

Choctaw County School System

High School



Student Handbook

PARENT'S SIGNATURE

After carefully reading the contents of the Choctaw County Student Handbook and Code of Conduct information, please sign the verification statement below. Return the Parent's Signature Page to your child's school as soon as possible. I further understand that this is the official handbook for the Choctaw County School System. Any additional or new policies that are added will be sent to you at the beginning of each year to be inserted.

I have read and understand all of the contents of the Choctaw County Student Handbook and Code of Conduct information.

Student's Signature _____

Parent's Signature _____

Date _____

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Greetings from the Superintendent

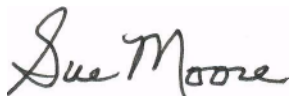
Welcome to a new school year! I anticipate an exciting school year filled with positive educational experiences for all students in the Choctaw County School System. Parental involvement and student behavior play an important part in the education of students; I encourage parents and students to work together with the administration, faculty, and staff at each school site.

This handbook contains the Code of Conduct expected from each student. It is important for parents and students to understand the system and school procedures, rules, regulations, and expectations.

I look forward to working with school staffs, students, and parents as we enter a dynamic school year filled with rigorous, challenging instruction that leads to premium student learning. The system "open door" policy includes my office; I appreciate your input through telephone calls, emails, and office visits.

If you have questions concerning the information in the handbook, please contact the principal at your individual school site.

Aiming for excellence,

A handwritten signature in cursive script that reads "Sue Moore".

Sue Moore
Superintendent

STATEMENT OF POLICY

In addition to applicable federal and state laws, the Choctaw County School System operates according to policy and procedures adopted by the Choctaw County Board of Education. A copy of the Policy Manual is placed in the school office, library, and in the Office of the Superintendent.

MISSION STATEMENT

The *Choctaw County School System* strives to implement programs that are challenging to all students:

All students deserve a high-quality education:

1. *Teachers will follow State Courses of Study to establish minimum student performance of course requirements.*
2. *Teachers will provide rigorous and challenging lessons to meet the needs of all students.*
3. *Teachers will fully integrate technology into all areas of learning.*
4. *Teachers will communicate expectations and progress to students and parents.*

The administration, teachers, parents, and the community share the responsibility for the success of our students:

1. *Parents will participate and support the school.*
2. *Parents will attend PTA/PTO meetings.*
3. *Parents will respond to requests for conferences.*
4. *Parents will be informed of financial responsibilities of students/parents.*
5. *Parents will support curricula and extracurricular activities.*

All students should be motivated to value learning:

1. *Students will know why they are in school and come to school with positive attitudes toward learning.*
2. *Students will cooperate with school administration and staff.*
3. *Students will complete assigned work.*
4. *Students will follow school rules (see Discipline Section).*
5. *Students will respect themselves and others.*

It is the schools' responsibility to insure that students are in an environment that promotes positive learning:

1. *The administration and teachers will implement policies and rules consistently and equitably.*
2. *The administration will promote an atmosphere that respects the confidentiality of students.*
3. *The administration will monitor and support classroom instruction by frequent visits to classrooms and visits with students.*

Success is enhanced when the Board of Education and all employees of the school model high moral and ethical standards along with good character and citizenship.

It is the commitment of the Choctaw County Board of Education to provide a quality education that will produce citizens who are able to live productively in an ever-changing society.

CHOCTAW COUNTY BOARD OF EDUCATION

Glenda Sue Moore, Superintendent of Education
Ronald Hampton, District 1
Isaac Johnson, District 2
Wayne Taylor, District 3
Darry (Turk) Phillips, District 4
Sharon Shepherd, Member at Large

CHOCTAW COUNTY SCHOOL SYSTEM

107 TOM ORR DRIVE
BUTLER, ALABAMA 36904-3504
205 459-3031

<http://choctawcounty.schoolinsites.com>

High Schools 7 – 12

Choctaw County High School

Mr. Kevin L. Howard, Principal
277 Tom Orr Drive
Butler, Alabama 36904
205 459-2139
205 459-2277 (Fax)

<http://choctawcounty.al.cch.schoolinsites.com>

Southern Choctaw High

Mrs. Betty McBride, Principal
10941 Highway 17
Gilbertown, Alabama 36908
251 843-5645
251 843-5649 (Fax)

<http://southernchoctaw.al.cch.schoolinsites.com>

Elementary Schools K – 6

Choctaw County Elementary School

Mr. A. Wayne Longmire, Principal
201 Tom Orr Drive
Butler, Alabama 36904
205-459-3520
205-459-7406 (Fax)

<http://choctawcounty.al.cce.schoolinsites.com>

Southern Choctaw Elementary School

Mrs. Jacqui James, Principal
10935 Highway 17
Gilbertown, Alabama 36908
251-843-2461
251-843-4646 (fax)

<http://southernchoctaw.al.cce.schoolinsites.com>

**CHOCTAW COUNTY SCHOOL SYSTEM
SCHOOL CALENDAR
2010-2011**

Thursday, Aug. 5, 2010.....Teacher Institute
 Friday, Aug. 6, 2010.....Professional Development
 Monday, Aug. 09, 2010.....School Opens (Full Day)
 Monday, Sept. 06, 2010.....Labor Day
 Thursday, Oct. 21, 2010.....Parenting Day
 Friday, Oct.22, 2010.....Professional Development
 Thursday, Nov. 11, 2010.....Veterans Day
 Nov-22-26, 2010.....Thanksgiving Holidays
 Dec. 17, 2010.....Christmas Holidays (End of School Day)
 Monday, Jan. 3, 2011.....Professional Development
 Tuesday, Jan. 4, 2011.....Students Return
 Monday, Jan. 17, 2011.....Martin L. King Holiday
 Monday, Feb. 21, 2011.....Presidents Day/Weather Make-up Day
 Friday, Apr. 8, 2011.....Professional Development
 April 11-15, 2011.....Spring Break
 Friday, Apr. 22, 2011.....Good Friday
 Thursday, May 26, 2011.....Last Day for Students (Full Day)
 Friday, May 27, 2011.....Teacher Workday

Graduation Dates: Southern County High School Thursday, May 19, 2011
Choctaw County High School Friday, May 20, 2011

NINE WEEK REPORTING PERIODS

1. Aug. 9, 2010	Oct. 15, 2010	47 days
2. Oct. 18, 2010	Dec. 17, 2010	39 days
3. Jan. 4, 2011	Mar. 14, 2011	48 days
4. Mar.15, 2011	May 26, 2011	<u>46 days</u>
		180 days

Total Student Days 180

ACADEMICS FIRST

The Choctaw County Board of Education adopted the following regulations for eligibility of students in this school system to participate in athletics and/or extracurricular activities.

Definitions

1. Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by a public school, which are not related to a student's academic requirements or success in a course(s).
2. Regular curricular activities are defined as those that are required for satisfactory course completion.

Eligibility Requirements

Requirements

- a) Students entering the 10th and 11th and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units.
 - 1) Four core curriculum courses must be included in those units passed and averaged. (English, mathematics, science and social studies are core curriculum courses. Any combination of these courses is accepted.)
 - 2) Any student that accumulates more than four units of core courses per year may earn less than the required four core courses during the next school year and be eligible as long as the student remains on track for graduation with his/her class.
- b) Students entering the 8th and 9th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects and must have been promoted to the next grade.
- c) Students entering the 7th grade for the first time are eligible.
- d) Students in grades 7 through 12 must complete the STAR Sportsmanship online interactive course one time during their high school careers. Cheerleaders must also complete the course one time during their high school years.

Note: A new unit is one that has not been previously passed. A semester is half of a school year as defined by the local school system.

Guidelines

- 1) Eligibility may be determined before the start of each new school year or at the beginning of the second semester. A student that is academically eligible at the beginning of the school year remains eligible for the remainder of that school year so far as grades are concerned. A student that regains eligibility at the beginning of the second semester remains eligible for the remainder of the second semester so far as grades are concerned.
- 2) Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first semester (or trimester) by meeting the academic

- requirements listed above during their last two semesters (three trimesters or 2 trimesters and one semester) in attendance and summer school, if applicable. The regained eligibility of any student may be determined any time after the end of the first semester (or trimester), but all course requirements used to determine the eligibility must be completed no later than the fifth day of the second semester (or second trimester). A student that regains eligibility at the end of the first trimester may not participate in interscholastic athletics until 88 days of the school year have been completed.
- 3) Only one unit (or subject) of physical education per year may be counted.
 - 4) A maximum of two units (or subjects) earned in an approved summer school may be counted. If a unit (or subject) is repeated in summer school, the higher numerical grade for that unit (or subject) may be used to compute the composite grade average.
 - 5) An accredited correspondence course may be accepted by a school system but must be completed before Sept. 1 and may be one of the maximum two summer units counted for eligibility purposes.
 - 6) Units earned through Credit Recovery may also be among the maximum two summer units counted. If Credit Recovery is used to make up Carnegie units, those units can only be accepted if they are earned through a State Department of Education-approved program.
 - 7) For eligibility purposes, special recitation, extra work, make-up work, tests, review, etc., may not be given for the purpose of making a student eligible.
 - 8) To be eligible, all students (including repeaters and hold-backs) must be enrolled in a specified number of new units at the school they represent.
 - a) 9th, 10th and 11th graders must be carrying at least six new units (three per semester on a 4x4 block schedule).
 - b) 12th graders that are on track for graduation with more than the required number of units earned must be carrying at least four new units for the school year (two units per semester on a 4x4 block schedule).
 - c) 7th and 8th graders must be carrying at least five new subjects.
 - 9) The eligibility of a student that has attended another school during the preceding year must be established by a transcript from that school before the student is permitted to participate at the new school.

SECTION 10. A student that transfers from an out-of-state school must have been eligible academically at that school in order to be declared eligible at an AHSAA member school for the remainder of the school year.

SECTION 11. A student who has dropped out of school without completing six units of work with a minimum composite grade average of 70 before dropping out – except on account of sickness for which a doctor’s certificate is required – shall not be eligible for interscholastic athletics until he/she has received credits for attendance and six units of work with a minimum composite grade average of 70 during a succeeding year. A doctor’s certificate, which states the sickness of a student, was of such nature and length that it was impossible for the student to receive credit for the required work, must be presented to the Executive Director for an official ruling, which may be appealed by the school to the District Board. When a student is unable to attend school for one or more semesters and then re-enters school, his/her eligibility status will be the same as it was at

the close of the last semester attended. A student may count credits earned only in the summer school immediately preceding the current school year.

SECTION 12. TRANSFER RULE. A student that enrolls in one school and later transfers to, or enrolls in, another school shall not be eligible immediately to represent the latter school in any athletic contest

Note: For eligibility purposes a student is normally considered enrolled when the student has attended school for two days.

A student that transfers from any non-member school to a member school shall be eligible at the beginning of the next semester (first or second) if they meet all other requirements.

A **member school** is one that has been accepted by the Central Board as a member of the AHSAA. A new member school's official date of entry into the AHSAA is considered the first day of its school year.

Note: If a Board of Education policy allows a student completing the eighth grade in a gifted program to transfer within its system to an International Baccalaureate program (IB), that student would have immediate eligibility if all other requirements are met. A student placed out-of-zone within a school system based on a Special Education Individual Education Plan (IEP) would also have immediate eligibility if all other requirements are met.

Exception 1. Any student, upon completion of the highest grade taught in any school that offers less than the number of years required for high school graduation, becomes eligible immediately at the member school that serves the area in which the student's parents reside if all other requirements are met.

Note: A student transferring under Exception 1 circumstances will become eligible immediately only at the member school within the same school system that serves the area in which the student's parents reside if all other requirements are met.

If a student, before completion of the highest grade taught in a member school, transfers to another member school that serves the same area where the student's parents reside, that student is ineligible for one year at the new school according to regulations for overlapping school zones.

Exception 2. Any student, after completing one year's attendance in a school and fulfilling all other requirements, becomes eligible in that school and the high school that it feeds in the same system. (This does not apply to foreign exchange students who participate in athletics during their first year of attendance.)

Exception 3. Bona Fide Move. A student whose parents make a bona fide move completely out of one school zone into another may transfer all his/her rights and privileges to the member school that serves the area where his/her parents reside.

If the change of school precedes the bona fide move on the part of the parents, the student is ineligible until the parents make a bona fide move.

Determining a Bona Fide Move – Sometimes it is very difficult to determine what constitutes a bona fide move. Family and home conditions differ and must be considered. The following factors are basic guidelines for determining a bona fide move:

- a. The household furniture of the family must be moved into an unoccupied house or apartment.
- b. All principal members of the family must reside in the new place of residence.
- c. The original residence should be closed, rented or disposed of and not used by the family.
- d. Nine months at the new residence will be required to make a move bona fide.

If a family moves into a new school zone and remains there for less than nine months, the move will not be considered bona fide and the family's child who is enrolled in the new school zone becomes ineligible there the day the family leaves the new school zone.

The student remains ineligible for a full calendar year from the date the family moved out of the new zone. However, if the student did not participate in athletics, the period of ineligibility will be 12 months from the date of the student's enrollment.

When there is any possibility of doubt about a move being bona fide, the principal shall present the facts in writing to his/her District Board or to the Executive Director of the AHSAA for a decision. The District Board or Executive Director will review the facts submitted and may conduct an investigation if necessary.

Note: Students entering the seventh grade for the first time are eligible where they enroll.

Just as in all other cases, the decision of the Executive Director may be appealed to the District Board and a District Board's decision may be appealed to the Central Board of Control. In the final analysis, whether a move is bona fide or not will be determined by the Central Board.

Change In Residence: In order for a student to establish residence with a new family, that student must reside in the home for one year.

A **foreign exchange student** attending a member school located in the school zone where the host family resides is eligible to receive a waiver of the Transfer Rule for a period of one year provided this is the student's first year as a foreign exchange student. The student must be assigned by a program on the current Advisory List of International Educational Travel and Exchange Programs published by the Council on Standards for International Educational Travel.

This waiver is granted under the stipulation that the foreign exchange student meets all other eligibility requirements of the AHSAA and has not received a high school diploma or its equivalent.

Note: A Foreign Exchange Student Registration Form (No. 4) must be completed and filed with the State Office before eligibility can be determined on any foreign exchange student. After approval, the student must be submitted to the State Office via online reporting.

When a student is forced into a new home due to an emergency caused by a disaster, the District Board or the Executive Director may reduce the required time for establishing the residence with the new family.

Divorce: The eligibility of a student whose parents are divorced is determined by the following:

- a) If there has been a divorce or a legal separation in a family and sole or physical custody has been awarded by the court granting the divorce to one of the parents, the athletic eligibility of the student will be established at the school that serves the area where that parent resides.

Note: If joint custody has been awarded and a transfer is involved, the student must attend the new school for one year before becoming eligible.

- b) If it becomes necessary at a later date for the student to reside with the other parent, the move will be accepted as a bona fide move if the court that granted the divorce changes the custody to this parent. This type of move will be accepted for immediate athletic eligibility purposes only one time. Therefore, if a student subsequently decides to return and reside with the first parent in a different school zone, the student will be ineligible for a period of one year.

Custody and Legal Guardianship: Custody or legal guardianship assigned to anyone (including relatives) will not establish immediate athletic eligibility.

Note: If a student transfers to another school zone to live with an appointed guardian without a bona fide move into that school zone by the parents, that student would be ineligible under the Transfer Rule. (2) If a student has been declared a “ward of the state” and placed by the Department of Human Resources (DHR), that student would meet the Transfer Rule requirement in the school zone where the student has been placed.

Exception 4. Home Rule. If a student attends a member school that does not serve the area where the student’s parents reside, the student may return to his/her home school and be eligible at the beginning of any school year if all other requirements are met. If the change of schools is made after the school year has started, the student will not be eligible until the beginning of the next school year. (This does not change the existing rule concerning transfers within overlapping school zones in which both schools serve the area where the student’s parents reside.)

If a student attends a non-member school, that student may return to his/her home school and be eligible at the beginning of the first or second semester if all other requirements are met.

A student who attends a magnet school that does not offer interscholastic athletics may participate in athletics at the student's home school within the same school system if all eligibility requirements are met. The home school is based on the parents' residence.

Even though parents may move to an address that does not serve the school where a student is attending, the student may remain eligible at that school. However, if the student attends longer than the end of the school year in which the parents' move occurred, the student will not become eligible immediately at the school serving the parents' new address unless the transfer is made at the beginning of the new school year. If the transfer is made after the school year begins, the student will not become eligible until the beginning of the next school year if the transfer is from a member school.

Note: Determination Of Undefined School Zones. School bus routes within county and city school systems establish the school zones used to determine athletic eligibility. When bus routes cross county or city boundary lines, these routes will establish the school zones used in determining eligibility if there is an agreement between the school systems involved. Private and/or parochial school zone lines for eligibility purposes are limited to the municipality in which the school is located. If the school is not located within a municipality, the school zone lines are the county system where it is located.

Overlapping School Zones: A student whose parents reside in an area served by more than one school lives in the school zone of each school, thus in overlapping school zones. A student who changes schools within these overlapping school zones is ineligible for one year at the new school.

Note: A student that transfers from a school within these overlapping school zones remains ineligible for one year at any of the other schools within these overlapping school zones.

Examples of the Transfer Rule are as follows: If a student transfers from Montgomery Academy (a private school in Montgomery) to Sidney Lanier High School (Montgomery), the student must attend the new school one year before establishing eligibility. If a student transfers from Murphy High School to Davidson High School (both in Mobile), the student will be eligible five days after being submitted to the State Office via online reporting if the parents actually move from the Murphy zone to the Davidson zone. If the parents do not move, the student must attend Davidson one year before establishing eligibility. If a student transfers from Gadsden High School to Marion Military Institute and a year later returns to Gadsden High without a change of residence by the student's parents, the student will become eligible at the beginning of the school year five days after being submitted to the State Office via Form 3 online reporting. If a student who is eligible at Francis Marion High School withdraws after attending four weeks and moves with his/her parents to Selma, the student will become eligible at Selma High School five days after being submitted to the State Office via Form 3 online reporting.

SECTION 13. Any student giving a fictitious age or entering a contest under an assumed name shall be ruled permanently ineligible to participate in high school athletics.

SECTION 14. In order for a student to be eligible for interscholastic athletics, there must be on file in the superintendent's or principal's office a current physician's statement certifying that the student has passed a physical exam, and that in the opinion of the examining physician (M.D. or D.O.) the student is fully able to participate in interscholastic athletics (grades 7-12). The AHSAA Physician's Certificate (Form 5) must be used. A physical exam given any time during the second semester will satisfy the requirement for the following school year.

SECTION 15. Any student participating in an illegal practice in any sport may become ineligible for the next season in that sport.

SECTION 16. Any student who is under temporary suspension or whose character or conduct is such as to reflect discredit upon the school is not eligible. A student's attendance, attitude and classroom efforts must be acceptable to the school in which the student is enrolled. A transfer student must be in good standing with the student's previous school.

SECTION 17. A student who has been found guilty of unsportsmanlike conduct in an interscholastic contest, or who has been penalized for a serious offense or rule violation by expulsion from a contest because of unsportsmanlike conduct, may be suspended by the District Board or Executive Director from participating for the remainder of the season in that sport. A student found guilty of unsportsmanlike conduct may be disqualified for the remainder of the season. Destruction of football goal posts is considered flagrant, unsportsmanlike conduct.

SECTION 18. CONDUCT RULE. Penalties for coaches and players ejected from one or more contests are as follows:

First Ejection: A \$300 fine (Athlete's fine can be reduced to \$100 if the athlete being ejected takes the online STAR Behavioral Mode within 10 school days of the date of the ejection.)

Second Ejection: A one-game suspension and a \$500 fine

Third Ejection: Minimum penalty of a suspension for the remainder of the season plus a \$750 fine. If any of the ejections occur during the last contest of the season, a monetary fine will be placed on the school.

SECTION 19. The eligibility rules of the Association shall apply to all students of member schools participating in interscholastic athletic contests with schools inside or outside of Alabama.

SECTION 20. Any student who is eligible for participation under the rules of the AHSAA shall be eligible to represent the school in any interscholastic contest. (This applies to athletics only and does not supersede local rules that are stricter.)

SECTION 21. The Executive Director and the Central Board of Control shall determine the penalty for a violation if the penalty is not prescribed in a particular section of Rule I. If a student participates while ineligible, the usual penalty for the student will be a period of ineligibility equal to the time that the student participated while ineligible. This period may be determined to suit the nature of the case.

Participation Requirements

1. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the principal and the superintendent for approval for 30 days prior to the activity.
2. Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the principal and the superintendent approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association.
3. Notwithstanding anything to the contrary in this regulation, activities offered by the school through math, science, band, choral music, and other courses at events such as athletic events (pre-game, game, halftime, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc., are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.
4. Decisions on a student's participation in extracurricular activities should be developed and reached on a local school/system level consistent with the requirements found in the individuals with Disabilities Education Act (1997) and its implementing regulations, both federal and state, as well as Section 504 of the Rehabilitation Act of 1973 if the student is identified as eligible under these statutes, rules, and regulations, and such participation is determined to be appropriate.

*Note: Unit calculations for regaining eligibility at the end of the first semester may not coincide exactly with units for graduation for students in schools on six or seven period days.

ATTENDANCE

Compulsory Attendance

The Board shall enroll in school all students residing within the school district between the ages of seven and 17 years, not otherwise receiving instruction in a private school, church school, or being taught by a private tutor. An accurate record of attendance for each pupil shall be maintained by the classroom or homeroom teacher or other designated person. This record shall be kept in the official register, or through other officially approved documentation provided or approved by the State Department of Education.

Parents and guardians are responsible for enrolling their children in school and ensuring that the children attend school and obey behavior policies adopted by the board. Parents failing to enroll students and ensuring their attendance and proper behavior are subject to fines and imprisonment under Alabama state law. Section 16-28-12, *Code of Alabama* (1975) states that each parent, guardian, or other person having control and custody of a child that is required to attend school will face a misdemeanor charge, a fine of up to \$100.00 and up to 90 days in the county jail for failure to ensure that the child attends school on a regular basis and abides by the written policy on student behavior adopted by the Board.

The Board has established educational programs to inform parents of school children of their education-related responsibilities to their children. Any parent needing information about these programs or information concerning their education-related responsibilities to their child should contact the Superintendent of Education. The programs shall include, but shall not be limited to, coverage of each of the following topics.

The criminal liability and criminal sanctions parents may be subject to under Section 16-28-12 of the *Code of Alabama* 1975, for failing to compel their child to properly conduct himself or herself as a pupil, or for failing to ensure that their child attends school or enrolls in school.

1. The necessity for a parent to monitor and supervise the schoolwork and educational activities of the child.
2. An explanation of the responsibilities of teachers and the school system to a child, and an enumeration of those matters that are strictly the responsibility of the parent.
3. Techniques and suggestions to enable a parent to best supervise the schoolwork and educational activities of the child.
4. An explanation of the interrelationship of the family life of a child and the educational achievement of the child.

Parents are entitled to receive this information in a variety of formats and at convenient times, including weekend meetings, one-to-one conferences, telephone communications, and neighborhood meetings.

If a parent, guardian or other person having control or custody of any child enrolled in public school fails to require the child to regularly attend school or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior in a manner that may result in suspension of the student, then action shall be taken against that parent, guardian or other person in accordance with section 16-12-28 of the Code of Alabama. The school official observing the misconduct of the student shall document such conduct. The principal shall report to the superintendent the name and address of any parent, guardian or other person having control or custody of any child who violates this section. The superintendent or his designee shall report the violation to the district attorney within 10 days. Any principal or superintendent who intentionally fails to report a suspected violation of section 16-28-12 shall be guilty of a Class C misdemeanor under Alabama law and subject to disciplinary action by the Board.

Pursuant to 16-28-12 of the Code of Alabama, the district attorney and law enforcement officials shall, at the request of the Board, assist in the implementation and operations of these regulations.

State Attendance Requirements

All students in grades 7-12 must have on file a certified birth certificate and a social security card. The originals will be returned. However, the absence of these documents will not be used as barriers to the enrollment of homeless students and youth. An Alabama Immunization Certificate (“Blue Slip”) is also required and kept on file at the

school. Every student is required to have a signed affidavit attesting to residence within the zone on file in the office.

ABSENCES

In order to receive an excused absence after a student has missed over 7 days, he/she must submit a doctor's statement, court subpoena, or other legal document to the principal or assistant principal for approval. Students who accumulate 7 unexcused absences per year and are between the ages of seven and 17 will be referred to the Early Warning Program.

Work, truancy, parental neglect (taking children shopping, etc.), and vacations are not excused absences.

Students who are away from school because of participation in official school sponsored activities shall be marked present and be allowed to make-up missed work.

A student will be excused for religious holidays when the student's parents or guardians come in person to the school and sign a request for the student to be absent for this purpose. When this procedure is followed, the student's absences will be excused and shall not be counted toward the excessive absence clause of this policy. Students shall be allowed to make up missed work during such absences.

Students may receive released time from school during a regularly scheduled school day for the purpose of participating in instructional activities co-sponsored by the school, outside agencies for participating in educational activities not offered by the school and for hardship employment.

A student must submit written requests for released time activities signed by the parent or guardian to the local school principal for approval. Such requests shall remain on file in the principal's office and shall relieve the school of all responsibility for the student during released time.

The criminal liability and criminal sanctions parents may be subject to under Section 16-28-12 of the *Code of Alabama 1975*, for failing to compel their child to properly conduct himself or herself as a pupil, or for failing to ensure that their child attends school or enrolls in school.

1. The necessity for a parent to monitor and supervise the schoolwork and educational activities of the child.
2. An explanation of the responsibilities of teachers and the school system to a child, and an enumeration of those matters that are strictly the responsibility of the parent.
3. Techniques and suggestions to enable a parent to best supervise the schoolwork and educational activities of the child.
4. An explanation of the interrelationship of the family life of a child and the educational achievement of the child.

Parents are entitled to receive this information in a variety of formats and at convenient times, including weekend meetings, one-to-one conferences, telephone communications, and neighborhood meetings.

If a parent, guardian or other person having control or custody of any child enrolled in public school fails to require the child to regularly attend school or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior in a manner that may result in suspension of the student, then action shall be taken against that parent, guardian or other person in accordance with section 16-12-28 of the Code of Alabama. The school official observing the misconduct of the student shall document such conduct. The principal shall report to the superintendent the name and address of any parent, guardian or other person having control or custody of any child who violates this section. The superintendent or his designee shall report the violation to the district attorney within 10 days. Any principal or superintendent who intentionally fails to report a suspected violation of section 16-28-12 shall be guilty of a Class C misdemeanor under Alabama law and subject to disciplinary action by the Board.

Pursuant to 16-28-12 of the Code of Alabama, the district attorney and law enforcement officials shall, at the request of the Board, assist in the implementation and operations of these regulations.

Excused Absences

All student absences are designated as either excused or unexcused. A student is excused for absence from school for the following reasons:

1. Illness
2. Death in immediate family
3. Inclement weather which would be dangerous to the life and health of the child as determined by the principal
4. Legal quarantine
5. Emergency conditions as determined by the principal
- 6. Prior permission of the principal and consent of the parent or legal guardian**

If a student is absent for any excused reason as defined above, the student shall be allowed to make up schoolwork and/or examinations missed during said absence or absences. The student shall be responsible for contacting the teacher or teachers to arrange for makeup work. Said student shall contact the teacher or teachers within three (3) days to arrange a time within a two (2) week period to make up work and/or examinations. Teachers shall not be required to re-teach lessons, but students shall be given a reasonable opportunity to learn the lessons due to excused absence.

In accordance with State Law, the parents or guardians must explain the cause of any absence of students under their control or charge. Every student upon return to school must bring a written excuse from home signed by the student's parent or guardian for each absence and present it to the principal or his/her school secretary. The parent/guardian must also call and speak to the attendance clerk or school secretary and specify the reason the child was absent. Teachers shall not provide makeup work or examinations for unexcused reasons.

Attendance records of transfer students from the school previously attended shall be used by the counselor to determine the transferee's eligibility for exemptions from semester exams. Students registering late at the beginning of the year are to be counted absent. They must present a note to the principal upon entering to determine whether their absences are excused or unexcused.

CHECK OUT POLICY

In order to check out, a student must present a note signed by their parent/guardian. The student must do this before the first tardy bell. The secretary must call the parent/guardian to verify the information on the note. If these conditions are met the student will be checked out and teachers notified. **There will be no exceptions made to these rules. Students will be allowed to check out only at the beginning of the period or at the end of the period, except in the case of an emergency.** The absentee rules will apply to classes missed because of checkouts. If a student becomes ill or needs to leave school, he/she must contact a parent or guardian so that the secretary can get their approval by telephone. A parent/guardian may sign a student out in the presence of the secretary. Excuses will be made a part of student records. **If a parent or guardian cannot check a student out, only those persons approved in writing on the registration form may sign the student out of school.** If a student returns to school the same day after checking out, he/she must check back in through the office and return to class.

TARDIES TO SCHOOL

School begins at 7:45 a.m. at SCHS and 7:52 a.m. at CCHS. Students are expected to be in class at that time. If a student arrives after 7:45 a.m. (SCHS) or 7:52 a.m. (CCHS) he/she must report to the office to sign in tardy to school. A letter or telephone call will be used to notify parent of the child being tardy to school. The letter must be returned the following day with parent signature in order for the student to return to his normal schedule.

Tardies to Class

Students have adequate time to take care of everything that they deem necessary. A student must receive a tardy slip from the office before entering class after the tardy bell rings. If a student violates the tardy policy, he/she will be subject to the disciplinary actions as outlined for Class I and Class II Offenses.

Tardies are accumulated for the semester. Tardies to class will accumulate during a semester and do not have to be in the same class.

TRUANCY

Truancy is a habitual and unlawful absence from school. Alabama law requires all children between the ages of seven and seventeen to attend school. If any child fails to attend school without legal excuse, that child and the person having custody of that child will be referred to the juvenile court.

Any child who is prosecuted for truancy may be placed in a juvenile facility or in long-term residential care. Any custodial adult who is prosecuted for failing to require a child to attend school may be jailed for up to one year or fined up to \$500 or both.

1. FIRST TRUANCY

- a. Parent/guardian shall be notified by the school attendance clerk that the student was truant and the date of the truancy.
- b. Parent/guardian also shall be provided a copy of Alabama's Compulsory School Attendance Laws and advised of the penalties which can be applied and the procedures which shall be followed in the event that other unexcused absences occur.

2. SECOND TRUANCY

- a. The parent/guardian or person having control of the child shall (1) attend a conference with the attendance officer and principal and/or (2) participate in the Early Warning System provided by the juvenile court. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
- b. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition for truancy against the child and/or parent/guardian, if appropriate.

3. THIRD TRUANCY

- a. File complaint/petition against the child and/or guardian if appropriate.

4. CHILD UNDER PROBATION

- a. The school attendance officer should be notified of all children in the school system under probation supervision by the juvenile court.
- b. When a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

Students who are 17 years old or older and withdraws from school and is not enrolled in another public school, private school, church school, or being taught by a private tutor will be turned in to the Department of Public Safety. If the student holds an Alabama Driver's License, his/her Driver's License will be revoked. Any student who is legal to drive or obtain a permit and has 10 consecutive or 15 cumulative unexcused absences during a single semester will be turned in to the Department of Public Safety.

SCHOOL ARRIVAL AND PICK UP TIME

No student shall be present on school property prior to 7:25 a.m. (SCHS) or 7:30 a.m. (CCHS) or remain on school property after 3:30 p.m. Students must be supervised by a board employee at all times. Exceptions are students who are enrolled in an on-site school extended day program, participating in an authorized extracurricular school activity or program, or authorized by the school principal.

DISMISSAL PROCEDURES

Each school principal and staff shall develop a plan for the orderly and safe dismissal of all students. The plan shall encompass the following:

1. Provisions for proper supervision of students who must remain in the school building after regular school hours.
2. Provision for safe loading of students who utilize school transportation.

3. Provision for safety of students when school buses are departing from the school campus.
4. Provisions for the safety of students when automobiles and other motorized vehicles are departing school campus.
5. Provisions for safety of students when school is dismissed early and/or closed for emergency reasons.

Said plan shall be filed with the Superintendent of Schools at the beginning of each school year.

LEAVING CAMPUS

No student is allowed to leave the campus without reporting to the office and receiving permission. This permission will be granted only if the student leaves with a parent or approved person. The student then must check out with the secretary. If the student returns during the day, he/she must check back in with the secretary.

LOCKERS

Lockers are the property of the Choctaw County School Board. They are subject to inspection and search by the school officials where there is probable cause to do so. Lockers are for personal use of students. Each student is responsible for his/her locker and will be charged for any damages to the locker.

Students will be permitted to go to lockers only at scheduled times. All lockers **MUST** be cleaned out by the last day of school. A fee of \$5.00 will be charged at the end of school term for clean out purposes as necessary.

Lockers shall not contain:

1. Weapons
2. Explosives
3. Flammables
4. Offensive Literature
5. Alcoholic Beverages
6. Tobacco Products
7. Drugs
8. Noise-Makers
9. Firecrackers
10. Other Harmful Items

It is suggested that each student keep his/her locker locked at all times to protect personal items. Copy of locker combinations shall be filed with the homeroom teachers. The school does not assume responsibility for lost or stolen items.

TELEPHONE

Students are allowed to use the phone only in an emergency and then only with the permission from one of the office staff. Phone messages to students and teachers will be delivered at the end of the period unless in case of an emergency. No cell phones, beepers, or pagers are allowed on school campus or on buses.

RULES FOR THE CAFETERIA

1. No soft drinks in bottles or cans are allowed in the cafeteria. Thermos bottles are allowed.
2. No loud talking.
3. Good table manners will be used at all times.
4. Students should be courteous to all lunchroom personnel.
5. No running, pushing, shoving, or playing will be permitted.
6. Students will sit in designated area.
7. Food will not be taken out of the cafeteria.
8. Before leaving the cafeteria, students should clean the area around their eating place (table and floor).
9. Students should not skip line
10. Trash barrels are conveniently placed and should be utilized.
11. No outside food and drinks are allowed—food or drinks should not be in franchise containers.

BUS REGULATIONS

School bus passengers must assume certain responsibilities and abide by a very high code of conduct if they expect to enjoy safe, efficient transportation to and from school. When a student's conduct becomes such that the safety or rights of others are endangered, it will be necessary to suspend or expel the student from riding a Choctaw County School Bus. No student shall be suspended or expelled from riding a Choctaw County School Bus without a due cause. **The county's buses are equipped with an audio and video system; conversations and actions may be recorded.** If a transported student is to ride another bus, be picked up at school or walk to some other location, he/she must have a note from the parent to that effect presented to the office to be signed by the principal.

General Rules

1. Only children registered and regularly attending school will be allowed to ride school buses. Teachers and support personnel may ride buses if they are not fully loaded.
2. The bus driver is in full charge of the bus and riders. Pupils must obey the driver promptly. Disobedience and disrespect will not be tolerated.
3. The use of obscene or profane speech or gestures is prohibited.
4. The possession of alcoholic beverages or dangerous drugs is not allowed.
5. The use or possession of tobacco or tobacco products is not allowed.
6. The possession of a knife or other dangerous instrument is prohibited.
7. The driver has the authority to seat pupils in assigned seats and to change this assignment as needed.
8. When a student receives a warning or suspension notice from the administrator, he/she must have this notice signed by parent/guardian and return it to the bus driver on the next date the student rides the bus.
9. Students who do not return the signed notice to the bus driver will be referred to the school principal for parent contact.
10. The parent or designated agent of the parent will be informed that the student will not be allowed to ride until the signed notice has been returned to the bus driver. In the event the warning notice has been lost, the parent must write a note to this effect and send it to the driver by the student.

11. Serious or repeated rule infractions will be grounds for suspension of bus riding privileges.

Rules for Loading the Bus

1. Be at the bus stop nearest your home ready to board the bus each morning a few minutes before the bus is scheduled to arrive. Drivers have instructions **NOT** to wait for students if students are not ready and waiting.
2. Students should wait off the road for the bus.
3. Do not move toward nor attempt to enter the bus until the bus comes to a complete stop.
4. Students shall enter the bus only when the bus driver is present and has given permission.
5. Students must load and unload from the front door only except in case of an emergency.
6. Before a student may ride a bus other than the regularly assigned bus, a written request from the student's parent/guardian must be submitted to the principal for written approval. This approval must be presented to the driver before boarding the bus. Due to crowded buses, permission will be granted only in emergency situations.

Rules for Students While on the Bus

1. Classroom conduct shall be followed except for conversation in ordinary tones.
2. Students must sit down in their assigned seats as soon as they get on the bus.
3. Students are responsible for any vandalism to the bus. Any breakage or damage to the bus by a careless or willful act shall be paid for by the offending student or his/her parents.
4. Students must keep all parts of their bodies inside the bus and their feet on the floor.
5. Keep the aisle clear of books, packages, band instruments, etc.
6. Do not throw anything on or out of the bus.
7. Do not eat or drink while on the bus. (Cans, bottles, and cups are not allowed on the bus unless they are a part of lunch container.)
8. All students must remain seated while the bus is in motion.
9. Students shall not talk with the driver while the bus is in motion except when necessary.
10. Students must be absolutely quiet while the bus is approaching and stopped at a railroad crossing.
11. Students should remain seated and follow the instructions of the driver in the event of a road emergency.
12. Students must not bring pets on the school bus unless an authorization, signed by the principal, is presented to the driver no later than the afternoon prior to the bringing of the pet on the bus.

Rules After Unloading From Bus

1. Cross the road in front of the bus only after checking traffic and after receiving a signal from the driver to proceed.
2. Do not attempt to re-board the bus after leaving it.
3. Be alert for danger signals from the driver.

- The driver is not permitted to let students get off the bus at any other place other than their regular bus stop, at home, or at school unless he/she receives proper authorization from the principal upon written request from the parent.

Rules for Extra-Curricular Trips

- All the above rules and regulations apply to any school sponsored trip.
- The bus driver is charged with the full responsibility for the safe operation of the bus while on extra trips.
- The driver will expect the full cooperation and assistance of both students and assigned sponsors while enroute.
- The emergency door is not to be used except by direction of the driver.

Bus Discipline

1 st Infraction	Student conference
2 nd Infraction	1 day off bus
3 rd Infraction	3 days off bus
4 th Infraction	5 days off bus
5+ infractions	1 week off bus plus one week off per each infraction over 4

Class III Bus Infractions

1 st Infraction	3 day suspension from school
2 nd Infraction	4 day suspension from school
3 rd Infraction	5 day suspension from school
4 th Infraction	Suspended from the bus until a Board hearing has been held

FEES

Driver’s Ed	\$30.00 per semester
Parking Decal	\$10.00 annually
FBLA Membership	\$20.00 annually
FFA Membership	\$20.00 annually
FCCLA Membership	\$20.00 annually
Beginner Band	\$10.00 per semester
High School Band	\$10.00 per semester
Beta Club	\$20.00 to join
Honor Society	\$20.00 to join

TEXTBOOKS

All textbooks furnished free of charge to pupils shall remain the property of the State of Alabama and the Choctaw County Board of Education. Students are required to sign a record of State textbooks sheet at the time textbooks are issued. The parent, guardian, or other person having custody of the student to whom the textbooks are issued shall be held liable for any loss, abuse, or damage to state owned textbooks. Failure to pay the school district for a lost or damaged book will result in non-issuance of other textbooks. The amount of payment to the school district shall be determined by the following schedule:

- 1st year – Original Cost
- 2nd year – 75 % of Original Cost
- 3rd year – 50 % of Original Cost
- 4th year and thereafter – 25% of Original Cost

NOTE: All fines must be paid before books are issued for take home use.

Reimbursement will be made to students who relocate textbooks in good condition after payment is made to the school district and upon presentation of payment receipt. Books will not be issued until a “Book Issue Form” has been signed by the parent or legal guardian. No books will be issued to a student, for take home use, who owes money.

When books are turned in at the end of the year, evaluation of those books will be made. If they have been abused, the student will be fined. If lost, the student will pay the replacement cost of the book.

Students transferring from school to school within the county must clear all indebtedness to the previous school before textbooks are issued.

SCHOOL INSURANCE

School insurance is available and forms will be given to each student by the homeroom teacher.

SUPPLY STORE

A school supply store that stocks needed supplies is available to students.

PARENT CONFERENCES

Parent-school personnel conferences must be scheduled in such a way that will not interfere with said personnel’s teaching responsibilities, preferably at the close of the school day or during preparation period, when possible.

PTO AND PARENT VISITS

Parents are strongly urged to participate in PTO. Parents are also urged to make appointments with their children’s teachers and work together so that each child may succeed to his/her fullest. When visiting the school, the parent must check by the office before going to the individual rooms. This must be done on all occasions. Parents are not allowed to interrupt or interfere with instructional time. A parent may be allowed to observe in a child’s class after getting authorization from the principal or assistant principal.

LIBRARY

The library belongs to all students. It is a resource center designed to meet student’s needs by providing materials for their pleasure and instruction. In order that all students may derive the greatest possible benefit from the library, acceptable classroom behavior is expected at all times. Talking, unnecessary movement, and gum chewing will not be acceptable.

Students are expected to handle all materials with care. Books may not be checked out between classes without special permission from the librarian. However, books may be

returned at this time. Students shall assume full responsibility for all books that are taken from the library and shall pay for damage or loss of books. A fine is charged for books that are overdue. The fine is .05 cents per school day. All materials and equipment will be documented by the librarian and/or library staff.

STUDENT COMPLAINTS AND GRIEVANCES

Students have both the right and the responsibility to express school related concerns and grievances to the teachers and school administrators.

The normal procedure usually followed by any student regarding a personal grievance is to discuss the matter with a teacher directly involved. When the nature of the grievance dictates otherwise, the student upon notifying the teacher directly involved may request a meeting with the school principal. Such meetings should be granted within two (2) working days at a reasonable time and place. One faculty member of the student's choice or his/her parent(s) guardian(s) may be present at such meeting.

It is expected that most grievances will be resolved satisfactory at this level. However, in the event that the grievance cannot be settled by this procedure, the student through his/her parent(s) or guardian(s) may pursue the grievance procedures outlined in the Board Policy.

STUDENT PUBLICATIONS

Local schools may permit student publications provided they are approved by the local school principal. A professional staff member shall serve as advisor and consultant to students in the preparation of student publications.

SCHOOL VISITORS

In order to maintain a safe and organized learning environment within the schools of the School District, all visitors are required to report immediately to the principal's office upon arrival at a school campus and receive a visitor's pass. The principal shall be required to post notice at each school entrance. Such notices shall inform all visitors to report to the principal's office prior to entering other parts of the school. Students are encouraged to notify their parents of this policy.

STUDENT DRIVERS ON CAMPUS

Licensed student drivers who park their vehicles on campus, must furnish a copy of driver's license, proof of vehicle insurance, and purchase a decal from the school office. Decals cost \$10.00 per year. Drivers must park in assigned area and comply with all safety regulations. Violations can result in loss of driving privilege.

ELECTRONIC DEVICES

No student may bring a cell phone, radio, tape player, MP3, IPOD, video camera or other equipment of similar kind on campus or on a school bus without administrative permission. School Board Policy prohibits students from carrying electronic communication devices during school hours.

If a student violates this policy, he/she will be subject to disciplinary actions as follows:

- 1st offense – Device confiscated and parents notified to pick up
- 2nd offense – Corporal punishment (1 day suspension if Corporal Punishment not allowed)
- 3rd offense – 2 day suspension
- 4th offense – 3 day suspension
- 5th offense – cannot be readmitted to school until parent and student meets with superintendent

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The rights to request the amendment of the student’s educational record the parent or eligible student believes are inaccurate.
Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The right to file a complaint with the United States Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

PUBLIC USE OF STUDENT RECORDS

Students and parents or a legal guardian shall be provided access to official records directly related to their child and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate. Personally identifiable information shall not be released from student records without the written consent of parent or a legal guardian and/or students over eighteen years of age. Students and parents or a legal guardian are hereby notified of the above policy through this presentation. Access to student records shall be handled in accordance with Title 45, Code of Federal.

COMPREHENSIVE SAFE SCHOOL AND DRUG-FREE SCHOOL POLICY

The Choctaw County Board of Education finds a compelling need to ensure that schools are made safe and drug-free for all students and school employees. The Board has adopted and set forth the following policies that comply with Alabama Legislative Acts: 94-793; 94-782; 94-784; 94-820.

ACT 94-793

The Choctaw County Board of Education, consistent with Section 16-28-12, prescribes rules and regulations with respect to behavior and discipline of pupils enrolled in schools under its jurisdiction and in order to enforce such rules and regulations, may remove, isolate, or separate pupils who create disciplinary problems in any classroom or other school activity and whose presence in the class may be determined not to be in the best interest and welfare of the pupils of such class as a whole.

ACT 94-784

The principal shall notify appropriate law enforcement officials when any person violates policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any crime has been committed, the principal is authorized to sign the appropriate warrant. The student shall be immediately suspended from attending regular classes. A hearing shall take place within five school days.

If a student is found to have violated a Board policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, he/she may not be readmitted to the public schools of this state until (1) criminal charges or offenses arising from the conduct have been disposed of by appropriate authorities and (2) the student has satisfied all other requirements imposed by the Choctaw County Board of Education as a condition for readmission.

ACT 94-820

Students over 14 years of age convicted of possession of a pistol on the premises of a public school or school properties shall be denied a driver's license upon eligibility and application or shall have an existing license suspended.

File JCAA

*Students shall be accorded procedural due process when the discipline measures of corporal punishment, short and long term suspension or expulsion are applied. Before being punished for violation of a Board policy or local school rule and regulations, students shall be accorded the following minimum due process procedures:

1. The student shall be given oral or written notice of the charge(s) against him/her.
2. The evidence supporting the charge(s) shall be explained to the student.

3. The student shall be given an opportunity to present his/her own version of the facts concerning the charge(s).

The disciplining authority (principal or teacher, etc.) may impose appropriate discipline measures immediately following the informal due process hearing stated above.

When the student is facing possible long-term suspension (more than 10 days) or expulsion, the Board shall ensure that the following formal due process procedures are accorded the student:

1. The right to a hearing
2. The right to be represented by counsel
3. The right to cross-examine witnesses
4. The right to a written record of the hearing
5. The right to a written record of the Board's decision.

UNSAFE SCHOOL CHOICE OPTION

1. A transfer option school (TOS) in the state of Alabama is one in which for three (3) consecutive school years the school has expelled one percent (1%) of the student population or five (5) students (whichever is greater) for violent criminal offenses committed on school property during school hours or committed at school-sponsored activities. The words "transfer option school," "TOS school" shall mean a "persistently dangerous school" as those words are used in the No Child Left Behind Act of 2001, Public Law 107-110, Title IX, 9532 (a) and (b). For the purpose of this definition, a "violent criminal offense" shall mean homicide; robbery; assault in the first and/or second degree; sexual battery (including rape) as these offenses are defined in the Criminal Code of Alabama (see 13A-6-1, et. Seq., Ala. Code 1975); and use of a handgun, firearm component, explosive, knife, and other "unknown weapons" as defined by 290-3-1-02(3)(e)2
2. A student who becomes a victim of a violent criminal offense committed on school property during school hours or at school-sponsored activities shall be given an opportunity to transfer to a safe public school within the Choctaw County School District. The Choctaw County School District shall notify the student's parent/guardian of the right to transfer as soon as practicable, not to exceed ten (10) calendar days from the date of a final determination by the school board or its designee that a violent criminal offense has occurred. All Choctaw County School District transfer procedures will be observed. It shall be the policy of the Alabama State Department of Education (SDE) to notify the Choctaw County School District annually when one or more of its schools have been identified as a transfer option school. Each Superintendent or his or her designee shall orally notify the Prevention and Support Services Section of the State Department of Education within twenty-four (24) hours of the decision that a criminal offense has occurred, followed by written confirmation. The State Department of Education will assist the Choctaw County School District in resolving all safety issues. At a minimum, an LEA that has one or more schools identified as persistently dangerous must:
3. **Step 1.** Notify parents/guardians of each student attending the school within ten (10) working days that it has been identified as a transfer option school and offer students the opportunity to transfer to a safe public school within the Choctaw County School District if another school is available.
4. **Step 2.** Complete the transfer for those students who opt to do so within 20 working days.

5. **Step 3.** Develop a corrective action plan to be submitted to the SDE for approval within 20 working days of the school system's receipt of status.
6. **Step 4.** Implement the corrective action plan.

Once a school has been identified as a transfer option school, it can return to a safe status by (1) completing steps one through four above and (2) completing two consecutive years with less than one percent (1%) of the student population or five (5) students (whichever is greater) expelled for violent criminal offenses as defined in its policy.

SCHOOL SAFETY

Emergency Closing Procedures

Occasionally, a circumstance arises which makes it necessary to close school before the usual time. These circumstances might be storms, floods, snow, or other unforeseen emergencies. The following procedures will be followed if this occurs:

1. Listen to area radio and television stations that will inform you of school closing.
2. Parents who normally pick up their children will need to come to the school immediately after hearing the announcement of school closing.
3. Buses will transport students to their usual home station.

Severe Weather

In case of a tornado watch or warning or any natural disaster, your child will be taken to a place of safety. Drills are held at each school monthly during the school year so that students will know how to conduct themselves in an emergency situation.

The students will go to a pre-assigned area, kneel on the floor, and cover their heads. We ask that you do not call the school or come to pick up your child if an emergency of this nature occurs. Your child will be safer at school than in a car. If you insist on picking up your child during severe weather, please come by the office and sign him/her out.

Special drills will be planned by the local school principal and staff to assure the orderly movement and placement of students in the safest available areas.

Fire Drills

An orderly plan for evacuation of students and staff, in case of fire, shall be developed by the principal and staff of each school in the school district. Plans shall be developed in cooperation with local fire department officials and rules and regulations as may be set forth by Alabama law and the state fire marshal's office.

Fire drills shall be held in each school at least once per month and a report filed with the Superintendent. Fire exit plans shall be posted in each school in all rooms occupied at any time by students.

Civil Defense Drills

Local school principals shall cooperate with local civil defense officials to plan and implement drills that would help to insure the safety to students and staff in the event of a national or local emergency.

- a. Severe Thunderstorm Watch -- Means that weather conditions are such that a severe thunderstorm may develop.
- b. Severe Thunderstorm Warning -- Means that a severe thunderstorm has developed and will probably affect those areas stated in the weather bulletin.
- c. Tornado Watch -- Conditions are favorable for a tornado.
- d. Tornado Warning -- Means that a tornado has been formed and sighted and may affect those areas in the weather bulletin.

Recommended Actions: The following actions coincide with the conditions cited above:

Severe Thunderstorm Watch

Those in charge are to review the severe weather plan of operation.

Severe Thunderstorm Warning

Relocate all students from portable classrooms and plan areas to the main school building designated as storm location building.

Tornado Watch

All students are to be relocated in the inner corridors or areas designated as the safest places by the civil defense authorities.

Tornado Warning

Notify all teachers of impending weather conditions and open all transom windows and doors between classrooms and corridors.

During the warning, the students should be seated on the floor with their backs to the corridor walls or inner walls of the building. Coats and jackets should be used to cover students' heads, arms, and legs, so as to reduce the number of injuries from flying missiles of glass or other debris.

Bomb Threat/Explosion

A bomb threat should be treated with seriousness. The buildings will be evacuated immediately using a coded message over the intercom. Students are to be evaluated to an area far enough away from the building to provide maximum safety.

DRESS CODE

The Choctaw County Board of Education has the responsibility to maintain an appropriate atmosphere conducive to learning. Therefore, the Choctaw County Board of Education hereby mandates a uniform dress code to be implemented in all schools. All students must abide by the policy. This policy shall not preclude students that participate in JROTC from wearing uniforms on scheduled days.

Disciplinary action will be taken to enforce compliance with the policy. Students will be denied admission until such time as they are in compliance. Reasonable accommodations (no more than five days) will be made for transfer students entering school during the school year.

The Choctaw County Board of Education shall not be responsible for the purpose of school uniforms for indigent students; however, the board may authorize programs to promote donations of funds and/or uniforms to assist indigent students.

The mandatory inform policy will be review at the end of each school year. The guidelines are as follows:

Grades 7- 12

Walking Shorts/Skort – Khaki or Black (No more than 2” above the kneecap)

The following styles are **NOT** in compliance and may not be worn at school:

- Cargo shorts
- Bicycle shorts
- Carpenter shorts

Pants – Any khaki or black pants *properly sized* (slack or capri style) may be worn.

The following styles are **NOT** in compliance and may not be worn at school:

- Carpenter pants
- Cargo pants
- Leggings/stretch knit
- Sweat pants

Blouse – White (long or short sleeve)

Shirts – White oxford (long or short sleeve). Any two or three front button knit shirt with a collar (long or short sleeve) school uniform tee shirts (sold only at school) or turtlenecks in the following colors:

Choctaw County High School White, Black or Gold

Southern Choctaw High School White, Red, or Black

**All shirts should be long enough to tuck in—no fitted body shirts are allowed.

*****Shirts/blouses can reveal no cleavage.**

**Visible logos on shirts will be no larger than the size of a quarter.*

Socks – Black, white, khaki, or school colors

****Only solid colored socks are allowed. No stripes, polka dots, or other decorative designs are allowed. Socks must be worn at all times.**

Belts – Black, brown, or khaki (solid colors only, no two-tone or designs)

Belts must be worn with all items of clothing that have belt loops and the end may not hang down below the waist.

**No belt buckles are allowed that are larger than 2” in diameter. Belts shall be buckled.

BRAND NAMES ON ANY ITEM OF SCHOOL CLOTHING SHALL BE NO LARGER THAN A QUARTER.

All clothing must be properly fitted. Sagging shorts/pants are prohibited. Jumpers, skirts, skorts, and walking shorts should be no more than 2” above the kneecap when the student is standing. Emblems and logos that show through other shirts are prohibited.

Undershirts must be white or the school color with no writing on the undershirt.

Shoes

Loafers/oxfords/low-heeled ankle boots in black or brown. Tennis shoes must be the majority white, black, or brown. Plaid is not a permissible color. *Sandals, slides, Heelys (or any variation of skate shoes) and crocs are not allowed. No boots or shoes over the ankle.*

**All shoe straps must be strapped—all laces must be tied at all times. Shoe laces must be the same color. Only solid color laces are allowed (black, white, brown, gray, or school color).

Outerwear

The following items (full length/no half-coats) will be acceptable in school colors, brown, and gray.

- Cardigan sweater
- Long-sleeve pull-over sweater
- Wind breaker
- Vest (**full length; not suit style**)
 - Sports jackets
- Band jackets
- Sweatshirts
- Other school related outerwear

Heavy outerwear such as overcoats will be permitted. Starter jackets, trench coats, or duster-style coats are not allowed. Pullover jackets/coats may be worn, with quarter sized logos only, in black, white, brown, gray, or school color.

Accommodations will be made for maternity wear.

With a written request by the principal and the approval of the superintendent, one (1) day each nine-week period may be granted to a school to be out of uniform. Students must be in compliance with the school dress code when they are not in uniform. Picture day is an out of uniform day, only for students who are paying for pictures. If an additional day is deemed necessary, the principal must submit a written request to the superintendent for approval.

In addition to the dress code requirements previously listed, the following guidelines must also be observed with **uniform** and also **awarded out-of-uniform days**:

1. All clothing must be properly fitted. Sagging and excessively tight clothing are prohibited.
2. Any article worn which draws undue attention or disrupts classes will not be allowed (e.g. grills, large necklaces, medallions, chains).
3. Combs or picks are not to be worn in hair.
4. Belts are to be buckled at the waist for males and females and the end must be inside the belt loop; the end may not hang down below the waist. No sagging pants or shorts for males or females: belt tabs are to be worn snapped or buttoned.
5. No hats or caps allowed with the exception of school sponsored affiliated functions.
6. No oxford shirts may be worn as jackets; they must be buttoned and tucked into pants/shorts, skorts and or skirts.
7. Trousers with holes or handwriting on any clothing items are not allowed.
8. Bandannas or du-rags of any color are not to be worn on any part of the body nor carried in or tied on book bags or other bags. These and other articles, which may be deemed inappropriate by the principal, will be confiscated. Long key chains or other articles should not be hanging from the pockets.
9. Students may not wear hairstyles that distract from the learning process or cause disruptions.
10. Shirts must be tucked in so that the belt is visible.

11. No student will be allowed to bring a book bag or any other type of “string” bag to the classroom if lockers are provided.
12. Additional restrictions may be placed upon students participating in extra-curricular activities including any restrictions enforced by the State Athletic Association or other governing organization.
13. All uniform items must be worn as purchased.
14. Any dress or personal appearance that the administration believes is disruptive and interferes with a safe and secure learning environment will be dealt with on an individual basis. School administrators will use their discretion to determine the appropriateness of student’ dress.
15. Girls may wear earrings but only in their ears. Boys may not wear earrings. Neither boys nor girls shall be on the school property with any other visible body piercing, including but not limited to tongue piercing, facial piercing, and any visible piercing of the stomach

Girls in 7TH – 12TH

Jumper or skirt – Khaki or one of the school plaids listed below:

Royal Park Plaids	
Choctaw County High School	#8B
Southern Choctaw High School	#56

*Blouses or shirts must be worn with jumpers.

If a student fails to follow the dress policy, he/she will be subject to disciplinary actions as follows:

- 1st offense – Counselor conference/parental contact
- 2nd offense – One day after school detention
- 3rd offense – Three days after-school detention
- 4th offense – One day suspension from school
- 5th offense – Parent/student meeting w/superintendent prior to readmission to school

DISCIPLINARY CODES OF CONDUCT AND ACTIONS

CLASSIFICATION OF VIOLATIONS AND PROCEDURES

Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action, by telephoning the parent(s) or guardian(s) when feasible, and/or by scheduling conferences with the parent(s) or guardian (s) and other school staff. Only when the action taken by the teacher is ineffective or the disruption is severe should the student be referred to the principal or his/her designee. Failure to bring notebook, pencil, homework, or failure to do work in class are not cause for disciplinary referrals; however, defiance of a teacher in regard to these areas is cause for discipline referral. Parents and guardians should be notified by the teacher of students who consistently exhibit poor work habits, and/or these students should be referred to a guidance counselor.

Principals are required to follow designated procedures as outlined in disciplinary actions and to follow the mandatory reporting guidelines as prescribed in Alabama Legislative Acts: 94-793; 94-782; 94-784; 94-820.

INCIDENT CODES AND DESCRIPTIONS:

(Minor Offenses) Class I

- 1.01 Excessive distraction of other students.
- 1.02 Participation in games of chance.
- 1.03 Excessive tardiness. Repeated
- 1.04 Unintentional and/or non-directed use of profane or obscene language.
- 1.06 Nonconformity to dress code.
- 1.06 Minor disruption on school bus.
- 1.07 Inappropriate public display of affection including, but not limited to, embracing and kissing.
- 1.08 Continued refusal to complete class assignments.
- 1.09 Failure to follow instructions.
- 1.10 Unauthorized use of school or personal property.
- 1.11 Littering of school property.
- 1.12 Another violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances

DISCIPLINARY ACTIONS/MINOR OFFENSES – CLASS I

First Offense:

In-school conference and parental contact when warranted

Second Offense:

Parental contact and disciplinary action

In-school disciplinary action such as probation, detention, completion of extra academic assignments, work assignments before or after school may be assigned at the discretion of the principal or his/her designee.

Subsequent Offenses:

Repeated occurrences of Class I actions will result in the offense being reclassified as a Class II offense defiance of authority.

INTERMEDIATE OFFENSES - CLASS II

- 9 Defiance of authority
- 10 Disobedience-persistent, willful
- 12 Disruptive demonstrations
- 16 Electronic pagers/unauthorized communication devices
- 26 Profanity or vulgarity
- 31 Threats/intimidation
- 32 Tobacco, possession
- 33 Tobacco, sale
- 34 Tobacco, use
- 35 Trespassing
- 36 Truancy/unauthorized absence

DISCIPLINARY ACTIONS/INTERMEDIATE OFFENSES - CLASS II

First and Second Offenses

Parental or guardian contact and disciplinary action will be determined by administration.

Subsequent Offenses

In-school disciplinary action such as probation, detention, completion of extra academic assignments, work assignments before or after school, corporal punishment, or suspension at the discretion of the principal or his/her designee. Suspension for one day requires parental acknowledgment of the offense and disciplinary action before the student will be readmitted to the classroom. Suspension for two days or more requires a conference with parents before the student is readmitted to the classroom. Special circumstances may warrant a recommendation to the School Board for a hearing.

Suspension for one (1) to five (5) school days

Suspension for one day requires parental acknowledgment of the offense and disciplinary action before student will be readmitted to classroom. Suspension for two or more days requires a conference with parents before a student is readmitted to the classroom. Special circumstances may warrant a recommendation to the School Board for a hearing. Chronic, severe disruptive offenses will result in the student being referred to the juvenile officer. Suspension for each school day includes suspension from school campus and all school activities during the school day and any after school sponsored activities.

The disciplinary action for a major offense shall be out of school suspension or expulsion, depending on the circumstances.

Source: Policy Committee: July 20, 1994

Alabama Legislative Acts: 94-793; 94-782; 94-784; 94-820

Alabama Code of Law: Section 16-1-24.1

Adoption: October 20, 1994, Choctaw County Board of Education

Adoption: March 11, 2004, Choctaw County Board of Education

CLASS III OFFENSES

1	Alcohol Possession	30	Sexual Offenses – Other
2	Alcohol Sale	37	Handgun, Possession
3	Alcohol Use	38	Handgun, Sale
4	Arson	39	Handgun, Use
5	Assault	40	Rifle/Shotgun, Possession
6	Bomb Threat	41	Rifle/Shotgun, Sale
7	Burglary/Breaking & Entry	42	Rifle/Shotgun, Use
8	Criminal Mischief (Vandalism)	43	Firearm Component, Possession
13	Drugs, Possession	44	Firearm Component, Sale
14	Drugs, Sale	45	Firearm Component, Use
15	Drugs, Use	46	Explosive/Incendiary or Poison Gas, Possession
17	Fighting	47	Explosive/Incendiary or Poison Gas, Sale

18	Fire Alarm, Tampering with or setting off	48	Explosive/Incendiary or Poison Gas, Use
19	Gambling	49	Other Weapon, Possession
20	Harassment	50	Other Weapon, Sale
21	Homicide	51	Other Weapon, Use
22	Inciting other students to create a disturbance	52	Knife, Possession
23	Kidnapping	53	Knife, Sale
24	Larceny/Theft/Robbery/Possession of stolen property	54	Knife, Use
25	Motor Vehicle Theft or Unauthorized Use of a Motor Vehicle	55	Other/Unknown Weapon, Possession
27	Robbery	56	Other/Unknown Weapon, Sale
28	Sexual Battery	57	Other/Unknown Weapon, Use
29	Sexual Harassment	58	Other Incidents Resulting in a State Defined Disciplinary

DISCIPLINARY ACTION/MAJOR OFFENSES – CLASS III

The disciplinary action for such offenses will be suspension and/or recommendation for expulsion by the principal as authorized in the procedures previously stated.

Any person who violates policies concerning **illegal drugs, alcohol, weapons policies shall be arrested on the appropriate warrant.** The student shall be suspended immediately and have a hearing at the earliest possible date. If the student is found to be guilty of violating a Class 3 offense, he/she shall not be admitted to the public schools of this state until all criminal charges or offenses have been disposed of by proper authorities and the violator has satisfied all the requirements imposed by the school system for readmission. No person found guilty of violating a weapons policy may be readmitted to the public schools of this state without psychiatric or psychological counseling and an accompanying report in writing found to be acceptable by the local board of education that the person does not represent a threat to the safety and security of any student or employee of the school system. The psychiatric or psychological counseling must be provided at the expense of the parents.

CORPORAL PUNISHMENT

In order to establish and maintain an educational climate conducive to learning, the Choctaw County Board of Education permits reasonable corporal punishment of students. If any punishment involving physical effort, contact, and/or paddling is required, it shall be administered only as a last resort, with extreme care, tact and caution. If paddling is the form of corporal punishment, it must be administered by the principal or his/her designee in the presence of the principal. Such punishment should never be in the presence of other students.

Teachers shall be supported by the Board and administration in efforts to teach good citizenship by requiring proper conduct. While teachers shall be reasonable in student-related demands, they need not tolerate disrespectful, boisterous, rough, and/or violent outbursts or language and temper on the part of students.

If paddling is determined to be the most appropriate type of corporal punishment, the procedures listed below must be followed to guarantee proper and legally required due process on behalf of the student.

- I. The student must have been informed previously that his/her behavior could bring about the use of corporal punishment.
- II. A current letter of permission to paddle from the student's parent/guardian must be on file at the school.
- III. Prior to corporal punishment, initial efforts and/or alternative methods should be taken in an attempt to modify the student's behavior.
- IV. The administration of paddling must occur in the presence of another Choctaw County school employee official but only after:
 - A. The school employee witness is informed about the reason for punishment in the presence of the student.
 - B. The student is given the opportunity to defend his/her position.
 - C. It has been determined that the instrument to be used to implement corporal punishment is appropriate for the age and physical size of the student being punished.
 - D. Such punishment shall not include more than three (3) licks administered to the buttocks.
- V. Corporal Punishment shall not be used on more than three (3) occasions without an additional in-school conference between the school administrator and the parent, guardian, or parental representative.
- VI. Corporal punishment shall not be administered to any student receiving special education services (with the exception of gifted and speech-impaired) until and unless a determination has been made showing that the student's infraction was not a manifestation of his/her disability(ies).

EXPULSION

- I. The school principal may recommend to the Superintendent, the expulsion of any student who has committed a serious breach of conduct according to the Code of Student Conduct.
- II. Any student who is being considered for dismissal shall be accorded due process of law prior to dismissal. This shall include the following:
 - A. Written copy of the charges against the student;
 - B. The offer of a hearing at which the student may call witnesses and present evidence in the student's own behalf;
 - C. The right to cross-examine witnesses;

- D. The right to defend the student's actions;
 - E. Legal counsel at the student's expense to assist the student in presenting a defense; and
 - F. A written copy of the Choctaw County Board of Education's findings or action.
- III. Provisions for the expulsion of exceptional education students shall be described and set forth in the Code of Student Conduct; however, the dismissal of an exceptional education student shall not result in a complete cessation of educational services. The Choctaw County School System is responsible for providing the dismissed student's education during the expulsion in accordance with a revised individual education plan (IEP).

DUE PROCESS

Before being punished for violation of Board policies or school regulations, a student shall have the right of the following minimum due process procedures:

1. The student shall be given oral or written notice of the charges against him;
2. The evidence against the student shall be explained to him; and
3. The student shall be given an opportunity to present his own version of the facts concerning the charges.

When a student is facing possible long-term suspension or expulsion, the Board shall afford the student the following:

1. The right of a hearing before the Board of Education;
2. The right of counsel;
3. The opportunity for cross-examination of witnesses;
4. A written record at the hearing;
5. A written record of the decision; and
6. The right of appeal.

A school may not unilaterally expel, or cease the provision of educational services to a student with a disability whose education is governed by an individualized education plan (IEP).

ALCOHOL AND TOBACCO USE

Beginning with the 1987-88 school year, students shall not be permitted to possess or use tobacco or any alcoholic beverage in any form on the school grounds, in school buildings during the school day, when riding school buses to and from school or on school-sponsored trips.

Any student violating this policy shall be subject to disciplinary action by the local school principal. Parental permission to smoke or otherwise use tobacco does not exempt a student from this policy.

Professional school personnel shall organize and conduct programs of education designed to make students fully aware of the hazards of the use of tobacco or alcohol.

DRUG USE

The Board, recognizing the increased incidence of drug use by students, instructs the superintendent to take steps to improve the educational program so that students are made aware of the physical and psychological dangers incurred through the improper use of drugs.

All local school principals are instructed to cooperate fully with law enforcement agencies and are to report to them any and all information that would be considered beneficial in their efforts to stem the increase in illegal drug use.

The superintendent is also instructed to take steps to prevent any person from coming upon the campus of any school in the school district who is in possession of or under the influence of any substance other than prescription drugs which may alter behavior.

The administration will make arrangements to cooperate with the local, state, and federal narcotic officers in the detection, prevention and prosecution of any and all possible violations.

Law enforcement agencies will be encouraged to make periodic unannounced visits to all local public schools for the purpose of detecting the presence of illegal drugs.

Students violating this policy may be subject to punishment by law and/or disciplinary action by appropriate school officials.

Any person who violates policies concerning illegal drugs shall be arrested on the appropriate warrant. The student shall be suspended immediately and have a hearing at the earliest possible date. If the student is found to be guilty of violating the policies regarding illegal drugs, he/she shall not be admitted to the public schools of this state until all criminal charges or offenses have been disposed of by proper authorities and the violator has satisfied all the requirements imposed by the school system for readmission.

ANTI-BULLYING POLICY (INCLUDES CYBER BULLYING/HARRASSMENT)

The Choctaw County Board of Education is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation or bullying. Harassment, intimidation or bullying means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. An intentional act refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy. **DISCIPLINARY PROCEDURES WILL BE FOLLOWED IN CORRECTING THE BEHAVIOR OF PERPETRATOR.**

INTERROGATIONS AND SEARCHES

Search of Property

The Board fully recognizes the implications of constitutional law in the area of student privacy. The Board is equally aware that such tangible personal property items as student desks, student lockers, and related properties are and remain the property of the Board.

The Board is charged with maintenance of such property and thus authorizes inspection for any maintenance-related reasons. With respect to opening said lockers or desks for other reasons, the following shall apply throughout the School District.

Desks, lockers, and other equipment at school belong to the School Board and, although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable belief that some substance or other material is contained therein which is illegal, harmful to the safety of the student himself or the student body as a whole, or significantly disruptive of or dangerous to the overall discipline of the school.

Any items which are specifically prohibited by law, by Board policy or by fair and reasonable local school regulations may be impounded by school officials. In such cases, students shall be given a receipt for said impounded items. Such prohibited items shall include, but not be limited to the following: (1) any weapons, (2) drugs of any sort, (3) alcoholic beverages (4) pornographic or otherwise obscene material, or (5) any other object, controlled substance or material which would be a violation or evidence of a violation of federal or state law, of Board policy, or of the local school's fair and reasonable regulations.

If possible, the student or students shall be contacted prior to any search of his desk or locker, and the desk or locker shall be opened in his presence. A witness from the professional staff shall be present during the inspection at all times when students cannot be contacted.

The content of this policy shall be communicated to all students and staff at the beginning of each year.

Search of a Student's Person

The Board authorizes teachers and administrative personnel who have reasonable belief that a student or students are in possession of weapons, illegal drugs, or other items harmful to the student or students or to the welfare of the student body to search the person of said student(s) under the following conditions:

1. Any such action shall not be taken unless there is a reasonable belief of violation of law or policy which can be substantiated if necessary;
2. Any such action shall not deliberately be intended to embarrass, harass, or intimidate the student(s);
3. Parents or guardians shall be notified, in writing, of all such searches of a student's person. A copy of said notice shall be retained by the principal.

The above search shall be with the knowledge and under the supervision of the principal.

Any search of a student's person shall be done privately by a teacher or administrator of the same sex as the student to be searched. At least one witness who is an administrator or teacher, also of the same sex as said student, shall be present throughout the search. A record of the search shall be made. One copy shall be filed in the principal's office. One copy shall be sent to the Superintendent of Education. Students shall be given a receipt for all items impounded.

Reasonable belief of violation of law or policy may be based upon information from such sources as faculty members, reliable students, a law enforcement officer, visual evidence or any of these factors.

DETECTION OF ILLEGAL DRUGS

The Board authorizes law enforcement agencies to make periodic, unannounced visits to any of its schools for the purpose of detecting the presence of illegal drugs. Properly trained drug canines may be used for this purpose.

POSSESSION OF A FIREARM

No student shall be permitted to possess a firearm or other weapon in school buildings, on school grounds, on school buses, or at any other school-sponsored function.

Any student who violates this policy shall be arrested on the appropriate warrant. The school principal shall notify the parents or guardian of students who violate the firearm free school environment and the appropriate law enforcement authority. The student shall be suspended immediately and have a hearing at the earliest possible date. If the student is found to be guilty of having a firearm in his/her possession, he/she will be expelled for a period of one year. Students who are expelled for violation of this act shall not be allowed to attend regular school classes in any public school in the state during the expulsion period.

Students who are expelled from school for firearm possession may be permitted to attend alternative schools designed to provide education services. Discipline of students with disabilities who violate the firearm possession policies of the local Board of Education shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.

No person found guilty of violating a weapons policy may be readmitted to the public schools of this state without psychiatric or psychological counseling and an accompanying report in writing found to be acceptable by the local Board of Education that the person does not represent a threat to the safety and security of any student or employee of the school system. The psychiatric or psychological counseling must be provided at the expense of the parents.

Students shall not be admitted to any public school of this state until all criminal charges or offenses have been disposed of by proper authorities and the violator has satisfied all the requirements imposed by the school system for readmission.

GIFTED PROGRAM

The Choctaw County Board of Education would like to inform all parents that services are provided for gifted students.

Intellectually gifted children and youth are those who perform at or have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth require services not ordinarily found in all populations, across all economic strata, and in all areas of human endeavor. Gifted students may be found within any race, ethnicity, gender, economic class, or nationality. In addition, some students with disabilities may be gifted.

The Choctaw County School System shall prohibit discrimination against any student on the above basis with respect to his/her participation in the gifted program.

All students in grades K-12 may be referred for screening by their parent(s) or guardian(s), counselor, teacher, administrator, peers, self, and other individuals with knowledge of student's abilities. However, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist provided by the State Department of Education. Once parental permission has been obtained, any student being considered for gifted services will be screened to obtain information in six(6) areas, vision/hearing, aptitude, achievement, motivation, characteristics, and special concern. This information will be reviewed by the school's Gifted Referrals Screening Team (GRST) to determine whether or not further evaluation is needed. If further assessment is recommended by the GRST, parents will be informed and permission received for additional evaluation. All accumulated information and tests on each individual student are then reviewed by the Eligibility Determination Team (EDT) to determine eligibility. If additional information regarding this program is needed, please contact the Choctaw County Board of Education Special Education Department at (205) 459-3031, extension 2025, or contact your child's school gifted teacher, counselor, or principal.

CURRICULUM

ACADEMIC GUIDELINES

Report cards are for the purpose of transmitting an evaluation of student progress to the student and his/her parents or guardians. Report cards shall be issued at least four (4) times during the scholastic year to all students enrolled in the School District.

All report cards used by the schools of the School District shall be approved by the Board. Any change in report card forms used by the schools of the School District shall be preceded by a cooperative study and evaluation by students, teachers, principals and parents. Report cards approved for use within the School District must include a section outlining grading symbols with specific explanations defining said symbols and grade placement categories.

Numerical grades shall be mandatory in grades 3-12 based on the following scale:

- 90-100 A Outstanding Progress
- 80-89 B Good Progress
- 70-79 C Satisfactory Progress
- 60-69 D Unsatisfactory Progress
- Below 60 F Not Passing

HONOR ROLL

A – Honor Roll – All A’s on the report card

B – Honor Roll – Only A’s and B’s on the report card

Note: The number of absences and tardies shall be included on the report cards for all classes, all grade levels, and all grading periods.

Report cards are not to be altered in any manner by students. Any corrections that are needed on report cards should be reported promptly to the applicable teacher(s). If a report card is lost or damaged beyond use, a replacement report card will be completed and reissued for a fee of 50 cents.

Graduation Requirements

All students entering the 9th grade will be required to complete course requirements specified by the Alabama State Board of Education as follows:

Alabama High School Diploma with Advanced Academic Endorsement (First Choice)

Courses/Subject Areas	Credits
English Language Arts (grades 9, 10, 11, and 12)	4
Mathematics (including Algebra 1, Geometry, Algebra 2 w/Trigonometry, and one additional mathematics credit)	4
Science (including Biology, a physical science, and two additional science credits)	4
Social Studies (courses specified in the Course of Study for grades 9, 10, 11, and 12)	4
Physical Education (L. I. F. E.)	1
Health Education	0.5
Arts Education	0.5
Computer Applications (may be waived and added to the elective requirement, making a total of four elective credits)	0.5
Foreign Language (two credits in the same foreign language)	2

Electives	3.5
Total	24

Assessment Requirement: Alabama High School Graduation Examination

Alabama High School Diploma

Courses/Subject Areas	Credits
English Language Arts (grades 9, 10, 11, and 12)	4
Mathematics (including Algebra 1, Geometry, and two additional mathematics credits)	4
Science (including Biology, a physical science, and two additional science credits)	4
Social Studies (courses specified in the Course of Study for grades 9, 10, 11, and 12)	4
Physical Education (L. I. F. E.)	1
Health Education	0.5
Arts Education	0.5
Computer Applications (may be waived and added to the elective requirement, making a total of 4 elective credits)	0.5
Electives	5.5
Total	24

Assessment Requirement: Alabama High School Graduation Examination

Alabama High School Diploma with Advanced Career/Technical Endorsement

Courses/Subject Areas	Credits
English Language Arts (grades 9, 10, 11, and 12)	4
Mathematics (including Algebra 1, Geometry, Algebra 2 w/Trigonometry and one additional mathematics credit—one may be embedded/substituted)	4
Science (including Biology, a physical science, and two additional science credits—one may be embedded/substituted)	4
Social Studies (courses specified in the Course of Study for grades 9, 10, 11, and 12)	4
Physical Education (L. I. F. E.)	1
Health Education	0.5
Arts Education	0.5
Computer Applications (may be waived and added to the elective requirement, making a total of 4 elective credits)	0.5
Career Technical Education (sequenced program of courses)	3
Electives	2.5
Total	24

Assessment Requirement: Alabama High School Graduation Examination

Alabama High School Diploma with Career/Technical Endorsement

Courses/Subject Areas	Credits
English Language Arts (grades 9, 10, 11, and 12)	4
Mathematics (including Algebra 1, Geometry, and two additional mathematics credits—one may be embedded/substituted)	4
Science (including Biology, a physical science, and two additional science credits—one may be embedded/substituted)	4
Social Studies (courses specified in the Course of Study for grades 9, 10, 11, and 12)	4
Physical Education (L. I. F. E.)	1
Health Education	0.5
Arts Education	0.5
Computer Applications (may be waived and added to the elective requirement, making a total of 4 elective credits)	0.5
Career Technical Education (sequenced program of courses)	3
Electives	2.5
Total	24

Assessment Requirement: Alabama High School Graduation Examination

Alabama High School Diploma with Credit-Based Endorsement

Courses/Subject Areas	Credits
English Language Arts (grades 9, 10, 11, and 12)	4
Mathematics (including Algebra 1, Geometry, and two additional mathematics credits)	4
Science (including Biology, a physical science, and two additional science credits)	4
Social Studies (courses specified in the Course of Study for grades 9, 10, 11, and 12)	4
Physical Education (L. I. F. E.)	1
Health Education	0.5
Arts Education	0.5
Computer Applications (may be waived and added to the elective requirement, making a total of 4 elective credits)	0.5
Career Technical Education	1
Electives	4.5
Total	24

Assessment Requirement: Alabama High School Graduation Examination (Reading, Mathematics, and either Science, Language, or Social Studies subject-area tests)

Alabama Occupational Diploma

Courses/Subject Areas	Credits
English Language Arts (to include the equivalent of English I, II, III and IV)	4
Mathematics (to include the equivalent of Math I, II, III and IV)	4
Science (to include the equivalent of Science I, II, III and IV)	4
Social Studies (to include the equivalent of Social Studies I, II, III and IV)	4
Physical Education (L. I. F. E.)	1
Health Education	0.5
Arts Education	0.5
Computer Applications (may be waived and added to the elective requirement, making a total of 4 elective credits)	0.5
Career Technical Education	2
Coordinated Studies or Transition Services	1
Cooperative Career Technical Education	1
Electives	2
Total	24

Assessment Requirement: Alabama High School Graduation Examination (must take at least once – Spring of the 11th grade year)

To receive a diploma, students must pass the designated portions of the Alabama High School Graduation Exam in addition to completing the required units for graduation. An Occupational Diploma is available through an Individual Education Plan (IEP).

Students do not have to be enrolled in the Advanced Diploma program to be eligible for admission to all colleges; however, certain colleges are now moving toward requiring the Advanced Diploma completion as a basic admission criterion. Therefore, students contemplating attending college, should contact school counselors and/or seek advice from the admission offices of colleges in which they have an interest.

All students are eligible to take all courses required for graduation, including advanced courses, provided they meet the normal pre-requisites.

Effective with the ninth grade class of 2009-2010, The Alabama High School Advanced Academic Diploma becomes the first-choice diploma for high school students. A parent/guardian conference with school officials is required to alter a student's choice of diploma. Also effective for students entering the ninth grade in the 2009-2010 school year, Alabama students are required to complete one on-line/technology enhanced course prior to graduation. Exceptions through Individualized Education Plans (IEPs) shall be allowed.

Certificate of Graduation – based on the State Board of Education's mandate requiring students beginning with the graduating class of 1985 to pass the Alabama High School Graduation Exam and earn the required Carnegie Units to receive a State-approved diploma, the Board authorizes the issuance of a Certificate of Graduation based on the following provisions:

- **Special education students**, with the exception of the gifted and the speech-impaired students, shall follow the objectives set out for them at the annual IEP meeting by the IEP Committee in reference to the Alabama High School Graduation exam. If the Committee, after examining all pertinent data, decides that the student is not capable of attempting and/or passing the Alabama High School Graduation Examination and that his/her time should be directed toward other objectives, then the senior student will be issued the Certificate of Graduation instead of the State-approved diploma, for having pursued those goals set out by the IEP Committee. The student will have the same opportunities to participate in all other activities associated with graduation. If the IEP Committee, after reviewing all pertinent data, decides that the student should attempt the Alabama High School Graduation Exam, then he/she will receive the same opportunities, including remediation, as any other student taking the Alabama High School Graduation Exam. After unsuccessfully attempting the Examination the customary four times, the student may elect to receive a Certificate of Graduation and proceed through graduation exercises.

Standard program (non-special education) students who have earned the Carnegie Units commensurate with their grade level but have failed to pass the Alabama High School Graduation Exam shall receive remediation for their deficiencies as shown by the test results. Such students may not participate in graduation ceremonies and shall receive a letter verifying completion of required courses.

If, after the four customary opportunities for taking the Alabama High School Graduation exam, the student still has failed to pass the examination, the student may pursue the following options:

1. Continue to attempt the Alabama High School Graduation Exam at the regular times and settings for taking the test up to the age of twenty-one (21). Upon passing the Examination, the student will be issued the earned diploma and be eligible to proceed through the next scheduled graduation exercise (if they so desire), and/or
2. Pursue the route of the Credit-Based Diploma, if eligible.

Standard program (non-special education) students classified as seniors, who have not earned the Carnegie Units necessary for graduation but have passed the Alabama High School Graduation Exam, may continue to pursue the Carnegie Units needed for graduation up to the age of twenty-one (21) whereupon earning the needed Carnegie Units the student will be issued the earned diploma and be eligible to proceed through the next scheduled graduation exercise.

For clarification and a full description of course/credit requirements and diploma options, refer to the Alabama Administrative Code, SUPP. NO. 94-4, AAC Rule 290-3-1.02(8).

RECLASSIFICATION OF STUDENTS

Students may earn sufficient credits during the first semester to be classified as a tenth or eleventh grader for the second semester. School systems must reclassify students at mid-term or between terms in order to provide these students with the maximum number of

opportunities to take the examination prior to exiting school. This must be a system-wide policy so that students at one school do not have an advantage over students at another school.

HIGH SCHOOL GRADUATION OPTIONS

Graduation Requirements for the Alabama Occupational Diploma (AOD)

7th-8th grade students with disabilities presently receiving special education services may consider the Alabama Occupational Diploma (AOD) as an option for graduation. If the child chooses the AOD he/she will not have to pass the Graduation Exam. However, the child will have to take the Graduation Exam if he/she is pursuing a standard diploma. He/she will still have the option of choosing the AOD later if they fail the Graduation Exam and/or doing poorly in the standard curriculum courses. Any standard course passed (60-100 percent) can be counted as credit toward the AOD. Parents should contact the school counselor or the child's teacher for more information and options.

For additional information regarding this program or copies of a brochure, please contact the school counselor, principal, teacher, or Special Education Services at Choctaw County Board of Education. (Only available to students with disabilities as defined under IDEA)

Prepares students for competitive employment and limited additional post-school options:

1. Accepted by many employers
2. Accepted by the Alabama College System in degree programs with an ACT of 16
3. Accepted by the Alabama College System in certain non-degree programs
4. May be accepted by the military on a case-by-case basis

Earn 24 Required Credits

- 4 credits English Language Arts
- 4 credits Mathematics
- 4 credits Science
- 4 credits Social Studies
- 2 credits Career/Technical Education
- 1 credit Coordinated Studies
- 1 credit Cooperative Career/Technical Education
- .5 credit Health Education
- 1 credit Physical Education (L.I.F.E.)
- .5 credit Arts Education
- 2 credit Electives

(Participation in graduation ceremonies for students seeking the Alabama Occupational Diploma (AOD) will be based on the student's *Individual Education Plan (IEP)*).

HIGH SCHOOL GRADUATION CEREMONY

Students seeking the Alabama High School Diploma may not participate in graduation activities if they do not pass the required portions of the Alabama High School Graduation Exam. Only those seniors who are members of the National Honor Society and/or Beta Club will wear the appropriate honor and/or cord.

RANKING OF STUDENTS

Ranking of students will be determined following the first semester of the senior year. Numerical grades in the required core courses of mathematics, science, English, and social studies are the only courses used for ranking.

Senior students pursuing the Advanced Academic Diploma shall be awarded additional points to the numerical grade for advanced core courses as follows:

95-100 = 6 points

90-94 = 5 points

80-89 = 4 points

70-79 = 3 points

60-69 = 2 points

The ranking of seniors receiving diplomas will be determined by the numerical average derived to the sixth decimal place.

VALEDICTORIAN AND SALUTATORIAN

Valedictorian and Salutatorian shall be determined following the ranking of seniors. The Valedictorian will be the student with the highest numerical average. The Salutatorian will be the student with the second highest numerical average. In the event of a tie, there shall be a co-valedictorian and a co-salutatorian. The announcement naming the Valedictorian and Salutatorian shall be made annually on or before February 1.

Any extraordinary situations or circumstances that may arise in class ranking, selection of valedictorian, and/or selection of salutatorian shall be resolved by the school principal in consultation with the Superintendent.

HOMEWORK POLICY

The Board believes that a reasonable amount of study and preparation is essential for the academic growth for each student. It further believes that homework shall be encouraged and assigned regularly to students to enhance learning and to provide for skill improvement. Homework should be used to supplement, compliment, and reinforce classroom teaching and learning.

PROMOTION/RETENTION POLICY

Grades 7-8

Students who do not pass the combined total of three (3) of the four (4) required core courses each year will be retained at their current grade level for the next school year unless they successfully meet the requirements in an approved summer school program.

Placements: If a student is retained twice in grades seven (7) or eight (8) he/she may be placed in the next higher grade level upon teacher recommendation(s) and the approval of the principal. A possible referral for evaluation for special education would be recommended.

Grades 9-12

For students to be permitted to move to the next higher grade level, the following standards must be met:

Tenth Grade – students who have earned five (5) Carnegie units will be classified as tenth graders.

Eleventh Grade - students who have earned ten (10) Carnegie units will be classified as eleventh graders.

Twelfth Grade – students who have earned seventeen (17) Carnegie units, three of which must be English, will be classified as twelfth graders.

Summer School Options

A student who does not pass coursework in a logical and sequential order should be strongly encouraged to attend an approved summer school to earn the required Carnegie unit(s) necessary for orderly progression through the courses required for graduation.

Credit Recovery

The Choctaw County Board of Education in accordance with the Alabama Department of Education will offer students who have received failing grades in courses that are required for graduation an opportunity to recover the lost credit through a standards-based approach that will target specific knowledge and skill deficits instead of requiring the student to repeat the entire course. Such students must meet eligibility requirements to apply, and the Credit Recovery Program must be operated under the guidelines established by the Choctaw County Board of Education.

Grades 9-12 Summer School Credit

When a student in grades 9-12 fails to achieve a final semester passing grade for a full Carnegie unit course or a half Carnegie unit course, the coursework must be retaken on a semester-by-basis. If the coursework is retaken in summer school, pass/fail shall be determined by the summer school semester grade only. Example: no averaging of summer school grades with regular academic year grades.

English Requirement – Grades 9-12

A student in grades 9-12 must make satisfactory progress by passing courses in a logical and sequential fashion. Example: ninth grade English before tenth grade English.

Special Education Students

Promotion of any student in a special education program, with the exception of gifted students, must be based on his/her accomplishments of goals stated in the IEP in conjunction with all other regular program requirements. However, a special education student (except gifted) may not be placed at any grade level unless the student has attended school for a commensurate number of years equal to the proposed grade placement; i.e., for a special education student to be placed at the sixth (6th) grade level, he/she must have been enrolled in school for at least five (5) years.

REPORTING STUDENT PROGRESS

Reports concerning student progress shall be made to the parents or guardians of all students in the School District at least four (4) times during the scholastic school year in addition to report cards. Individual schools may make additional reports to the parents or guardians of a student or group of students when in the opinion of the principal and professional staff, the situation warrants it.

SEMESTER AND FINAL EXAMINATIONS

Semester examinations may be used to evaluate student achievements when conducted in such a way that they effectively estimate the achievement of the goals and objectives on which learning activities have been based.

All students' grades 7-12 shall take a semester examination for each course in which the student is enrolled, unless exempt. All final examinations will be administered according to a schedule by the superintendent and approved by the board.

No teacher shall schedule a final examination other than in accordance with the board-approved schedule for such examinations.

SEMESTER EXAM EXEMPTIONS

Any student exempt from all exams on any day on which semester exams are given does not have to attend school that day. Each teacher will receive a list of students who are exempt from all seven (7) exams and a list of those students who are exempt from all exams each day. These students will not be considered absent.

Students who must take an exam must report to school at regular opening time. If a student does not report to school by 8:00 a.m., he/she will not be allowed to take his/her exam. He/she will receive a ZERO (0) on that exam. If a student's name appears on the absentee list, he/she will not be allowed to take an exam without permission from the principal or assistant principal. No excuse without prior clearance from the principal will be accepted. Any exception will be determined by local school administration.

Non-participation in any class may cause a student to lose all exemptions he/she may have earned for the semester. This loss will be determined by the administration.

Students in grades 7-12 will be exempt by meeting the following criterion:

1. Have a 90 or above in a class with no unexcused absences or unexcused tardies. (A student with a 90 average may miss 7 days a semester, but absences must all be excused).
2. Have between 70-89 average in class with no absences or unexcused tardies
3. Maintain an acceptable record of classroom behavior (determined by principal and teachers).
4. Being on time is also important. Three (3) unexcused tardies to homeroom or two unexcused tardies to class will revoke all test exemptions for the semester.
5. At the end of the semester, an exempted student's report card will have an "EX" placed in the exam space. The nine-week grades will then be averaged by four.
6. Exemptions may only be denied by the administration as a means of discipline.

PROCEDURE FOR DETERMINING SEMESTER AVERAGE

The following procedure is to be followed for determination of the first and second semester averages:

EXEMPT

1st 9-week average
1st 9-week average
2nd 9-week average
2nd 9-week average
Divide the total by 4

NOT EXEMPT

1st 9-week average
1st 9-week average
2nd 9-week average
2nd 9-week average
Semester Exam
Divide the total by 5

SENIOR MAKE-UP SEMESTER EXAM POLICY

A senior is any student assigned to a 12th grade homeroom. If a senior fails a semester exam or does not make a grade high enough to pass the course for the semester, he/she must follow these guidelines to take a make-up test:

1. The senior student will be allowed only one make-up semester exam.
2. The student must have a numerical grade that will make it possible for the student to pass the course.
3. The course must be needed for graduation.
4. The student must make a request to the teacher for a semester make-up exam to the teacher who will then schedule the re-take.

HEALTH ISSUES, SERVICES AND CONCERNS

COMMUNICABLE DISEASE AND PARASITES

A student with a communicable or contagious disease or parasite shall be ineligible to attend schools in the School District for a period of time as may be prescribed by the local Health Department, school nurse, or a physician. Written documentation from the local health department or a physician that the student no longer has a communicable or contagious disease or parasite shall be required before the student may re-enter schools of the school district.

IMMUNIZATION

An Alabama Certificate of Immunization against diseases designated by the State health officer shall be required before a student can be enrolled initially in Kindergarten or first grade in schools of the School District. A current Alabama Certificate of Immunization is required for all school-age students to attend school.

Provided a student transfers into the School District from another school district within or outside the state, a certificate of immunization as defined above, shall be required before the student can be enrolled in any grade in the schools of the School District.

MEDICATION ADMINISTRATION AND STUDENT HEALTH SERVICES

Members of school staff will not be allowed to administer any internal medication to students. The school nurse will delegate school personnel to assist with administration of medication. These designated persons will complete the 12-hour Medication Administration class that is required by the State Department of Education.

Prescription medications can be administered at school under the following conditions:

1. The parent or guardian brings the medication to the school nurse or medication assistant.
2. A physician's order is obtained, as well as written parental permission.
3. The medication is in a properly labeled medication container, which can be left at school. This can be provided by the pharmacy where the medication was purchased.
4. The medication must be left at school until the medication regimen is completed.

Students are not allowed to transport medications to and from school. It is the parent's responsibility to either bring a properly labeled medication container to be left at school or be prepared to pick up the medication and return it until the medication is completed.

Non-prescription medications can be administered at school under the following conditions:

1. The parent or guardian brings the medication to the school nurse or medication assistant.
2. Written parental permission is obtained stating the specific conditions under which the medication can be administered.

THE MEDICATION MUST BE IN ITS ORIGINAL MANUFACTURED CONTAINER.

Students are not allowed to have any medications, either prescription or non-prescription, on their person. The only exception to this is in the case of emergency medications such as asthma inhalers, or EpiPens for severe allergic reactions. These medications must have a physician's order and written parental consent. The school nurse will form a Plan of Care and will closely monitor these students and the usage of these emergency medications.

MEDICAL EXAMS

Hearing and Vision

The School District shall provide vision and hearing screening examinations for all students enrolled in kindergarten – sixth grade and special education students in the schools of the School District. Students enrolled in other grades may request such examinations when the School Public Health professional personnel are scheduled for examinations in said student's school. Students may be referred for such examinations by members of the school staff and other school personnel.

Dental and Medical

The School District may provide, where funds are available, dental and medical examinations for specified students of the School District. Such students may be referred for examinations by members of the school staff and other school personnel.

Written parental approval must be obtained before such examination. However, when in the opinion of school officials, a student's health condition may be dangerous to other students; a medical examination may be required by school officials.

MENINGOCOCCAL DISEASE

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information.

For more information on this and other vaccine recommendations go to: www.adph.org/immunization

POLICY FOR OPEN WOUNDS

The skin is the body's first and strongest line of defense against contracting or spreading infection. The potential for the spread of infection is great when the skin is broken.

In efforts to prevent students or staff from contracting or transmitting any infectious disease, the Choctaw County School System will adopt the following policy regarding open wounds.

1. A written report will be submitted to the superintendent before the student is excluded from school due to open wounds. He/she will investigate the report and decide what actions will be appropriate for the student.
2. The school nurse will be notified of any student that is in school with open wounds. He/she will investigate and monitor for compliance to this policy and will keep progress reports on the student's condition.
3. The school nurse will act as a liaison between the school, parent or guardian, and the physician.
4. A student will not be allowed to attend school with any open breaks in the skin unless the area/areas are properly covered with a protective bandage or dressing. If there are multiple wounds/sores, all areas will need to be covered until they are scabbed over and no longer draining. Alternate courses of study will be offered to the student until these areas are healed and the potential for jeopardy to the health of the student or others is alleviated. The alternate course will be decided in conjunction by the principal, superintendent, and the school nurse.
5. Wounds that are caused by infectious diseases such as Impetigo, Staph, or Strep will require proof of treatment with antibiotics and a physician's statement of when the student may return to school. All areas will be covered with bandages; dressings, or clothing until the areas are healed.
6. Wounds that are caused by trauma or injury must be bandaged as long as the area is bleeding or draining. If the area is scabbed over, it may be left open to air. However, if the area should start to drain or bleed, it must be properly covered.
7. If any wound care will need to be done during school hours such as dressing changes or reapplying medication to the areas, a physician's order and the needed supplies will be provided by the parent or guardian. The physician's order should be specific and should state the duration of time that the treatment will be necessary.

ACCIDENTS

Students should report all school related accidents in which they are involved to designated school officials. Failure to report such accidents may result in loss of privilege to make claim on student accident insurance program.

All schools of the school district shall store adequate first aid supplies to administer external first aid to students, faculty and staff injured while at school. Members of the school staff may administer external first aid to students in cases of emergency. When practical, parent or guardian contact should be made before administering first aid to students. Members of the school staff shall not administer internal medication to students except in cases where it is prescribed, requested in writing by the parent, guardian or family physician, and written instructions for administering said medication has been provided.

Members of the school staff may, upon notification of the school principal or designee, take a student to the nearest medical emergency treatment facility for emergency treatment. In all cases, the school principal or designee shall attempt to notify the student's parents or guardian of the emergency and when practical, have the parents or guardian transport the student to the emergency treatment facility or the family physician.

For additional school information go to: <http://choctawcounty.schoolinsites.com>

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