The student will have the right to the following:
 1. To have present at the hearing the student's parent(s) or guardian(s) (or their designee) and to be represented by lay or legal counsel of the student's choice. Private attorney's fees are to be borne by the student.
 2. To produce, and have produced, witnesses on the student's behalf and to confront and examine all witnesses.
 3. A record of hearings of disciplinary actions, including written statements of fact and conclusions in all cases of disciplinary action.
7. The student shall not be compelled to testify against himself or herself.
8. The student has the right to have all allegations of misconduct and information pertaining thereto expunged from the school record in the event the student is found not guilty of the charges.

STATEMENT OF NONDISCRIMINATION

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

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

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

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

Student or parent/guardian complaints of discrimination may be filed according to the procedures described elsewhere in this handbook.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY

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

The following rights are accorded you under the act:

1. You are entitled to have access to your child's school records upon request. The request should be directed to the building principal.
2. You are entitled to inspect and review the contents of your child's school records, and to challenge the contents if you feel they are inaccurate, misleading, in violation of the privacy or other rights of the student, or if they contain inappropriate data.
3. Before any school records will be released to third parties (colleges, potential employers, etc.) who have requested copies of your child's school records, the school must have your written consent, or the written consent of the student who is 18 years of age or older.
4. Upon receipt of a subpoena or judicial order requiring the principal to relinquish control of your child's record, you will be notified of the subpoena or judicial order before the principal will relinquish control of the records.
5. Whenever your child enrolls in another elementary or secondary school outside this district, you will be notified of the transfer of the record.
6. The school assures that it will provide for the legal access and safe keeping of such records in compliance with the Privacy Act of 1974 and Public Law 94-142 by providing fireproof and locked files for your child's records.

7. The law allows "directory information" about students to be made public without specific permission from parents. You are entitled, however, to request the deletion of certain information about your child from school directories.
8. The school will maintain a list containing the signature, the date, and the reason for all persons receiving access to your child's records. The law, however, allows school officials, including your child's teacher to have access to school records without signature. You are entitled to have access to this list.
9. When your child becomes eighteen (18) years of age, the rights formerly accorded to you as a parent with respect to school records will become the sole rights of the student.

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

Notice of the Presence of Asbestos Containing Material (ACM)

In accordance with 40 CFR Part 763.93(g)(4), the campuses of Bogue Chitto Elementary School, Conehatta Elementary School, Pearl River Elementary School, Red Water Elementary School, Standing Pine Elementary School, and Tucker Elementary School have been certified as asbestos free. However, the campuses of Choctaw Central High School and Choctaw Central Middle School have areas of asbestos which have been abated and posted. Concerned individuals should contact these schools to review the respective schools' asbestos management plans.

Choctaw Tribal Schools – Internet 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. System operators do not 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 of others' passwords.
- Users shall not damage computers, computer systems or computer networks, which includes 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.
- 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 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.

Wellness Policy

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

To help combat childhood obesity and improve children's health, the **Child Nutrition and WIC Reauthorization Act of 2004 (PL # 108-265)** requires each local educational agency that receives funding for U.S. Department of Agriculture (USDA) Child Nutrition Programs to establish a local school wellness policy by the beginning of 2006-2007 school year. With this new requirement, the U.S. Congress recognizes that schools play a critical role in creating a healthy environment for the prevention of childhood obesity and for combating problems, like Type 2 diabetes, that are associated with poor nutrition and physical inactivity.

Rationale

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases, like Type 2 diabetes. Schools have a responsibility to help students learn, establish, and maintain lifelong, healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment, since school staff can be daily role models for healthy behaviors.

Goal

All students in the Choctaw Tribal School System shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff in the Choctaw Tribal School System School are encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, the Mississippi Band of Choctaw Indians adopts this Choctaw Tribal School System Wellness Policy with the following commitments to nutrition, physical activity, comprehensive health education, marketing, and implementation. This policy is designed to effectively utilize school and community resources and to equitably serve the needs and interests of all students and staff, taking into consideration differences in culture.

The Choctaw Tribal School System will:

- Offer a school lunch program with menus that meet the meal patterns and nutrition standards established by the U.S. Department of Agriculture and the Mississippi Department of Education, Office of Child Nutrition Programs.
- Offer school breakfast and snack programs (where approved and applicable) with menus that meet the meal patterns and nutrition standards established by the USDA and the Mississippi Department of Education, Office of Child Nutrition Programs.
- Encourage school staff and families to participate in school meal programs.
- Operate all Child Nutrition Programs with school foodservice staff who are properly qualified according to current professional standards (Mississippi Board of Education Policy, Code EE-2E)
- Establish food safety as a key component of all school food operations and ensure that the food service permit is current for the Food Service school site.
- Follow State Board of Education policies on competitive foods and extra food sales (Mississippi Board of Education Policy, Code EEH).
- Establish guidelines for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity.

Commitment to Physical Activity

The Choctaw Tribal School System will:

- Provide physical education for all students (In accordance with Section 37-13-134, Mississippi Code of 1972, ann.).
- Kindergarten students will participate in physical activity for a minimum of 40 minutes during the school day. The 40 minutes does not have to take place continuously. This time should be used to help the child increase the skills involved in physical coordination (Kindergarten Guidelines).
- Offer a planned sequential program of physical education instruction incorporating individual and group activities, which are student centered and taught in a positive environment.
- Implement the 2006 Mississippi Physical Education Framework.

Commitment to Comprehensive Health Education

The Choctaw Tribal School System will:

- Provide ½ Carnegie unit of comprehensive health education for graduation (2004 Mississippi Public School Accountability Standard 20, Appendix A).
- Implement the 2006 Mississippi Comprehensive Health Framework for grades 9-12 (2004 Mississippi Public School Accountability Standard 20, Appendix A).

Commitment to Marketing a Healthy School Environment

The Choctaw Tribal School System will:

- Provide positive, motivating messages, both verbal and non-verbal, about healthy lifestyle practices throughout the school setting. All school personnel will help reinforce these messages.
- Involve students in planning for a healthy school environment. Students will be asked for input and feedback through the use of student surveys, and attention will be given to their comments.
- Promote healthful eating, physical activity, and healthy lifestyles to students, parents, teachers, administrators, and the community at school events (e.g., school registration, parent-teacher conferences, PTA meetings, open houses, health fairs, teacher in-services, and other events).
- Eliminate advertising and materials at the school that promote foods of minimal nutrition value.
- Work with local media, like newspaper, TV and radio, to inform the community about the health problems facing Choctaw children, as well as the need for and benefits of healthy school environments.

Commitment to Implementation

The Choctaw Tribal School System School will:

- Establish a plan for implementation of the school wellness policy.
- Designate one or more persons to insure that the school wellness policy is implemented as written.

SCHOOL-HOME COMPACT

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

The school agrees to the following:

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

Parents and Guardians agree to the following:

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

PARENT/STUDENT AGREEMENT FORM

This is to verify that I have received and read the student handbook for the 2008-2009 school year.

I understand that maintaining a safe school environment means that random and occasional searches may be made of my child’s locker, bookbag, purse, or other personal belongings.

I have read and I agree with the items of the School Home Compact.

PLEASE CHECK ONE OF THE FOLLOWING BLANKS CONCERNING CORPORAL PUNISHMENT:

____ Corporal punishment (paddling) **MAY** be used as a disciplinary measure for my child.

____ Corporal punishment (paddling) **MAY NOT** be used as a disciplinary measure for my child. I understand that if corporal punishment is refused, then in-school or out-of-school suspension is a mandatory requirement.

(If you need answers to questions about the information contained in this handbook, please contact your child's principal).

--- Please sign and return this page to the school principal. ---

Parent or Guardian

Date _____

Student

Date _____

Student’s Grade in School _____