

Staff Handbook

Choctaw Tribal Schools

Mississippi Band of Choctaw Indians

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

School Year 2009-2010

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Mississippi Band of Choctaw Indians

Beasley Denson, Tribal Miko

Members of the 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

*Members of the Choctaw Tribal Council Committee on Education

**Chairperson of the Choctaw Tribal Council Committee on Education

Choctaw Tribal Schools

P. O. Box 6008

122 Division of Schools Drive

Choctaw, MS 39350

Phone 601-650-7302

Dalton Henry, Education Services Officer

_____, **Director of Schools**

David Germany, Assistant Director of Schools

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

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.)

I. 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

II. 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.....	650-1574
Director of Schools.....	650-7302
Division of Schools	650-7302
School Business Office.....	663-7652
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.....	656-9051
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 Tribal Alternative Education Center	663-7801
Tribal Office	656-5251
Tribal Insurance Office.....	650-1579

III. 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

Monthly attendance reports are due from the local schools to DOS by the 5th of each month.

Food Requisitions are due from local school cafeterias to Food Services Central Office on Monday of each week.

Staff should pay close attention to due dates for other reports. All reporting must be accurate and on time.

IV. Employee Policies and Benefits

All employees of the Choctaw Tribal School System are employees of the Mississippi Band of Choctaw Indians and, as such, are subject to the regulations and policy of the Tribal Administrative Personnel Policy (Revised 1989). All employees should receive a copy of the Tribal Administrative Personnel Policy; every supervisor and employee should be familiar with this publication; additional copies are available through local school offices or from the Tribal Personnel Office. In all cases, the Tribal Administrative Personnel Policy supersedes any guidelines published in this Staff Handbook.

1. Line of Communication/Authority

Each employee of the Choctaw Tribal Schools is ultimately responsible to the Tribal Miko and the Choctaw Tribal Council first through the Director of Schools and then through the Education Services Officer..

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

2. Salaries

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

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

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

Certain deductions to an employee's paycheck are mandatory -- federal and state withholding taxes and social security. The employee may also participate in the tribal 401K retirement fund program, insurance options, the Choctaw Community Fund, and other personal deductions. Information about these programs is available through the appropriate tribal offices. Any change in the employee's deductions, withholding status, or name or address must be reported immediately to the tribal payroll office.

3. Notification of Non-renewal of Contract

In compliance with Choctaw Tribal Council Resolution 04-191 (as amended by CHO 08-054), employees shall be duly notified of contract non-renewal according to the following dates:

- Principals shall receive written notice of non-renewal by March 15.
- All other instructional personnel (administrators, support staff, and classroom staff) shall receive written notice of non-renewal by the first Friday in April.
- The failure to give timely notice of non-renewal does not automatically renew the contract and does not give the employee any right of renewal or any cause of action for non-renewal.

4. Employee Health and Life Insurance

The Tribe pays for health insurance coverage for each employee. The employee has the option of purchasing family coverage through pay-roll deductions. Employees may also purchase dental insurance – either individual or family coverage. Each fall, every employee will review a “cafeteria plan” of insurance options for additional health, disability, and specialized insurance options. The Tribe provides a small life insurance policy for each employee. Other life insurance options are available through the cafeteria plan.

5. Employee Retirement Plans

Each pay-period, the Tribe pays an amount based on the employee's salary into a 401(k) retirement account for each employee. Employees have the option of having up to 15% of their salary placed into this retirement account; the Tribe will match employee retirement contributions up to 8%. Employees have several options for managing

their retirement accounts through mutual funds accounts. Contact the tribal insurance office at 650-1579 for further information.

Employees are eligible to enroll in the retirement plan after one full year of employment and then only at the next regularly scheduled January or July enrollment time. During their first year of employment, individuals may not contribute to the retirement plan.

6. Leave Policies

Education Contract employees who work only during the school year are eligible for personal leave in the amount of 16 hours per year; after three years of employment, this increases to 24 hours per year. In addition, they will receive all school holidays. They will not accrue annual leave. School employees whose contracts extend beyond the school year will accrue annual leave during their time of employment in the summer vacation period. All school employees will receive regular accrual of sick leave at the rate of four hours per pay period of work. The Choctaw Tribal School System does not recognize any form of compensation time (Comp Time). Any flex hour changes in the work schedule must be approved in advance by the employee's supervisor, and this change must be implemented before the end of the pay period of the request.

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

Forms requesting Annual Leave or Personal Leave must be submitted at least two work days prior to the actual dates of the leave. Twelve month employees of the Choctaw Tribal School System earn leave according to the Tribal Administrative Personnel Policy.

Requests for Sick Leave in excess of three (3) working days must be supported by a medical certificate from either a physician or an Indian practitioner.

When certified instructional personnel or a teacher assistant leaves the Tribal School System, he or she will not be paid for any unused sick leave. This policy is in compliance with the Administrative Personnel Handbook of the Mississippi Band of Choctaw Indians.

Absences for professional meetings or training must take into consideration the good of the students and the school. Attendance at such events is contingent upon such factors as numbers involved, expense to the district, and amount of time away from the school. All requests for attending workshops, conferences, training, or other professional meetings must be submitted in writing and approved by the Principal and the Director of Schools. A brief written narrative report must be submitted to the employee's supervisor upon the employee's return from workshops, conferences, or other professional meetings. This report should include highlights of the meeting and what benefits the employee gained from attendance.

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

In order to cause as few disruptions in the school program as possible, school employees are limited to attending two (2) self-selected workshops or professional development opportunities that take place on instructional days. (One workshop or training may include more than one day.) This does not include training or professional development that is assigned by the school or program. Certified staff members are encouraged to use summer opportunities, on-line and evening courses, and weekend meetings to earn C.E.U.'s necessary for license renewal.

7. Documenting Employee Attendance

All local school staff will follow a daily work schedule of 7:30 a.m. until 3:30 p.m. All staff members will eat lunch and breakfast with students. Employees must go to the cafeteria unless otherwise assigned by the Principal.

Both certified and non-certified employees must call in to their Supervisors by 6:00 a.m. on any day that they will be absent from work, if previous notification has not been made. Employees who work in the Maintenance and Grounds Departments must call in by 9:00 a.m. on any day that they are absent from work. Employees who are absent and fail to report in may be subject to disciplinary action.

Employees are expected to be at their assigned work sites and duty stations at the starting time for their day. Frequent tardiness is grounds for corrective action by the employee's supervisor. If a staff member is tardy three times, the supervisor will issue a verbal warning; upon the next tardy (fourth), a corrective interview will be held; after the corrective interview, if another tardy occurs (fifth), the staff member will be recommended for probation (thirty, sixty, or ninety days); if an additional tardy occurs during the period of probation, the staff member will be recommended for termination.

Employees must not leave their assigned work site without proper authorization from their supervisor. If a staff member is AWOL (Away Without Leave) three times, the supervisor will issue a verbal warning. If the staff member is AWOL a fourth time, a corrective interview will be held. After the corrective interview, if the staff member is again AWOL (fifth time), the staff member will be recommended for probation (thirty, sixty, or ninety days). If the employee is AWOL during the period of probation, the staff member will be recommended for termination. ***Employees must sign out when they leave their work sites for any reason during the day.***

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

- Employees must immediately clock-in when they arrive for work.
- Failure to clock-in and clock-out may result in leave-without-pay and/or corrective action.
- Employees shall be responsible for clocking-in and clocking-out for themselves only.
- Employees who clock-in or clock-out for another employee will be subject to immediate corrective action.
- Employees who have their time card clocked-in or clocked-out by another employee will be subject to immediate corrective action.
- Employees must clock-out when they leave their worksites for any reason and clock-in again immediately upon return. (Lunch, doctor's appointment, etc.) They must also write the reason for their absence on the time explanation sheet.
- In special situations (workshops, travel, field-trips, extra-curricular activities, etc.), time cards will be adjusted with the supervisor's concurrence and signature.
- Employees who arrive late for work may not stay after their usual clock-out time to "make up" the time missed by their tardiness.
- At the end of each two-week pay period, employees must sign leave for the sum of time lost due to tardiness.

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

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

8. Emergency School Closings

In the event of severe weather or other emergencies, the Education Services Officer and the Director of Schools, in consultation with the Tribal Miko, will announce any early school dismissal, cancellation of school for the day, and/or long-term school closing. The Director of Schools or the Director's designee will notify Principals, Program Coordinators, Tribal Office Personnel, Committee System Personnel, Pearl River tribal enterprises, MBCI Department of Public Safety, the Choctaw Agency, the Facilities Manager, and radio/TV stations. It will be the responsibility of the supervisors to ensure the dissemination of information to their program/school employees.

Announcements of school closings will be made on the following radio/TV stations:

Philadelphia - WWSL 103.3	Meridian - WJDQ (Q103) 103.3 and WOKK - 97
Carthage - WSSI 98.3	Meridian TV - WTOK Channel 11
Newton - WMYQ 106.3	Forest - WQST 92.5
Louisville - WSLM 107.3	Kosciusko - WBKJ (K105) 105.1

9. Drug/Alcohol Free Work Place

The manufacture, distribution, or possession of any controlled substance, except as authorized by a physician, or any alcoholic beverage is prohibited in the work places of the Choctaw Tribal Schools. School officials will cooperate fully with law enforcement in the prosecution of drug violations occurring in the work place. Violators are subject to corrective action or dismissal; according to Mississippi Department of Education regulations, the teaching license of certified staff may be suspended or revoked for conviction of a drug offense. Employees are

prohibited from the possession or use of alcoholic beverages on any school property. Employees who report to work under the influence of alcohol will face immediate corrective action or dismissal for misconduct as described in the currently approved Tribal Administrative Personnel Policy.

Pursuant to the Drug Free Workplace Act of 1988, school employees shall abide by the terms of this policy and shall notify school officials of any criminal drug statute conviction occurring in the workplace no later than five days after such conviction. The Mississippi Band of Choctaw Indians prohibits the possession, manufacture, distribution, dispensing, or use of illegal drugs on tribal property. Violators of this standard are subject to disciplinary action, including termination for cause, in accordance with the tribal Personnel Policies, revised August 1, 1989, and in accordance with Tribal Council Resolution #CHO 136-89.

All employees are subject to the detection of illegal substances by drug dogs or observation. When a principal or supervisor has reasonable suspicion that an employee possesses or uses illegal substances on school grounds, he/she will notify law enforcement officials immediately.

10. Smoking and Use of Tobacco

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

11. Weapons

Besides being a dangerous safety hazard, it is a violation of Choctaw Tribal Code to have in one's possession — whether on one's person, in one's vehicle, or in a drawer, locker, or other storage — any firearm or weapon while on any property of the Choctaw Tribal School System.

School employees, students, or visitors having any weapon in their possession, whether in lockers, desks, vehicles, on their person, or elsewhere, will be reported to law enforcement officials. Students found with any weapon or explosive device may be subject to expulsion, suspension, and/or placement in alternative programs.

12. Sexual Harassment and Other Forms of Harassment

Harassment on the basis of sex is a violation of Title II, Section A, of the Tribal Personnel Policies and may be appealed in the same manner as any other grievance section of that policy. (See the Tribal Administrative Personnel Policy.) Unwelcome conduct of a sexual nature constitutes sexual harassment when any of the following occurs:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (b) Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- (c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

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

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

- (a) The supervisor or the next level of management above the immediate supervisor
- (b) The Director of Schools
- (c) The Education Services Officer
- (d) The Tribal Human Resources Officer

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

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

Staff members in all positions are prohibited from developing or maintaining any relationship with any student that goes beyond a professional, friendly level. Dating students or establishing any type of romantic or sexual relationship will be grounds for immediate corrective action which may include termination of employment.

13. Statement of Non-Discrimination

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

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

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

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

14. Religious Activities in the Work Place

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

15. Duty Assignments

Principals will assign staff members to student supervision during breakfast, lunch, bus loading and unloading, and extracurricular activities. At Choctaw Central High School, the Principal or an Assistant Principal, along with other assigned staff, will be present to supervise students during breakfast and lunch periods every day. CCHS teachers will walk their classes to and from the cafeteria for lunch period and supervise students during the lunch.

16. Employee Dress

It is the district's desire to promote school safety, improve discipline and enhance the appearance of the learning environment. School uniforms are required of all local school staff, according to the guidelines listed below. (Certain programs, such as Food Services, Custodial, and Security have different requirements, Check with your Program Supervisor for specific guidelines.) (Student uniform guidelines are in the 2009-2010 Parent-Student Handbook.)

Shirts:

1. Must be of a solid color, either white, gray or maroon
2. Must have a collar (Polo or Oxford style only)
3. May be short sleeve or long sleeve
4. No brand logos can appear on shirts, sweater or sweater vests with the exception of the school district approved logo
5. (Optional) Sweater or sweater vests (if selected) would be worn over a solid collar shirt. They should be of a solid color, either white, gray or maroon
6. The school logo is permissible, but not required on uniform tops
7. If possible, shirts should be tucked with the individual wearing a solid brown or black belt

8. If a shirt is not tucked, it may not hang any longer than the top of the back pockets of the pants. This also applies to sweaters or sweater vests.

Bottoms:

1. Khaki pants, shorts, skorts, and skirts only
2. Styles allowed: Dockers/Dickies style pleated front or flat front pants, with no outside pockets (e.g. carpenter pants) (exceptions for certain programs). Pants are to be cotton or cotton blend material
3. Belts must be solid brown or black
4. 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

Principals may occasionally designate a special day to allow a deviation from the dress code for students and staff. These days which will be announced and promoted prior to the date.

Non-school personnel who accompany students on field trips or extracurricular activities are expected to comply with appropriate standards of dress.

17. “Hickeys” and “Passion Marks”

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

- a. At the first offense, the employee will be given a written warning and a copy placed in the employee’s personnel file.
- b. At additional offenses, the employee may be suspended without pay until the mark has cleared

18. Mailboxes

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

Incoming and Outgoing Mail shall be sorted and/or handled only by the Secretary or the Principal’s designee. All mail must be stamped and initialed as it is received, and logged and initialed as it is sent out.

Regulations regarding electronic mail (e-mail) include those stated above as well as the policy established in the Choctaw Tribal School System’s Internet/Computer Acceptable Use Policy. E-mail may be monitored by the principal, supervisor, or network system operator. Employees who violate established policy will be subject to disciplinary action which may lead to termination.

19. Keys

Staff members are issued keys for their designated areas as necessary. Keys are the property of the school and are not to be duplicated; all keys must be turned in to the principal/supervisor at the end of the school year.

20. Telephones

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

Students are not allowed to answer school telephones. Office telephones must be answered by the school secretary or other adult staff.

21. School Cafeteria

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

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

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

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

School cafeterias will close at 8:00 a.m. each school morning. Students arriving after 8:00 a.m. will not be served breakfast.

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.

22. Professional Development

A variety of Professional Development activities are planned for the school year. All staff members are required to participate in these activities for their own personal professional growth and for school-wide and district-wide communications.

Staff members who have attended conferences, workshops, or other professional meetings are required to submit a brief information summary upon their return to work and may be asked to present information at Staff Development activities.

In order to cause as few disruptions in the school program as possible, employees are limited to attending two (2) self-selected workshops or professional development opportunities that take place on instructional days. (One workshop or training may include more than one day.) This does not include training or professional development that is assigned by the school or program. Certified staff members are encouraged to use summer opportunities, on-line and evening courses, and weekend meetings to earn C.E.U.'s necessary for license renewal.

23. Cultural Awareness

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

24. Choctaw Tribal Schools Classroom Management Plan

1. All staff should be courteous and kind to all other school employees at all times.
2. Teachers should maintain professional relationships with students at all times.
3. The day's objectives and homework must be posted on the board.
4. Minimum classroom rules must be posted.
5. Classrooms should be neat and organized.

6. All students should be on task at all times.
7. Students should be orderly and disciplined at all times.
8. Teachers should be consistently interacting with students and moving about the classroom.
9. Bulletin boards should be current and demonstrate current student work. (Changed at least once a month.)
10. Teachers should show consistency in student discipline and in adherence to the school discipline plan.
11. Teachers should demonstrate use of creative and innovative teaching methods.
12. Teachers should show evidence of MCT or TerraNova test preparation and objective instruction.
13. Teachers will follow the chain of command in all matters.
14. Teachers should utilize the Instructional Aide in classroom management planning and to promote an effective environment.
15. Teachers and Instructional Aides should turn in lesson plans and reports as required.
16. Teachers and Instructional Aides must not leave their classrooms while students are present.
17. Instructional Aides are present to assist in instruction. Instructional Aides should conduct learning exercises with individuals and small groups.
18. Instructional Aides will work cooperatively and effectively with all staff members.
19. Instructional Aides will assist the teacher in the implementation of the classroom management plan.
20. Instructional Aides will assist the teacher in taking students to the cafeteria, will eat in the cafeteria when the students eat, and will assist the teacher in taking the students back to the classroom.
21. Instructional Aides will follow the chain of command in all matters.
22. Staff members must not make social visits during instructional time or in instructional settings.
23. Teachers and Instructional Aides will monitor student dress for compliance with the student dress code as stated in the Parent-Student Handbook.
24. In order for students to meet and exceed Accelerated Reader **minimum expectations**, a regular reading time of at least 15 minutes should be built into the classroom routine and supported by the school principal. Additionally, teachers should be scheduled by the librarian on a regular basis to bring their classes to the library to checkout books.

25. Home Visits and Community Involvement

Teachers and Assistants shall make visits to their students' homes during the course of the school year. At least twice each year (and more often if needed), Teachers, in cooperation with support staff, must make documented visits to the homes of students who are determined to be at risk or in danger of failure or who have attendance problems. All home visits will be documented with the parent's/guardian's signature and the documentation will be kept on file at the school. Documentation of these required visits will be part of each teacher's annual performance evaluation.

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

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

26. Responsibility for Student Supervision

All staff members, including para-professionals and support staff, share an ethical responsibility for supervision of student behavior that ensures the students' well-being and safety. This supervision is applicable in classrooms, corridors, rest rooms, and all other areas of the school premises. Responsibility for supervision also extends to field trips and other school sponsored off-campus activities. Teachers and other chaperones must travel with students both to and from any off-campus event.

Staff members who accompany students on field trips or other student travel must make certain that students attend those activities to which they were sent.

27. Supervision of After School Events

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

28. Sponsorship of School Clubs or Programs

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

29. School Activity Funds

All monies raised by any school activity, program, club, special group, or vending machine must be deposited in the school business office. Teachers serving as advisors/sponsors must carefully follow the rules governing the collection and disbursement of activity funds. No money is to be left in any school overnight; funds must be deposited in the School Business Office by 4:00 p.m.

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.

30. Depositing Funds at the Division of Schools

- Funds may be deposited only between the hours of 8:00-11:00 a.m. and between 1:00 and 4:00 p.m. No funds will be accepted between 11:00 a.m. and 1:00 p.m.
- Funds will only be received by the School Business Manager or the School Business Technician. No other D.O.S. employee is authorized to accept monies. The depositor will be given a D.O.S. receipt.
- Within five business days of depositing monies at D.O.S., the depositor should receive a receipt from the MBCI Finance Office. This second receipt is an assurance that the funds have been properly deposited. If this Finance Office receipt is not received within five business days of the deposit, the School Business Manager should be immediately notified.
- No D.O.S. staff person may take or hold funds until the School Business Manager or Technician is available.

31. Intercom and Announcements

Each morning the principal or the principal's designee will use the school intercom to make necessary announcements for the entire student body. Since intercom announcements can be a disruption of instructional time, pages and other incidental uses should be avoided or kept to a minimum. All notices or written announcements must be in the principal's office by 8:00 a.m. in order to be included in daily announcements.

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

32. Ordering Materials

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

33. Safety and Liability

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

Employees must report to their immediate supervisor any injury, regardless of its severity, within twenty-four hours of the incident.

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

34. Health Services

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

In cases of injuries which require emergency care during school hours, parents will be notified as soon as possible, and the school will provide transportation to and from health facilities as necessary. Parents must sign a medical release form before a child can receive care at a hospital.

35. Emergency Drills

Fire drills will be conducted eight times during the school year. Likewise, two tornado drills, two emergency bus evacuation drills, and one earthquake drill will be conducted. Teachers will give instructions for performance of these drills to students during the first week of the school year and post evacuation instructions in their classrooms. These drills are mandatory for accreditation standards. Each school has developed an Emergency Operations Plan and a COOP Plan (Continuity of Operations Plan) for school safety which contains detailed instructions for drill procedures.

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

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

37. Daily Lock Down Procedures

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

38. Lesson Plans

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

39. Substitute Teachers

As soon as a teacher knows that he or she will be absent from school, the teacher should notify the principal so that arrangements can be made for a substitute teacher. Principals should always be notified by 6:00 a.m. on the morning of a teacher's absence. Teachers should have a back-up lesson plan on file in the principal's office for use by substitute teachers in the event of an unexpected absence. When teachers have planned absences, they should prepare lesson plans which continue the regular classroom program of study as closely as possible. Local school principals may have additional expectations for their staff in regard to leave requests, substitute lesson plans, and regular lesson plans.

When possible, the teacher should notify the principal the day before the expected return to class.

Program regulations prohibit the use of tutors and Title VII personnel as substitute teachers, whether for a full day or for just one or two periods.

40. Child Abuse Reporting Procedure

A teacher has a legal and ethical duty to report any suspicion of child abuse. If any teacher suspects the possibility of child abuse, the following procedure should be followed:

- (a) All school personnel shall report suspected cases of child abuse to their principal, assistant principal, or guidance counselor. The assistant principal or counselor shall report this immediately to the principal.
- (b) The principal shall immediately notify, either in person or by phone, MBCI Department of Public Safety and Department of Children and Family Services of the situation.
- (c) This notification must be followed by a written report, the Indian Child Protection Referral Form – which is included in the “Forms” section of this handbook
- (d) The principal shall allow authorized personnel from MBCI Department of Public Safety and Department of Children and Family Services to have an in-school conference with any child who has been reported as possibly abused.

41. Employee Evaluations

Every staff member will receive periodic evaluations from the supervisor. These evaluations are conducted for the following reasons: (1) to evaluate the professional competency of the staff; (2) to improve school programs; (3) to identify in-service or training needs; (4) to consider individuals for transfer or promotion; (5) to assess personnel selection practices; (6) to plan individual staff member improvement programs as necessary; and (7) to recognize contributions and efforts of staff. Copies of evaluation forms are available in the Principal's office at each school.

42. Student Cumulative Folder Policy

Teachers and principals will work diligently to ensure that student information in Cumulative Folders and Permanent Records is accurate and timely. Established district guidelines for documentation and recording new information must be strictly followed. Occasional audits by D.O.S. staff will be made in order to ensure compliance in record-keeping. Detailed information regarding student records is available from the district Registrar's Office.

43. Field Trip Requests - Travel Authorizations

Individuals may request travel for themselves or their students to activities that will benefit the educational process in the Choctaw Tribal Schools. At times, Principals, Program Coordinators, or other supervisors may request that an employee attend a certain conference, workshop, or other meeting. **An appropriate request for travel or a field trip must be properly submitted and approved before any travel of employees or students can take place.** Approved travel is always considered approved leave from the work site. The Principal or Supervisor must sign all travel or field trip request forms. A signature of final approval must be obtained from the office of the Director of Schools.

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

When additional adult supervision is needed for a field trip, parents of the students involved will be given first option to participate as chaperones.

Except when needed as a chaperone, the spouse of an employee may not participate in school field trips – even if the spouse pays all costs for his or her participation.

Non-school personnel who accompany students on field trips or extracurricular activities are expected to comply with appropriate standards of dress.

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

44. Complaint Procedure

Problems of a **general school nature** should be taken directly to the **principal**. Problems that involve students in a particular classroom situation should be brought to the attention of the **classroom teacher** for first consideration. If a satisfactory solution can not be found with the teacher, the next step in the solution of the problem is consultation with the **school principal**. If the principal and the teacher are unable to solve the problem, it should be directed to the Director of Schools.

1. Problems involving attendance, testing, and pupil records should be first taken to the school counselor.
2. Problems involving school facility operations/maintenance or school business affairs should be taken to the school principal.
3. Problems involving curriculum, instruction, or a specific teacher should be taken to the principal.
4. Problems, complaints, information, or suggestions relating to the schools that should be brought to the attention of school authorities, for which there appears to be no appropriate channels of communication, should be taken to the principal.
5. If the problem is not solved by steps “a” through “d” above, it should be taken to the Director of Schools for the final decision.
6. Should the problem not be resolved through the Director of Schools, it may be submitted to the Education Services Officer and the Tribal Miko for a final decision.
7. Principals/Supervisors should be given reasonable time to address a complaint.
8. The Principal shall keep documentation of the complaint process.

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

45. Staff Appreciation Awards

Each year, during the first week of May, all staff members at each local school will vote for individuals to receive the awards such as the following. Schools/programs may choose to award fewer or different awards as appropriate.

Teacher of the Year	Custodian of the Year
Assistant Teacher of the Year	Bus Driver of the Year
Support Staff Person of the Year	Cafeteria Worker of the Year
Maintenance Worker of the Year	Grounds Keeper of the Year

When deciding for whom to vote, staff members should keep in mind the following qualities:

- Attendance
- Tardiness
- Attitude
- Work performed beyond the call of duty or after regular work hours
- Ability to work well with co-workers
- When called upon, Principals and Supervisors may use evaluation forms as needed, keeping in mind confidentiality requirements.

It is preferable that the same individual not receive the award two years consecutively. The Awards will be presented at the Staff Appreciation Program at the end of the school year.

46. Worker’s Compensation - General Information

- a. An employee must sign sick leave, annual leave, or leave-without-pay to go to the doctor when an injury or a job-related illness occurs at work.

- b. An employee must take sick leave, annual leave, or leave-without-pay up to five calendar days off work due to a job-related injury. An employee must take sick leave, annual leave, or leave-without-pay up to five calendar days off work due to a job-related illness.
- c. There is a five calendar-day waiting period before worker's compensation will pay for a job-related injury or a job-related illness. If an employee is off for more than fourteen calendar days due to a job-related injury or job-related illness, worker's compensation will go back and pay for the first five days waiting period.
- d. Horseplay injuries or horseplay illness will not be paid by worker's compensation.
- e. The Employment Security Commission approves maximum benefits. Benefits will not be as much as an employee's current salary.

47. Worker's Compensation - Reporting a Claim

Injured employees are entitled to prompt payment of benefits while disabled. Delay may impose unnecessary hardship. **EMPLOYEES MUST REPORT ALL SERIOUS OR FATAL INJURIES IMMEDIATELY BY TELEPHONE. ALL ACCIDENTS MUST BE PROMPTLY REPORTED TO THE MBCI INSURANCE OFFICE:**

Tribal Risk Management, 603-650-1531
 Tribal Office Building, FAX 603-650-9684

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

- a. Worker's Compensation - First Report of Injury or Illness. Completed by employee, supervisor, or assistance by Insurance Clerk.
- b. Supervisor's Incident Report - To be completed by injured employee's Supervisor. This will assist in determining facts of injury and assist in prevention. The employee need not sign. Employee's treatment must not be delayed in order to obtain signature.

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

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

If applicable, a Wage Statement must be completed. The Insurance Office will handle this statement if the employee is off work more than the five-day waiting period. Questions regarding Workers Compensation should be directed to the tribal insurance office.

48. Activities Beyond the Workplace

When an employee's outside activities – whether other employment or personal activities – interfere with or otherwise effect an employee's job performance or effectiveness, the employee's supervisor should take administrative action to address the problem. Contract employees in the Choctaw Tribal School System may not take employment that requires working after 11:00 p.m. Sunday through Thursday.

49. Workplace Relationships

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

50. End-of-Year Checklist

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

51. School Enrollment for Employees' Children

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

52. Security Guards

Security Guards assigned to the schools will follow all guidelines established in this handbook and other applicable school policy.

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.

53. Gate Attendants

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

54. Wellness Policy

The Choctaw Tribal School System has adopted the Wellness Policy published by the Mississippi Department of Education and approved by the Choctaw Tribal Council as official policy and guidance for school programs, activities, and curriculum. This policy includes goals for nutrition education, physical activity, and other promotions of student wellness, as well as guidance/requirements for school meals, snacks, refreshments, and food-sales. All schools will follow the guidelines established in this policy. All schools will also closely follow accreditation guidelines for physical education time and activity.

55. Deliveries at School

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

V. Students and Instruction

The Parent-Student Handbook published by the Choctaw Tribal School System contains detailed and critical policy regarding student attendance and student discipline, including Guidelines for In-School Isolation and Saturday Detention. All staff members should carefully follow the policy and guidelines established by the Parent-Student Handbook.

1. Student Removal from Class

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

2. Rights of Student Victims

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.

3. 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.

VI. Technology Standards for Teachers

The Choctaw Tribal School System follows the Mississippi Technology Standards for Teachers. Copies of these standards are available from the district Instructional Technology Office or at each school from the site administrator.

VII. National Board Certification

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

- Eligible teachers achieving NBPTS certification will receive a salary supplement of \$8,000 for each year of the life of the NBPTS certificate.
- The salary supplement for the first year of achieving NBPTS certification will begin with the date of the letter announcing certification, when the certification actually is awarded, and be prorated for the remainder of the year.
- The initial NBPTS certification fee, less any scholarship or federal subsidies, will be reimbursed for each teacher, who successfully achieves NBPTS certification. Fees for repeating entries will not be reimbursed.
- Counselors, librarians and speech pathologists are considered classroom teachers.
- Choctaw Tribal Schools recognize that Speech Pathologists work with students in a clinical setting, and the American Speech, Language and Hearing Association governs training for this purpose. Therefore, Speech pathologists, who have achieved ASHA Certification, will receive the \$8,000 salary supplement.
- The Choctaw Tribal Schools recognizes counselor certification offered by both the NBPTS and the National Board of Certified Counselors for granting new salary supplements or for renewal of existing national counselor certification.

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

To encourage and assist teachers who wish to work through the National Board Certification process, the Tribal School System has a Central Office staff person assigned exclusively to the program. Teachers may contact the National Board Certification Trainer/Mentor at 601-663-7650.

VIII. District Resources

A number of exemplary programs operate as supplemental to the regular programs of the Choctaw Tribal Schools, offering special services for students, parents, and teachers/assistants. All staff members are encouraged to make full use of these programs and services. The Division of Schools Central Office is open daily, throughout the year, from 7:30 a.m. until 4:30 p.m. Contact Central Office at 650-7302 for more information.

The Choctaw Tribal School System encourages parents/guardians, family, and community members to serve as volunteers in the schools. Interested individuals should contact the local school Principals to obtain an application form which must be completed before one may serve as a volunteer in the schools.

IX. Personnel Evaluations

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

X. Notice of the Presence of Asbestos Containing Material (ACM)

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

XI. Intellectual Property

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

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

XII. Attached Forms

The following pages present three important documents required to obtain certain services. Please review these forms carefully and be prepared to submit completed copies as necessary.

1. Volunteer Service Form – A completed, approved form is required for an individual to serve as a volunteer in any school or program of the Choctaw Tribal Schools.
2. Acceptable Use Policy – A signed form agreeing to the terms of this document is required before any individual (student, staff, or other) can be granted internet/network access in the Choctaw Tribal Schools.
3. Request to Establish Class and Club Account – A completed, approved form is required of any school group (students, staff, parents) applying for financial recognition as a Class and Club organization.
4. Indian Child Protection Referral Form – Required when any form of child abuse is suspected/known.

Choctaw Tribal Schools – Voluntary Service Application

This form must be completed by any individual volunteering for service in any school of the Choctaw Tribal School System. The Choctaw Tribal School System acknowledges the many benefits of service provided by volunteers and seeks to encourage community and parent/guardian involvement in this area.

1. Name _____ Phone _____
 Address _____
 City _____ State _____ Zip Code _____

2. Describe any experience working with children. _____

3. Describe relevant education, employment, special skills, or other experience. _____

4. In what area of service do you wish to volunteer? (example: academic tutoring, classroom assistant, Choctaw culture/language, library, after school, recreation, etc.) _____

5. At which school or schools do you wish to volunteer? _____
 What days and hours are you available to work in the school? _____

6. Thank you for your willingness to serve the students of the Choctaw Tribal School System. Please read the following carefully. By signing this document you are agreeing to these statements.

- I have never been convicted of, plead guilty or nolo contendere to a felony as defined by state or federal law.
- I have never been convicted of, plead guilty or nolo contendere to crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or any offense against children as defined by tribal, state, or federal law.
- My service is completely voluntary. I will receive no salary/compensation for my service.
- I may choose to terminate my service at any time. The school Principal, with the approval of the Director of Schools, may terminate my service at any time.
- If the school accepts me as a volunteer, the school will make every reasonable effort to provide me a role of effectiveness and meaningful contribution, although this is not guaranteed by the school.
- I agree that the Mississippi Band of Choctaw Indians and the Tribal School System may perform a background check including but not limited to criminal history.
- I agree to voluntarily submit to random drug screens at any time.
- I agree to defend, indemnify, and hold harmless the school, the Choctaw Tribal School System, and the Mississippi Band of Choctaw Indians in any and all matters, causes of action, or incidents arising out of my volunteer service, including but not limited to personal injury or loss.

Volunteer	Date	Education Services Officer	Date
Director of Schools	Date	Tribal Miko	Date
Principal	Date		

(Copies: 1-Volunteer; 2-Principal; 3-Director of Schools, 4-Education Services Officer, 5-Human Resources)

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

Computer Lab Usage

- All staff is responsible for monitoring student activity on the network. The staff members assigned to a group of students are responsible for monitoring and overseeing their 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.

CONFIDENTIAL INFORMATION

Indian Child Protection Referral To

Choctaw Police Department and/or Choctaw Children and Family Services

PERSON FILING THIS REPORT:

Date _____

Name _____

Phone _____

Agency _____

INFORMATION ON THE CHILD THAT IS THE SUBJECT OF THIS REPORT:

Name _____

DOB _____

Parent/Guardian _____

Sex: M or F

Address _____

Phone _____

School _____

Grade _____

Nature of Incident: Physical or Sexual Abuse/Neglect

Date of Incident _____

Extent of Injuries: _____

Is there previously known/suspected abuse of the child or the child's sibling(s)?

Yes or No

If "Yes," Date _____

History: _____

INFORMATION CONCERNING THE ALLEGED OFFENDER:

Name _____

Address _____

Phone _____

PERSON WHO REPORTED SUSPECTED ABUSE TO AGENCY:

Name _____

Address _____

Phone _____

This form must be filed immediately with the
Choctaw Police Department and/or Choctaw Children and Family Services.