



Parent & Student Handbook

2016-2017



Chickasaw City School System School Board Members

Robert E. McFall, Jr., Board President

Barry Broadhead, Board Vice President

Elizabeth Grizzle

Bob Ham

Jenny M. Parker

Chickasaw City School System Superintendent

Kathryn Odom

Central Office Location

201 N. Craft Highway

Chickasaw, AL 36611

(251) 452-2256



ADMINISTRATION

Principal.....Christy Amick

School Contact Information

80 Grant Street

Chickasaw, AL 36611

(251) 452-6452, school phone

(251) 380-8113, school fax

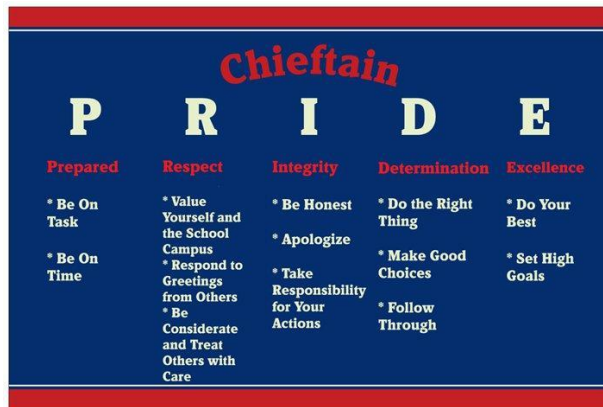
Chickasaw City School Vision Statement

The vision of the Chickasaw City School System is for all children to obtain an education that will allow them to prosper in our changing world.

School System Mission Statement

The mission of the Chickasaw City School system is to instill in its students high standards for scholarship, integrity, leadership, and responsible citizenship. This will be achieved through partnerships with parents, teachers, school staff and the Chickasaw community.

SCHOOL MOTTO: Chieftain PRIDE



COLORS

Red, White and Navy Blue

MASCOT

Chieftain

ATHLETIC LOGO



Academics at Chickasaw Elementary School

Providing a solid educational foundation for students is integral to producing students who are ready for secondary education such as middle and high school, college, career or the military.

The teachers at Chickasaw Elementary are constantly involved in professional development opportunities to provide quality, research based instruction to all students.

Students in grades K - 2 are being provided strong phonics based instruction which will lead to better reading comprehension in throughout their lives.

The teachers create lessons that incorporate all aspects of the curriculum such as reading, writing, math, social studies and science. As a Science, Technology, Engineering, and Math (STEM) school students are provided hands-on opportunities to be engaged in the learning process.

Problem Solving Team (PST)/ Response to Instruction (RtI)

When a student earns below a 60 on a test/assessment in any core subject (english/language arts, math, science, social studies) he/she is re-taught and re-tested within a reasonable amount of time. The score below 60% and the new score are averaged together. The new score may not exceed 70% in the gradebook.

Even with the above procedures being followed students may still perform below 60% in reading and math, which are mandatory to be promoted to the next grade level with a total of 240 points.

General education students who are performing at an average below 60% in reading and/or math will be referred to the Problem Solving Team (PST). This is a team of teachers who review the students' data and test scores and make intervention suggestions. If a student does not show significant response to the suggested interventions, he/she may be referred to be evaluated for special education services.

The Chickasaw Board of Education Policy

5.26 Student Promotion and Retention

“It is suggested that students in danger of failing be prevented to the Building Based Student Support Team for consideration of possible intervention strategies.

Grades K - 5

The process of making decisions as to promotion and retention of elementary students should take into consideration a variety of factors including age, maturity, motor coordination, capacity of learning, and academic progress. The determination process should involve the principal and teacher(s) with the authority for determining promotion and retention resting entirely with the Chickasaw Elementary School 2016 - 2017 Page 5

teacher(s) and the principal, except that a kindergarten student may be retained only upon approval/agreement of the student's parent(s) or guardian(s)..."

"Passing reading and math, in the respective grade levels (1 – 5) is required for promotion to the next grade..."

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 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.

Board Policy 5.26 can be read in full on the Chickasaw City School System website. Click on Board of Education Chapter 5 – Students.

For more information on general education promotion and/or retention, please contact Christy Amick at (251) 452-6452. For more information regarding the promotion/retention of a special education student, please contact Angela Lewis at (251) 452-2256.

Gifted students are those who perform at or who have demonstrated the *potential* to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic levels, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

To make a referral, contact the Gifted Specialist, Martina Melton or Special Education Chairperson, Kellee Threadgill at your child's school: (251) 452-6452.

Progress Reports

Progress reports are issued to all students every 3 weeks throughout the school year by each classroom teacher. These reports are to be taken home, signed by the student's parent/guardian and returned to the school.

Students with an IEP will receive an additional progress report from his/her special education case manager or service provider every nine weeks with his/her report card.

Students who have been referred to the Problem Solving Team (PST) for academics and/or behavioral concerns will receive progress reports at least once per quarter.

Report Cards

The grading period at Chickasaw City Schools is broken into nine week sections. Report cards conferences between the teacher and parent/guardian are mandatory for quarters 1 and 3. The purpose of these mandatory conferences is so the classroom teachers and parents have an opportunity to openly communicate regarding academics, behavior, and attendance to make the student successful at school.

Parent/Teacher Conferences

Parent/guardian conferences are welcome at Chickasaw Elementary School. An appointment made in advance enables teachers and staff members to plan more productive conferences. The teacher's planning period is the ideal time for these conferences. All parents are to report to the office and the teacher will be notified that you are present for the scheduled conference.

Make-Up Work

Make-up work is defined as any assignment or test, which was assigned when a student was not present in class due to an excused absence or early dismissal. Students and parents should remember that much of the instruction a student misses when absent (lecture notes, class discussion, and teacher explanation) cannot be made up. The following are the policies and procedures concerning make-up work:

- It is equally the student's and teacher's responsibility to make-up work and tests within a reasonable amount of time of the student's return to school.

- For advance notice absences (field trips, school activities on or off campus, etc...) the student/parent may request the make-up work **before** the absence occurs and return to class with all the work completed.

Schedule/Class Changes

All schedule and homeroom changes must be approved by the administrator.

Behavior Expectations at Chickasaw Elementary School

Chickasaw Elementary School Basic School-Wide Rules:

1. Respect and Follow the Directions of Authority Figures.
2. Respect the Property of Others.
3. Keep Hands and Feet to Yourself.
4. Walk Quietly in a Single Line and Stay to the Right in the Halls.
5. Come to School Prepared to Learn.

The Chickasaw Board of Education Policy

5.17 Student Rights and Responsibilities

“The City of Chickasaw Board of Education possesses the responsibility to offer an education which shall be provided in an orderly, healthy atmosphere, both firm and fair in all matters pertaining to school life.

Every student shall comply with all rules and regulations of both the State and the Board pertaining to pupil behavior. Codes of student conduct shall be based on maintaining within each school a proper atmosphere for learning. Code of conduct shall be consistent with the policies of the Board, which in turn, shall be in full compliance with State and Federal statutory provisions...”

Board Policy 5.17 can be read in full on the Chickasaw City School System website. Click on Board of Education Chapter 5 – Students.

Positive Behavior Supports (PBS) is a program being implemented throughout Chickasaw City Schools this year. It is a framework for establishing the social culture and behavioral supports needed for school to be an effective learning environment, both academically and behaviorally for all students. It is about being proactive rather than reactive.

At Chickasaw Elementary School, we work diligently to teach students appropriate behaviors through positivity. In the month of October, teachers and all staff members will begin to reward points on the PBIS app that students can turn into rewards.

What is Positive Behavior Supports (PBS)?

- A broad range of systematic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior with all students.
- It is based on understanding why problem behaviors occur.
- It will be used in all settings in Chickasaw City Schools.
- PBS includes altering environments, teaching skills, and focused on positive behaviors
- Is based on **preventing** problem behaviors from escalating and **early intervention** if problems do occur.
- Is organized in tiered levels of behavior and academic support for students and works hand in hand with the RtI framework.

Our goal is to teach and learn proactive behaviors and promote optimal social and academic outcomes for everyone.

Expected Outcomes of Positive Behavior Supports (PBS)

1. Reduce discipline referrals
2. Reduce suspensions and expulsions
3. Increase consistency and morale among staff
4. Support an infrastructure to improve relationships between home, school, and community stakeholders
5. Create a positive learning environment
6. Supported, successful student interventions

School-wide PBS involves the school's entire staff (administration, teachers, paraprofessionals, clerical, custodial, cafeteria, and bus drivers).

For more information on Chickasaw City Schools PBS implementation, please contact Jodie McPherson or Angie Lewis at (251) 452-2256.

Minor Offenses versus Major Offenses Defined

Minor offences are misbehaviors corrected on the spot. Classroom teachers and support staff keep track of minor offenses and use intervention strategies to address these offenses.

Minor offenses include: disruption, defiance, non-compliance, dress code violation, tardy, littering, and other behaviors deemed as minor by the administrator.

Major offenses are violations which require the immediate attention of administrative staff. The interventions used to address and correct major offenses are documented in both INOW and the PBIS System.

Major offenses include: fighting, weapons, controlled substance use or sale, drug paraphernalia, robbery/extortion, imitation firearm, sexual assault, harassment/threatening behavior/intimidating a witness, hate violence, terrorist threat, aid/abet injury, hazing, cyber bullying, damaging property, tobacco, chronic disruption, theft of property, physical aggression.

Teachers at Chickasaw City Schools are continually being trained on how to provide behavioral interventions for undesirable school behaviors. Teachers will follow a minor offense flow chart which typically includes 5 minor offense forms to be completed indicating how the behavior was addressed by the teacher. Chickasaw City Schools has guidance counselors, a behavior specialist, and many resource teachers available to help de-escalate situations and teach positive behaviors to replace negative ones.

Teachers and support staff will communicate with parents regarding negative school behaviors and how the behavior is being addressed at school.

If an office referral is made, the administrator will make a determination regarding a consequence after meeting with the student(s).

Major offenses may result in parent conferences, In School Suspension, or Out of School Suspension. In extreme cases expulsion and/or police involvement may occur.

For more information on minor and major offenses, please contact Christy Amick at (251) 452-6452.

While all teachers and staff members are using Positive Behavior Supports, there are times in which consequences for severe behaviors are necessary. Chickasaw Elementary School reserves the right to assign students to retract, suspension and the ability to recommend expulsion to the Superintendent of Chickasaw City Schools.

Retract

Retract is an in-school suspension program available as a discipline alternative to an out-of-school suspension. Parents are notified when students are assigned to retract. Assignments from teachers are sent to students to be completed while in the center. Additional work may be assigned to a student (as needed) by Retract that is not related to core classes, but is intended rather to promote accountability and strengthen character. Students may also participate in character building activities on campus, depending on the need determined by the administrator. When a student is assigned to retract, he/she should report directly to homeroom section at the beginning of the school day. When the bell rings to report to first period class, the student then reports directly to retract to serve the assigned time. The tardy policy is in effect for students reporting to retract.

Suspension

The administrator may suspend a student for the following offenses:

Class A Offenses include, but are not limited to:

Cheating/Copying, Bus Behavior, Public Display of Physical Affection, Nuisance Items, Minor Act of Disruption

Class B Offenses include, but are not limited to:

Leaving Without Permission, Act of Physical Aggression, Truancy, Class Cutting/Skipping, Act of Willful Disobedience, Possession of Commercial Fireworks, Possessions of a Look-A-Like Gun, Obscene Language, Possession/Use of Tobacco, Bullying, Cybering, Harassing Behavior

Class C Offenses include, but are not limited to:

Theft of Property, Recovered/Concealed Stolen Property, Burglary, Homicide, Assault, Harassment - including threats, Disorderly Conduct, Terrorist Threat, Sexual Battery, Public Lewdness, Indecent Exposure, Possession of a Weapon

Class D Offenses include, but are not limited to:

Possession/ Selling of Alcohol or Any Pharmaceuticals, Intoxication/Under the Influence, Drug Paraphernalia

Class E Offenses include, but are not limited to:

Use/Possession/Selling/Giving Away of Weapons or Explosives, Use a Non-Weapon as a Weapon

When a Student is Suspended...

Students under suspension shall not enter any school campus, shall not ride any school bus, or attend any school-sponsored activity. Your child may return to school on the school day following the ending day of the suspension.

Under Alabama laws, you are required to:

Enroll your children in school;

Make sure they go to school once they are enrolled;

Make sure they are on time, attend school, and remain at school once there;

Make sure that they behave while at school.

The Alabama Compulsory School Attendance Act states that the superintendent of education or his designee shall report suspected discipline violations to the district attorney within 10 days. Once this occurs, criminal proceedings against you and/or your child may begin. If you are prosecuted for failing to ensure that the child behaves while at school, you may be jailed for up to one year and/or fined up to \$500. (§16-28-12, §13A-13-6, Code of Alabama)

If you do not agree with this decision, please call your child's principal, Christy Amick at (251) 452-6452. You may then appeal the principal's decision within 30 days to Mrs. Jodie McPherson, Director of Support Systems, 201 N. Craft Hwy. Chickasaw, AL, 36611. For questions regarding the appeal process, please call 452-2256.

The Chickasaw Board of Education Policy

5.33 Expulsion

“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...”

Board Policy 5.33 can be read in full on the Chickasaw City School System website. Click on Board of Education Chapter 5 – Students.

For more information on Expulsion, please contact Jodie McPherson or Kathy Odom at (251) 452-2256.

SCHOOL-WIDE RULES, POLICIES, AND PROCEDURES

Halls/Gymnasium

- Students are NOT to use the gymnasium at any time unless a faculty member is present.

Cafeteria

- Students are expected to clean up after themselves.
- Food should only be eaten in the cafeteria and cannot be taken into other parts of the building, unless it is a special occasion or directed by an authority figure.
- All students in Chickasaw City Schools receive free breakfast and lunch.
- Lunch numbers are to be only used by the person to whom they are issued.
- All students will receive a lunch number. This number must be given to the person at the register in order to receive a meal.
- All food that does not come with the meal will have an extra charge and must be paid for by the student.
- Outside food is NOT to be brought into the cafeteria unless it is a packed lunch from home.
- Students are to remain in the cafeteria with his her/class.

Restrooms

- Students typically use the restrooms at least 4 times a day as a class. There are going to be emergency situations, so students are sent in pairs for safety purposes.

Campus/Parking Lot

- Upon arrival at school, students are to refrain from entering the school through a parking lot. This creates a dangerous situation for students. Students will be directed to use a side walk or a teacher will guide them to safety in car line or bus drop off.
- Students are to remain on campus, once they arrive on campus. They are NOT permitted to leave the school grounds for any reason unless a parent has come in to the school and signed them out in the front office.

Visitors to Campus

- All visitors/parents entering the school campus are to report to the school office and sign in on the visitor's log.

- Visitors, other than employees of the Chickasaw City School System, must obtain a visitor's pass from the main office and wear the pass while in the building.
- Visitors are requested to not park in front of the school where the curb is painted red. The Fire Marshall will issue a citation to those who park in a fire lane or handicapped zone.

Behavior Expectations of Students

- Students are expected to follow all local school policies and the Chickasaw City School System Discipline Policy are in effect at all sponsored activities whether conducted during or after school hours and whether conducted on our school campus or other locations.
- Possession of, or use of, tobacco (in any form), matches or lighter on campus is not allowed.
- Students are not to carry or use weapons or any other articles that could be detrimental to the well-being of others.
- This prohibits students from bringing any items including knives, guns, razors, metal objects, pointed combs, broken mirrors, any form of explosives, or anything else that could be used as a weapon.
- In pursuant of state law and the Chickasaw City School System Code of Conduct, electronic devices are to be properly concealed at all times in order to eliminate disruptions in the learning environment.
- Students are not allowed to have headphones on campus unless participating in a teacher guides instructional activity.
- Students are not to have any type of gambling paraphernalia on campus.
- Students are not to eat or drink in the halls.
- Students are not to possess or consume alcoholic beverages or controlled substances (counterfeit and/or look-alikes) on campus or at any school-sponsored activity. Students who violate this rule will be suspended in accordance with the school system's discipline policy.
- Students and their parents will be responsible for the expense of repairing any willful defacement or damage to school property.
- Incidents of stealing, cheating, gambling or any form of extortion will be handled in accordance with school board policies.
- Students are to be respectful of faculty, staff and students at all times. Behavior that physically or verbally threatens the security, safety, or well-being of others will not be tolerated and may result in disciplinary action.

Assemblies

Assemblies and pep rallies are held for several purposes: to teach, to entertain, to honor, to display school spirit, to celebrate, etc. There is an obligation of courtesy that each student at Chickasaw City Schools owes other persons in this school. It is our expectation that you respect that obligation and our belief that you are due that level of courtesy in return. Students are expected to:

- Follow assembly instructions as given to you by a teacher or administrator.
- Honor and respect the dignity of the program.
- Avoid talking, yelling, clapping or indicating your approval or disapproval when such is not appropriate. Even at pep rallies there is a time to cheer and a time to listen. Know when those times are and respect them.
- Remember, you are NOT responsible for the way in which other people treat you, but you are responsible for the way in which you treat other people.
- If a student is removed from an assembly program for behavior reasons, he/she may face disciplinary action.

Emergency Situations

In the event of an emergency situation requiring the rapid evacuation of the building, the fire alarm will be used, and students will follow fire drill procedures. In situations requiring less rapid evacuation, directions will be given to the school population over the intercom.

Accidents

Any accident which occurs on school property must be reported immediately to the teacher in charge or to the office. If a fellow student is injured and no teacher is present, students must secure help from the office before attempting to aid the injured student.

Severe Weather Procedures

In the event of tornadoes and other severe weather alerts; a signal will be given by repeated short rings of the school bell for several minutes. Upon hearing the signal, students should leave the classroom and proceed to their designated area immediately. At the designated area, students are to assume the position of greatest safety by crouching on knees against the wall, head down, with hands locked at the back of the head.

Fire Drills

Fire drills will be signaled by the sounding of the fire alarm system. Upon hearing the alarm, students will file quietly and orderly out of the classrooms and building following a route designated by the fire drill plan, which is posted in every room of the building. Upon reaching the designated area outside the building, the teacher will check the roll and report any missing students to the administration. Teachers and students are not to return to the building for any reason until the all-clear signal has been given. The all-clear signal will be a ringing of the bell. Fire drills will be held monthly and may be announced or unannounced.

Lockdown

In the event of an emergency where the safety of students would be jeopardized if normal evacuation procedures were followed, then the school will enter into “lockdown” mode. Students and faculty will follow “lockdown” procedures until the building has been secured and returned to “normal” mode.

First Aid and Emergency Card Information

- A medical emergency card is completed for each student who enrolls at Chickasaw City Schools. The card indicates the address, telephone numbers, doctor, and person to contact in the event of an emergency. Parents are requested to keep the card up-to-date by notifying the school of any changes. Chronic illnesses should be reported to the administrative staff in the office and the Nursing Supervisor.
- The first aid room is for the temporary relief of minor aches and pains of students. Any student who is sick will be sent home. We expect the parent to accept the responsibility of coming to the school and picking up sick students. Students with minor illnesses will be dealt with within the guidelines and sent back to class.
- Teachers will send students who are ill to the First Aid Room and a parent/guardian will be called to pick up the student. There is a restroom available in the first aid room. If the student is too ill to report to the office, the teacher will call for someone for help.
- Students who must take medication prescribed by their physician must follow this procedure:
 1. Bring the medication to the medication to the main office in its original prescription container before school and leave it with the Health Supervisor. Chickasaw City School System medication form must be completed parent/guardian and be on file in the office before any medication may be administered.

2. Students will be given a pass to come to the office for the time at which they need to take their medicine.
3. At appointed time, they may leave their class and come to the main office to take medication.
4. Medicines are to be taken in the presence of an adult staff member. Over the counter medications cannot be kept at school unless directed by a medical doctor.

Telephone Calls

Telephone calls to the school requesting that messages from parents be delivered to students should be restricted to **emergency situations only. Students will be allowed to use the office phone telephone in if directed by a staff member.**

STUDENT-PARENT RESPONSIBILITIES FOR CARE OF STATE OWNED TEXTBOOKS

All textbooks issued are the property of the State of Alabama and Chickasaw City School System and shall be retained for normal use only during the period students are engaged in the course of study for which textbooks are selected.

Textbooks issued to students may be used in the same manner and to the same extent as though such textbooks were owned by the student, except that students must recognize their responsibility for the proper care of textbooks checked out to them by observing the following practices.

- Keeping the textbook clean outside and inside
- Refraining from marking in the textbook with pen or pencil
- Keeping the pages free of finger prints
- Avoiding turning down, tearing, or otherwise damaging pages
- Refraining from placing the textbook where it may become soiled or damaged by the weather
- Keeping the textbook protected
- Maintaining the legibility of the textbook identifying number stamped on the inside front cover of the textbook.
- Parents and students must accept liability for any LOSS, ABUSE, OR DAMAGE, in excess of that which would result from normal use.

- All textbooks must be returned to the issuing school by the student when he/she is promoted or transferred and when he/she terminates his/her attendance for any reason

USE OF LIBRARY MEDIA CENTER

Students, teachers, and media specialist have planned these rules to be fair and courteous and to protect the majority of the students' rights.

- The library media center will be open daily, unless there is a scheduled inventory or an administrator has authorized the closure.
- Each student entering the library media center during school hours must have a pass or come with a teacher.
- All library media materials must be checked out before taking them from the library. No magazines or reference books are to be taken from the library media center unless they are checked out at the circulation desk.
- A student whose library media record is not clear will not be issued additional books.
- Please return books in a timely manner as other students and teachers need to use them.
- No food or drinks allowed in the library
- STUDENTS MUST HAVE A PARENT CONSENT FORM COMPLETED AND ON FILE BEFORE BEING ALLOWED ACCESS TO THE INTERNET

Attendance Policy at Chickasaw City Schools

Parent Responsibilities

- Students are required to be on time for school. It is the responsibility of the parents or guardians to make sure that their children arrive on time each day.
- Any time that a student is absent, the parent or guardian must send a written note to school satisfactorily explaining the absence. A satisfactory note from a parent or guardian meets the following State guidelines: illness, death in the immediate family, inclement weather (as determined by the principal) which would be dangerous to the life and health of the child, legal quarantine, emergency conditions as determined by the principal, and prior permission of the principal and consent of the parent or guardian. The note or doctor's excuse must be sent to school *within five (5) days* of the student's return to school to be counted as an excused absence.
- On the fifth unexcused absence, a referral will be made to the Early Warning Truancy Program. Attendance at the Early Warning Truancy Program shall be mandatory except where prior arrangements have been made or an emergency exists.

- A written note from a parent or guardian, as described above, will excuse absences for up to but not exceeding *ten (10) absences for any full credit course per year* and not exceeding *four (4) absences for any half credit course per term*. Further absences will require a doctor's note in order to be coded excused.
- Parents or guardians of any student having a chronic ailment that may cause the child to miss school during the year are required to provide the school with a doctor's statement verifying the child's condition. This must be done as soon as the problem occurs and repeated at the beginning of each school year.
- Prior permission must be obtained from the principal in order for absences for out- of-town trips to be excused.
- Tardies and early dismissals are strongly discouraged.

Early Dismissals

Early dismissals occur when a student reports to school and leaves the campus prior to the end of the school day. The following are the policies and procedures concerning early dismissals:

- Early dismissals are issued by the office when either a parent sends a written request verified by a phone call from the office, or when a parent reports to the school in person.
- Written notice from a parent, including a phone number should be given to the first period teacher. The note will be forwarded to the office and a phone call to the parent will be made to verify the request. **No early dismissal will be granted until verification can be made by telephone.**
- No student will be allowed to leave the campus with anyone other than a parent/guardian unless that person is listed on the student's Emergency contact list as stated in INOW/Chalkable.

Early Warning Truancy Program

- Parents and students will be referred to the Early Warning Truancy Program on the fifth (5th) unexcused absence and on the fifteenth (15th) tardy to school. Referral to the program includes the following steps:
- The parent will receive official notification by U.S. Mail. The notice will require the parent and students to report to the Chickasaw Board of Education Office.
- The parent and student will meet with the Attendance Officer. The Attendance Officer will review the system's Attendance Policy and the State of Alabama's Attendance Laws and consequences of breaking the laws.
- If the parent and student fail to appear at the scheduled Early Warning Truancy Program, the parent may receive legal notice and a court referral.

Attendance Policies

- Students are responsible for reporting to school and to each class in accordance with their approved schedules.
- Teachers shall be responsible for checking the rolls daily in their assigned classes and properly recording the student's attendance.

- A student approved by the principal or his designee to participate in or attend a school sponsored or other approved activity during the school day shall be counted present. Students are responsible for all assignments missed while participating in or attending said activities.
- The principal shall notify teachers in advance about students who will be attending approved activities and who will be counted present.
- In cases of prolonged absence due to illness, the parent or guardian should seek assistance from the Homebound Program or make other reasonable arrangements with the principal of the school. If the student is planning a medical leave of absence (i.e. surgery, or other medical reason), the parent must notify the School Nurse, Laura Caffey or LPN, Helen Lofton at (251) 452-6452. The school nurse or LPN will notify the school so a proper plan can be created to gather school work for the student during his/her absence.
- The principal or his designee should make every reasonable effort to contact (by telephone or in writing) the parents of any absent students on the day of the absence.
- The school shall notify the parent or guardian of the student's attendance record after the first (1st) day of an absence. This should be documented and kept on file for future reference.
- The principal shall develop and implement local school procedures necessary for the proper implementation of these procedures. Each teacher shall be provided a copy of the local school procedure. Included in these procedures will be written notification to parents outlining their right of appeal.

Admission of Non-Resident Students

The Chickasaw Board of Education Policy

5.10.3

"I. Students whose custodial parent(s) or legal guardians reside outside the boundaries of the Chickasaw City School System are considered non-resident students. The City of Chickasaw School Board allows non-resident students to attend school in the Chickasaw City School System when there is space available, the student meets academic and behavioral criteria, and the student timely applies to attend a Chickasaw City School.

- A. Availability of Space...
- B. Academic and Behavioral Criteria...
- C. Date and Time for Applying...

II. In addition, the parents/guardians must understand and agree to abide by the expectations set for them and perform the following actions:

- A. Ensure the child's ability to attend school.
- B. Provide transportation for their child.
- C. Provide correct residency information..."

Board Policy 5.10.3 can be read in full on the Chickasaw City School System website. Click on Board of Education Chapter 5 – Students.

For more information on Admission of Non-Resident Students, please contact Christy Amick (251) 452-6452.

Please tear out and return to school.

I have received a copy of the student handbook which includes requirements for attendance, uniform policy, bell schedule, discipline policy, and school policies for the 2016-2017 school year.

Student Signature

Date

Parent Signature

Date