

CHOCTAW COUNTY SCHOOL DISTRICT

19 East Main Street
P.O. Box 398
Ackerman, MS 39735
(662) 285-4022 Fax (662) 285-4049



2018-2019

STUDENT HANDBOOK

This Handbook Belongs To:

Name: _____

Address: _____

City: _____ **State:** _____

Phone: _____

Choctaw County School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex or disability in the provision of educational programs and services or employment opportunities and benefits.

CENTRAL OFFICE DIRECTORS

662.285.4022

Mr. Stewart G. Beard, Jr., Superintendent	285 - 4022
Mr. Glen C. Blaine, Assistant Superintendent	285 - 4022
Ms. Judy Black, Food Services Director	285 - 4022
Ms. Maureen Power, Federal Programs Director	285 - 4022
Ms. Kim Maxwell, Special Education Director	285 - 4022
Mr. Stan Lester, Technology Coordinator	285 - 4022
Mr. Anthony McGee, Transportation Director	285 - 6136

SCHOOL LEVEL ADMINISTRATORS AND ASSISTANTS

Ms. Samantha Kelly, Ackerman Elementary Principal	662 - 285 - 4052
Mr. Terry Bellew, Ackerman Elementary School Assistant Principal	662 - 285 - 4052
Ms. Amber Vowell, Choctaw County High School Principal	662 - 285 - 4101
Mr. James Catchot, Choctaw County High School Assistant Principal/Alternative School Director	662 - 285 - 9508
Ms. Ronda Huffman, Career & Technology Center Director	662 - 285 - 4160
Mr. Shane Burton, French Camp Elementary School Principal	662 - 547 - 7102
Ms. Robbie Denson, Weir Elementary School Principal	662 - 547 - 7079

PROFESSIONAL SCHOOL COUNSELOR

Ms. Ginger Brown, Ackerman Elementary	662 - 285 - 4052
Ms. Laura Prisock, Choctaw County High	662 - 285 - 4101
Ms. Jerene Parker, French Camp Elementary	662 - 547 - 5329
Ms. Sandi Muirhead, Career & Technology Center	662 - 285 - 4160
Ms. Jackie Wise, Weir Elementary	662 - 547 - 7079

THE SCHOOL BOARD OF CHOCTAW COUNTY

Honorable Kevin Null, School Board Attorney

Mr. Clint Huffman, President, Beat 2

Ms. Laura Gibbs, Vice-President/Secretary, Beat 4

Ms. Becky Orr, Beat 1

Ms. Linda McDaniel, Beat 3

Mr. Michael Thomas, Beat 5

Department of Education

Choctaw County

Stewart G. Beard, Jr.

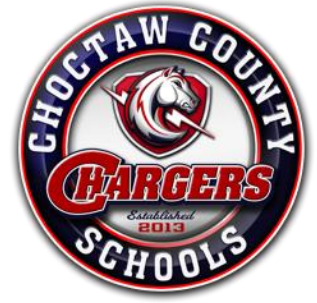
P.O. Box 398

Ackerman, MS 39735

Phone (662) 285-4022

Fax (662) 285-4049

glenbeard@choctaw.k12.ms.us



August 8, 2018

Dear Parent/Guardian:

At the Choctaw County School District, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a district, we must meet all state certification requirements including which teachers are qualified to deliver core content instruction according to the Every Student Succeeds Act. These regulations allow you to learn more about your child's teachers' ESSA training and credentials. We are happy to provide the following at your request:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet State of Mississippi requirements. All staff qualifications are on file at my office. Qualifications of specific staff members who teach your child will be provided upon your written request.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me at 662.285.4022.

Sincerely,

Stewart G. Beard, Jr., Superintendent of Education
Choctaw County School District

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Vision: *Preparing every Charger for a positive and productive future*

MISSION STATEMENT

The mission of the Choctaw County School District is to prepare ALL students to exit each grade level meeting or exceeding requirements to be prepared for college or careers and to be positive, productive members of society.

Educational Goals

Choctaw County Schools will continue to improve instructional delivery over the next 5 years in order to lead to a top 5 ranking in the state of MS in all areas.

Facility Goals

Choctaw County Schools will not compromise the safety of its students. Based on that belief, educational buildings and athletic facilities shall remain up to standard and code established by state and federal authorities.

Operational/Organizational Goals

Choctaw County Schools believes that quality instruction begins with well-trained, fairly compensated faculty and support staff. Choctaw County Schools will continue to invest in its human capital through study of plans and actions that lead to improved teaching and learning.

ATTENDANCE

ABSENCES

An “unlawful absence” is an absence during a school day by a compulsory school age child, which absence is not due to a valid excuse for temporary nonattendance. Days missed from school due to disciplinary suspension shall not be considered an “excused” absence under this section.

If a compulsory school age child has not been enrolled in school within fifteen (15) calendar days after the first day of the school year of the school which such child is eligible to attend or such child has accumulated five (5) unlawful absences during the school year of the public school in which such child is enrolled, the school district Superintendent or his designee shall, within two (2) school days or within five (5) calendar days, whichever is less, report such absences to the school attendance officer of the youth court or family court.

Any parent, legal guardian or custodian of a compulsory school age child subject to the provisions of this section who refuses or willfully fails to perform any duties imposed upon him or her under the provisions of this section or who intentionally falsifies any information required to be contained in a certificate of enrollment, shall be guilty of contributing to the neglect of a child and, upon conviction, shall be punished in accordance with the provisions of Section 97-5-39, Mississippi Code of 1972.

Upon prosecution of a parent, guardian or custodian of a compulsory school age child for violation of this section, the presentation of evidence by the prosecutor that shows that the child has not been enrolled in school within eighteen (18) calendar days after the first day of the school year of the public school which the child is eligible to attend, or that the child has accumulated twelve (12) unlawful absences during the school year at the public school in which the child has been enrolled, shall establish a prima facie case that the child's parent, guardian or custodian is responsible for the absences and has refused or willfully failed to perform the duties imposed upon him or her under this section. However, no proceedings under this section shall be brought against a parent, guardian or custodian of a compulsory school age child unless the school attendance officer has contacted promptly the home of the child and has provided written notice to the parent, guardian or custodian of the requirement for the child's enrollment or attendance.

1. Parents/ legal guardians may exercise parental discretion in taking their children out of school for illness or other valid reasons. **However, after 3 parent excuses per semester a doctor's excuse will be required for illness.** Parent excuses may cover multiple consecutive days of illness (3-day limit). It is the duty of the school official to determine whether any absence is to be excused or unexcused. Every absence must have a valid excuse.
2. A student must be in school 63% of the day to be considered a full day by the attendance officer. If a student misses 63% or more of any period, they are counted absent for that period.
3. In order to get an excused absence, an acceptable excuse must be given. Students must report to the designated attendance officer at their school to get an admit slip. All makeup work must be completed. Time allowed to complete makeup work will be equivalent to days missed unless an extended illness is involved. **It is the student's responsibility to see the teacher and make arrangements so that all makeup work is completed.** Incomplete makeup work on any graded material will result in a zero.
4. A day missed due to late registration will be counted as unexcused.
5. A doctor's excuse, lawyer's excuse, or proof of a death in the immediate family will be necessary to make up a semester exam.
6. Students will be excused to go to the Health Department only after bringing the letter from the Health Department to the school that states the date and time of the appointment. Supplies may be picked up at the Health Department between 1:00 and 3:00 p.m. on the days the clinic is open. Students will not be excused from school to pick up such supplies unless parents come to school and pick up the student at the office.
7. Students who receive an unexcused absence may not be allowed to make up work for credit and will be given a zero for any graded work missed. Students missing school on the days prior to dismissal for a holiday or the day after a holiday must have a doctor's excuse. Students who go away on a vacation and cannot get back on the day school resumes may not be excused. Although credit will not be given for all makeup work, students will be advised to complete all work, as future grades will be determined in part, on the material missed during the absence. **An absence will be considered unexcused if an excuse is not turned in within 5 school days of returning to school.**
8. All school sponsored extracurricular activities that cause a student to miss classes will be considered excused and the student must make up all work missed as stated in #3. If a student is failing any subject at the time of a trip,

has excessive absences, or unsatisfactory conduct, he or she may not be allowed to attend and may remain at school at the discretion of his principal or teachers.

9. In case of special or unusual circumstances, parents must make arrangements with the school principal at least one (1) day before the planned absence. In cases of serious illness or death within the immediate family, absences may be excused if the principal is notified by way of telephone or personal contact by a parent of the student involved. **Vacations will not begin until exams are over.**
10. Students who are placed in an in-patient facility (such as Brentwood, CARES, Alliance, Diamond Grove, etc.) will be counted present if the facility offers educational services and notifies the school of the child's placement.
11. If a parent is called to sign a student out of school due to illness, the student is still considered absent if the student has not been present 63% of the day/period. A parent or doctor's excuse will be required.

****Note:** Any student absent for 15 consecutive days will be dropped from the roll unless the legal guardian advises the principal that the student has a legitimate reason for the extended absence. The principal will determine the course of action to be followed concerning a student's progress and placement following an extended absence.

STATE LAW DEFINES EXCUSED ABSENCES

Each of the following shall constitute a valid excuse for temporary non-attendance of a compulsory school age child enrolled in a public school, provided satisfactory evidence of the excuse is provided to the Superintendent of the school district or his designee.

1. Attendance at an authorized school activity with the prior approval of the superintendent of the school district or his designee.
2. Illness or injury which prevents the student from being physically able to attend school.
3. When isolation is ordered by the county health officer, by the State Board of Health or appropriate school official.
4. Death or serious illness of a member of the immediate family, which includes children, spouse, grandparents, parents, brothers, sisters, stepbrothers and stepsisters.
5. A medical or dental appointment with prior approval of the superintendent or his designee, except in the case of emergency.
6. Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
7. Observance of a religious event, with the prior approval of the superintendent or his designee. (Approval should not be withheld unless, in the professional judgment of the superintendent or his designee, the extent of the absence would adversely affect the student's education.)
8. Participation in a valid educational opportunity, such as travel including vacations or other family travel, with the prior approval of the superintendent or his designee. (Approval shall be based on the professional judgment of the superintendent or his designee but shall not be withheld unless the extent of the absence would adversely affect the student's education.)
9. Other conditions sufficient to warrant nonattendance, with prior approval of the superintendent or his designee. However, no absences shall be excused when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law. 37-13-91 (4)
10. An absence is excused when it results from the attendance of a compulsory-school-age child participating in official organized events sponsored by the 4-H or Future Farmers of America (FFA). The excuse for the 4-H or FFA event must be provided in writing to the appropriate school superintendent by the Extension Agent or High School Agricultural Instructor/FFA Advisor.
11. An absence is excused when it results from the compulsory-school-age child officially being employed to serve as a page at the State Capitol for the Mississippi House of Representatives or Senate.

SCHOOL DISMISSAL TIME

Dismissal for all holidays will be at the end of the regular school day, unless otherwise stated on the school calendar. Principals are not to deviate from this schedule without permission from the Superintendent. It is a State requirement that both teachers and pupils be present for 63% of the day for it to qualify as an official teaching day.

ONE/TWO HOUR DELAY START FOR WEATHER

The superintendent may delay the start of school for one/two hours due to weather or some other type of emergency. The bus routes will run and school will begin one/two hour(s) later than usual, but will dismiss at the same time as usual.

EARLY WORK DISMISSAL FROM CLASS (Students must be classified as senior)

Early work dismissal pertains only to those **senior** students who have completed their academic schedule by the end of 6th period and are maintaining regular attendance, passing academic subjects, and have passed all state graduation requirements. **Withdrawal of a work permit can be made by the principal at any time that seems necessary.** Prior arrangements for transportation to work **MUST** be made before a work permit is approved. The school phones may **NOT** be used for this purpose. Employers and parents must sign a form requesting a particular student to work and must notify the school when employment ends. **Unannounced verification of continued employment will be made periodically! If a student is not working, the work permit may be withdrawn.**

EARLY DISMISSAL FROM CLASS

Any student leaving school before school is dismissed must be picked up at the school office by the parent or guardian. **Parent/guardian (or one on student's sign out list) must come to the office to sign out student; no student will be allowed to sign out by note or phone call.** (Parents/guardians should limit early dismissal to emergencies approved by the school administrator or his/her designee and should make arrangements to pick up assignments for work missed.) If classes are counted by period, any student who leaves prior to 50% of the class will be counted absent for that period. This work shall be made up and turned in the following day. **Students will be called for an extreme emergency only; otherwise, they must wait until the end of the period in session.** Lunch is NOT considered an emergency. Parents will not be allowed to sign their child out for lunch and return them after lunch. This is a disruption in the instructional day and cannot be allowed. Please be aware that any student who is in ISD and signs out prior to 2:00 p.m. must make up the entire day the following school day.

CAFETERIA

The school cafeteria is operated on a non-profit plan in cooperation with the State and Federal Lunch Room Programs. The meal served each day will be nutritious and well balanced, more than meeting the State and Federal requirements. Each pupil will receive a plate lunch and one carton of milk. The price charged per meal will be the lowest possible price for which we can serve a good wholesome meal. We are planning now to serve breakfast for \$1.50 and lunches for \$2.75, but should the price of food fluctuate it may become necessary to raise or lower the price of the meal in keeping with food costs. Extra milk is \$.50 per half pint. Reduced breakfast will be \$.30 and reduced lunches will be \$.40.

No bottled or canned carbonated drinks may be brought into the cafeteria. No meals may be delivered to students after the start of the school day unless cleared by the office. **THIS IS A CLOSED LUNCH!** Also, **parents may not check their child out for lunch only to bring them back afterwards. This is a disruption of the school day and students are required to be in school per the Compulsory School Attendance Law.**

COMMUNICATION

CONFERENCES

Conferences between teachers, students, and parents/guardian are encouraged and may be arranged with teachers. **Conferences must be scheduled during a teacher's non-instructional time during the day or immediately after school on Monday through Thursday.** Instructional time will not be interrupted for conferences. A school official may request a parent/guardian conference. If the parent/guardian does not attend a discipline conference that has been requested by the school official for his/her child, such parent/guardian will be guilty of a misdemeanor and subject to a fine as provided by the Mississippi Legislature, 1995. 37-11-53

MESSAGES

The school will not be responsible for delivering messages to a student unless it is an extreme emergency. The nature of the emergency must be explained to the office personnel.

DELIVERIES

The Choctaw County School District will not allow delivery of balloons of any kind to any campuses during school hours. Other deliveries will be accepted as long as they do not interfere with instruction or create dangerous situations, both of which are up to the principal's discretion. There will be no glass or open water containers allowed. Neither the school nor the school district will be held responsible for the deliveries if they are lost, stolen, or damaged. Deliveries will be delivered to the main office unless there is a special occasion or holiday in which the principal will designate an area for vendors. On the days there is a holiday (example: Valentines) the vendor will provide personnel to disperse their products in the specified areas. No deliveries will be dispersed to the students before 2 pm to help avoid interruption of the instructional day. Deliveries for afterschool activities or events (example: pageants) will not be accepted during the school day.

CURRICULUM AND SCHEDULING

DISTANCE LEARNING AND ADVANCED PLACEMENT COURSES (AP)

1. Distance Learning and AP Classes will be offered for graduation credit in the Choctaw County School System.
2. These courses will be in addition to our regular, required college bound courses.
3. No distance learning classes will be scheduled for students who can be scheduled in the regular curriculum in that discipline. An example would be where a student wanted to take a chemistry or advanced biology course in science in lieu of the chemistry or advanced biology courses offered at school.
4. Certain guidelines will be set for scheduling and permitting students to take distance learning courses.
**The principal and counselor will review a student's request to take a Distance Learning course. The student's past GPA and previous courses taken will be used to determine feasibility of admission of the student to the satellite program.
5. Distance Learning and AP classes will receive a difficulty index weight for final grades given in the courses (grade in course times 1.0750). Accelerated grades above 100 will be entered on the cumulative folder.
6. Students with a cumulative average of 80 or above in the college bound curriculum will be encouraged to review course opportunities available from the high tech program.
7. Distance Learning instruction is not completely free to the school district. The school district has made a money and resource commitment in order to provide distance learning instruction opportunities. A student who enrolls in a distance learning course will have a limited time to drop the course. After this drop date, the course will count toward subjects attempted.
8. Maximum enrollment suggested for a distance learning course is 10 students though this can be waived on the recommendation of the principal, counselor, and teacher.
9. Distance learning courses are meant to provide additional opportunities for students who have exhausted required college bound courses available and want to extend their knowledge in a particular discipline not presently available in their regular curriculum.
10. During class times scheduled for Dual Credit courses, students will only work on courses offered through the Choctaw County School District.

SCHEDULE CHANGES

No schedule changes will be allowed after the first three days of class except for a conflict in scheduling as determined by the counselor or principal. Then a conference with the teachers and the student will be held with the principal to determine the best procedure for the student. Parents shall be contacted concerning schedule changes.

SCHEDULES

A student may not take two English courses in one school year unless that student failed 11th grade English as a Junior and needs to take both 11th and 12th grade English during his or her final year in order to graduate. That student will be classified as a Junior throughout that school year. Students in this situation are encouraged to take 11th grade English during Summer Credit Recovery in order to be classified as a Senior. ALL Seniors must take a Math and English course their final year in order to prepare for college or career.

Students must enroll in six (6) classes that offer credit each day unless the student is enrolled at a community college or junior college meeting all requirements of the Dual Enrollment Policy of the district or the student is a senior and has a pre-approved work permit or other extenuating circumstances exist as identified by the principal.

Students enrolled in grades 7th – 10th who score Level 1 or Level 2 on state tests and/or received a 75 or below at the end of year in Math/ELA may be placed in a study skills class to help with remediation.

CREDIT RECOVERY, CORRESPONDENCE COURSES, AND EXPEDITED GRADUATION

Students shall not be allowed to take any course that requires the passing of a subject area test for graduation by correspondence or summer school unless already passed the subject area test.

Students shall not take English IV in summer school or by correspondence unless the student has previously failed the English IV course or lacks only English IV to receive a diploma.

Students who fail 9th grade English and take credit recovery during the summer will be required to take Study Skills during their 10th grade year.

Students wanting to receive early graduation can graduate at the point that they meet all state and local standards. All requests will be submitted in writing by the parent or guardian to the high school principal by May 1 of the student's sophomore year. The student must have an 85 GPA and all summer work grades must be returned to the school before the first day of school year. The request for Expedited Graduation will be considered on a case-by-case basis. The principal will make the determination on submitted documentation. The only exception to these stated standards will be in the case of documented hardships, and approval may be granted only by the Choctaw County School Board.

DISCIPLINE PLANS

There are separate discipline plans for Pre-Kindergarten through 6th grade and 7th through 12th grade.

ELEMENTARY DISCIPLINE

Rule Infraction	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
Dress Code (PN—Parent brings clothes)	Warning / PN	1 day ISD	1 day ISD	1 day ISD	1 day ISD
Possession of electronic device (confiscate item) or toy weapon	PN	1 day ISD	1 day ISS	1 day ISS	3 days ISS
Insubordination/Disrespect/Lying/Forgery/Profanity/Obscene Gesture/Inappropriate Material/Unauthorized Area	1 day ISS	3 days ISS	5 days ISS	1 day OSS	3 days OSS
Arguing, threatening, or provoking a fight/Bullying/Harassment	1 day ISS	3 days ISS	5 days ISS	1 OSS	3 OSS / AP
Defacing school property/Stealing (pay for damages) (possible legal action/police notification)	3 days ISS	5 days ISS	AP or 1 day OSS	3 days OSS	OSS / AP
Threat, profanity, obscenity toward staff	5 days ISS	5 days ISS	3 days OSS	3 OSS / AP	
Disruptive behavior in class/campus according to Classroom PBIS Chart	1 day ISD	1 day ISD	1 day ISS	1 day ISS	3 days ISS
Romantic display of affection (PN)	PN	1 day ISD	1 day ISD	5 days ISD	OSS / AP
Cheating (PN)	1 day ISS	1 day ISS	3 days ISS	3 days ISS	1 day OSS
Fighting (PN)	3 days ISS	5 days ISS	1 day OSS	3 days OSS	3 OSS / AP
Assault of a student (contact parent)	5 days OSS	5 days OSS / AP			
Possession/Use of tobacco or electronic related product(s) (confiscate item) (PN)	1 day ISS	3 days ISS	5 days ISS	1 OSS	3 OSS / AP
Sexual harassment/Indecent exposure (PN)	3 days ISS	5 days ISS	3 OSS / AP		
Computer misuse	1 day ISS	1 day ISS	3 days ISS	3 days OSS	3 OSS / AP
Hitting/Biting of another person/Horseplay/Spitting /Throwing objects	1 day ISS	3 days ISS	3 days ISS	5 days ISS	3 OSS / AP
Failure to return a discipline slip (PN)	PARENT CALLED				
Failure to report to ISD/Leaving Campus (PN)	Suspension				
Possession of medication (with the exception of prescribed Epipen or asthma inhalers) (Confiscate)	1 day ISD	1 day ISD	1 day ISS	3 days ISS	5 days ISS
Skipping School / Leaving Campus	5 days ISS or 3 days OSS		5 days ISS or 5 days OSS		5 Days OSS or AP
Giving prescription medication to another student	Suspension with expulsion hearing				
Giving over the counter medication to another student	5 days ISS	3 days OSS	5 days OSS	Suspension With Exp. Hearing	
Possession of cell phone – Cell must be picked up by the parent. (SIM card may not be removed.)	1 day ISS	1 day ISS	3 days ISS	1 day OSS	
Possession of a weapon on campus (confiscate item) (PN) (possible legal action/police notification)	Suspension with expulsion hearing				
Possession of any controlled substance (confiscate) (PN) (possible legal action/police) Sexual Activity	Suspension/Alternative Placement				
Attempt to use any article (pencil, scissors) as a weapon (confiscate item) (PN) (possible legal action/police notification)	Suspension with expulsion hearing				
Assault of school employee/damage staff property (PN) (possible legal action/police notification)	Suspension with expulsion hearing				
Excessive Tardies	After 10 accumulated tardies in the semester, the student will be suspended for 1 day. Every 5 tardies beyond that point will result in another 1-day suspension from school. Days suspended will count as unexcused absences.				

Abbreviations: PN – Parental notification AP – Alternative placement ISD – In school detention (Less than ½ day) ISS—In School Suspension (Full Day) OSS – Out of school suspension

- Discipline slips are to be sent home for parent signature when there is a problem. Corporal punishment administered by a teacher or principal may be substituted for ISD/ISS at the discretion of school administration.
- Any student with 10 referrals may be referred to the School Board for Alternative placement.
- If a student is suspended by the school, it is their responsibility to make up the work (3 days' suspension = 3 days to make up work).
- If a student, parent, or guardian refuses to have their child report to ISD, the student will be suspended from school the same number of days and will not be allowed to make up missed work.
- While a student is suspended (ISD or OSS), they will not be allowed to participate in extracurricular activities, including ballgames.
- If a student is in possession of any medication other than a prescribed Epi-pen or asthma inhaler, the medication will be confiscated and kept in the office until a parent/guardian is called to pick up the medication.
- A student who has more than 3 discipline referrals should be considered for Tier II behavior intervention. A student who has 8 discipline referrals in all should be considered for a Functional Behavior Assessment and a Behavior Intervention Plan.**
- Students who have continued to display disruptive behavior may not be allowed to attend field trips.

JUNIOR HIGH AND HIGH SCHOOL DISCIPLINE (7TH – 12TH GRADE)

Unwanted Action		Consequence				
Classroom violations: chewing gum, excessive talking, littering, not following classroom rules, cheating/plagiarism, misbehavior with a substitute, inappropriate materials (possession, drawing, or viewing), etc. Teachers shall have their classroom rules posted and maintain appropriate classroom discipline		Classroom Discipline or 1 day ISD				
Unauthorized area, creating a disturbance (horseplay, disrespect, etc.), Loitering on campus after school, school event, or when signed out.		CP or 3 days ISD				
Creating a disturbance (horseplay, disrespect, not following rules, etc.)		CP or 3 days ISD				
Inappropriate romantic display of affection (severity of infraction may increase consequence)		1 st offense--CP or 3 days ISD; 2 nd —CP or 2 days ISS; 3 rd —3 OSS; 4 th offense—Alternative Placement				
Misbehavior with substitute teacher		CP or 2 days ISD				
Profanity, racial slurs, vulgar or rude language, obscene gestures (severity of infraction may increase consequence)		CP or 2 days ISD				
Violation of Technology Policy or misuse of computers (Also, see Acceptable Use Policy for further consequences)		CP or 2 days ISD				
Disruptive behavior (angry confrontation, etc.) on campus/hallway/school event/provoking a fight/threatening		5 days ISS or 3 days OSS (could be greater based on severity), 3 rd offense will result in Alternative School Placement				
Insubordinate or defiant behavior toward school employee		1 st and 2 nd offense—5 days ISD; 3 rd —3 OSS; 4 th offense—Alternative Placement				
Lying or forgery		3 to 5 days ISD				
Possession of pepper spray/mace/Taser/any device that could harm another and which disrupts educational learning environment.		3 to 5 days ISD				
Possession of toy weapon		5 days ISS or 3 days OSS				
Possession of tobacco/tobacco related or electronic related products (lighters, vape, etc.)		5 days ISS or 3 days OSS				
Verbal threat/threatening behavior toward school employee		Referral to Alternative School				
Under the influence of alcohol or drugs. Possession of drugs, alcohol, or drug paraphernalia. Legal authorities notified. (School Violence Act)		Referral to Alternative School for 1 year with Possible Recommendation for Expulsion				
Improper Use of Vehicle on Campus		1 st Offense Warning		2 nd Offense: Revoke driving on campus		
Sexual Harassment/Assault, Bullying, Hazing – Including through Social Media both on and off campus if in negatively impacts the educational process			Severity determined after investigation (Contact Glen Blaine, Title IX Director)			
Assault on school employee		Recommendation for Expulsion				
Possession of a Weapon (School Violence Act) (See Appendix C)		Referral to Alternative School with Possible Recommendation for Expulsion				
Possession of cell phone or other electronic device* In each instance, phone will be confiscated with SIM Card and only returned to parent.		1 st --CP or 2 Days ISD	2 nd --2 Days ISS	3 rd -3 Days ISS	4 th -3 Days OSS	5 th —Alt. School
Sexual activity		Alt. Placement (45 days)	Alternative Placement (Calendar year)		Recommend expulsion for 1 full school year	
Use of tobacco or related electronic devices on school property/function		1 st Offense--5 days OSS	2 nd Offense: 10 days OSS		3 rd Off.: Alt. Placement	

Student in possession of their own prescription medication (except students who have permission to carry asthma inhaler &/or Epi-pen) (failure to turn it into the office) **		CP or 2 days ISD		
Student in possession of over the counter medication**		1 st Offense: Warning	2 nd Off.--CP or 1 day ISD	3 rd Off.--CP or 2 days ISD
Student giving prescription medication to another student**		Recommendation for Expulsion		
Student giving over the counter medication to another student**		5 days ISD or 3 days OSS		
Tardies ***		3 rd Tardy: CP or 2 days ISD	4 th tardy: CP or 2 days ISD	5 th Tardy: CP or 1 day ISS 6 th Tardy: 3 days ISS
Skipping School or Leaving Campus		1 st Off.--5 days ISD or 3 days OSS	2 nd Off.--5 days ISS	3 rd Off.--10 Days ISS 4 th Off.— Alt. School
Defacing School Property		Minor Infraction: CP or 3 days ISD, Pay for Damages, Clean up Damages		Major Infraction: 5 days ISS or 3 days OSS, Pay for Damages, Clean up Damages
Stealing (including failure to turn in fund raising money) Parent must pay for damages. Law enforcement will be notified. All consequences are subject to change based on the severity/value of stolen object.		1 st Off.--3 days ISD	2 nd Off.--5 days ISD	3 rd Off.--OSS with possible referral to Alternative School
Dress Code Violation		Students in violation of dress code will receive corporal punishment or spend 2 days in ISD. If the student cannot immediately become compliant with the dress code, the student will be placed in ISD for the remainder of the day without the option of corporal punishment.		
Fighting/Assault (physical contact with intent to cause bodily harm) will result in immediate disciplinary action. Law enforcement authorities will remove the student offender(s) from the campus. Student offender(s) will be transported to the Sheriff's Department by law enforcement officials in handcuffs per Sheriff Department policy for the protection of the student offender(s) and the officer. Student offender(s) may be picked up at the Choctaw County Sheriff Department by a parent or legal guardian.		1 st Offense: 3 days of OSS	2 nd Offense: 6 days of OSS with possible Alternative School Placement	3 rd Offense: Recommendation for expulsion for 1 full school year

Abbreviations: CP – Corporal Punishment ISD – In school detention (portion of the day) ISS – In School Suspension (full day) OSS – Out of school suspension

1. Discipline slips are to be sent home for parent signature when there is a problem.
2. Corporal punishment administered by a teacher or principal may be substituted for ISD at the discretion of school administration.

***Choctaw County School District shall permit student possession of cellular phone/smart phone devices on all district property and at all district sponsored activities while the student is under the supervision of district staff. Cell phones must be kept out of sight and powered off during the school day. (The school day will be from the time you enter campus until the time all buses leave campus.) All other electronic devices (CD players, MP3 players, i-pods, headphones, laptops, cameras, radios, games, smart watches, fitbits, etc.) are prohibited and should not be brought to school. The district is not responsible for any lost or stolen cell phones or electronic devices. The district does not condone stealing, but will not spend instructional time searching for items that should not have been visible or should not have been at school. Any student who is seen with a cell phone/electronic device during the instructional day will have it taken up and the student will be disciplined according to discipline policy. If one student is caught with the cell phone/electronic device of another student, both students are subject to disciplinary action since both have violated the cell phone policy. If a student refuses to give up his/her cell phone/electronic device, the student may be referred to Alternative School (if currently in Alt. School student will get an extra 45 days added to Alt. School placement).**

**** Medication:** Administrator will confiscate the medicine in each of the above cases. The medicine will be kept in the office until the parent/guardian is called to pick up the medication.

***** Tardies:** Students do not come to the office for an admit slip for period by period tardies. Teachers record these tardies in the classrooms. If a student is late for school, they should come to the office for an admit slip. Corporal punishment will not be offered for students who are tardy to school. The discipline record will be written by the teacher and the punishment will be given the next day. The number of days of ISD/ISS assigned will increase with the number of tardies received by the student.

Additional Information:

1. **Misbehavior in ISD/ISS:** If student misbehaves in ISD/ISS, days will be added. If students in ISD/ISS refuse or make no effort to complete assignments, they will remain in ISD/ISS an additional day. Student may be referred to Alternative School or OSS for continued misbehavior in ISD/ISS.
2. **Parent or Student Requests Suspension over Detention:** Zero "0" for missed work. Suspension equal to the number of ISD/ISS days assigned.
3. Students who sign out of ISD/ISS prior to 2:00 will be required to return to ISD/ISS the following day for the entire day. Only Seniors who regularly sign out at 7th period for work will complete their ISD/ISS day at the end of 6th period.
4. **Multiple Offenders:** Students with major discipline referrals may have their discipline record reviewed for possible referral to Alternative School or Expulsion. Student with 10 referrals will automatically be reviewed for administrative discipline and possible referral to Alternative School or Expulsion. A student who has more than 3 discipline referrals should be considered for Tier II behavior intervention. A student who has 8 discipline referrals in all should be considered for a Functional Behavior Assessment and a Behavior Intervention Plan.
5. Lockers, depending upon availability, are issued to students at the beginning of school and are under the control of the school and who have the legal right to inspect lockers at any time. Also, administrators have the right to search a student's vehicle, book bag, purse, or any other item in their possession, including their person if they have a reasonable cause to suspect that a student is in possession of either an illegal substance, weapon, stolen item, and/or object that is not allowed on school campus.
6. **IN-SCHOOL DETENTION (ISD):** Students sent to In-School Detention (ISD) will be expected to complete positive behavior assignments in which to help alter the action that placed them in the detention setting. Detention will be set by the office for a portion of the school day and not the entire day which is designated as ISS.
7. **IN-SCHOOL SUSPENSION (ISS):** Students sent to In-School Suspension (ISS) will be expected to complete their daily assignments. There will be one restroom break in the morning and one restroom break in the afternoon. A lunch tray will be brought to each student in ISS unless they are escorted as a group to the lunchroom by the ISS monitor with prior administrative approval. Students will turn in work to ISS monitor at the end of each day. Students who sign out of ISS prior to 2:00 will be required to return to ISS the following day for the entire day.
8. **In School Detention/Suspension, Out of School Suspension, and Alternative School:** Students who are placed in ISD/ISS, Alternative School, or who are suspended out of school for ten days or less **are not** entitled to a hearing before the board. Any student who is recommended for Alternative School placement and who is withdrawn from school without serving the time in Alternative School **shall** complete the entire time of the initial referral to Alternative School upon returning to Choctaw County School District **unless** the student served the Alternative School time at the school immediately upon entering that school. If a student is referred to Alternative School due to a large number of referrals the severity of the last referral will determine whether the student is suspended or placed in ISS just prior to beginning Alternative School placement.
9. **OUT OF SCHOOL SUSPENSION AND/OR EXPULSION:**
 - a. Definitions of suspension and expulsion:
A "**suspension**" shall be the denial of the privilege of attending all schools in the district not to exceed ten (10) consecutive school days imposed upon any student at the direction of the administrative head of the school in which the student is enrolled.

An “**expulsion**” shall be the denial of the privilege of attending all schools in the district for a period of time in excess of ten (10) consecutive school days imposed upon any student enrolled in a school in the district at the direction of the Choctaw County School Board upon the recommendation of the principal.

- b. Any student expelled, suspended or arrested may be denied any school honor, privilege, or the participation in any school activities for the remainder of the school year. Students who are expelled or suspended at the end of the school year may be denied any honor, privilege, or participation the next fall semester. If misconduct occurs during the participation of an extracurricular activity the student may be denied admission to extracurricular activities for the remainder of the school year.
 - c. Students who are suspended are advised to complete all assignments they missed. Students or parents should request make-up work on the day the student is suspended and may be asked to pick up assignments on the next school day. All assignments are due on the day the student returns to school. Any assignments not completed and turned in on the day the student returns to school will result in a grade of “0”.
 - d. Any student who has been suspended for three times shall be brought before the board for a review to determine if expulsion is necessary. A parent conference is required for a student to return to school from suspension.
10. **PROBATION:** A student who has been in Alternative school is on probation for a period of 45 days. During the probationary period, if the student receives **1 MAJOR or 5 MINOR** office referrals, the student will return to Alternative School for an additional 45-day placement. A student who has been expelled is on probation for a period of 1 calendar year. If that student receives **1 MAJOR or 5 MINOR** office referrals, the student will be placed back in the Alternative School for a 45-day placement.

CHOCTAW COUNTY SCHOOL ASSERTIVE DISCIPLINE REPORT

Student's Name: _____

Referring Teacher(s): _____

Grade: _____ Date: _____ Time: _____ Location: _____

Reason for referral:

Disciplinary Action Taken	
<input type="checkbox"/> Corporal Punishment Number: _____	
Administered by: _____ Witness: _____	
<input type="checkbox"/> In-School Suspension	
Date: _____ Begin Time: _____ End Time: _____	
<input type="checkbox"/> Out-of-School Suspension	
From _____ through _____ May return to school on _____	
<input type="checkbox"/> Parent conference required with Administrator before students returns to school.	
<input type="checkbox"/> Refused In-school Detention/Suspension and Chose Out-of-school Suspension*	
From _____ through _____ May return to class on _____	
*Days of OSS are considered unexcused absences. No make-up work is allowed.	
<input type="checkbox"/> Suspension from Bus	
From _____ through _____ May return to bus on _____	
<input type="checkbox"/> Referred to Choctaw County Alternative School	<input type="checkbox"/> Referred to Choctaw County School Board for Expulsion
Parent Conference required with Alternative School when child returns to school.	

Students who receive OSS or are expelled, may not be on any school campus at any time. Presence on any school campus may result in further consequences. Students in alternative school may only be at the alternative school setting and no other part of campus or school functions.

Your child has received a discipline referral. My signature (student and parent) signifies that I have received a copy of this report. **Forms not returned signed will result in student being placed in ISD until the form is returned.**

Student Signature: _____ Administrator Signature: _____

Parent Signature: _____ Date/Time Leaving Office: _____

Students with 10 or more discipline referrals may have their discipline reviewed by administration and possible referral to Alternative School or expulsion.

Recorded by: _____ Date returned: _____

TRANSPORTATION

NOTE: Safety of pupils becomes a school responsibility only when the pupil is on the bus, entering or leaving the bus, or at school. **(Not when waiting for the bus in the morning or having departed from the bus in the evening.)**

School bus stops are designated by the Superintendent and are designed to pick up as many students as close to their house as possible within the allotted time for routes to be run. It is impossible to turn on every street and stop at every house. Students will be picked up who live 2/10 of a mile or more from the main route.

Students that attend Choctaw County High School must get on bus at residence. They will not be allowed to walk or ride to another school campus to catch a bus to the high school.

Bus Conduct Regulations

Students who are privileged to ride the bus are expected to respect the bus driver and other passengers. Student passengers are under the supervision and authority of the bus driver, and unacceptable behavior may result in suspension from bus and other consequences according to the category of the violation. Bus offenses are divided into three categories in CCSD:

Category I:

1. Refusing to obey teachers on bus duty or driver of bus
2. Improper boarding/departing procedures
3. No food/drink (water bottles are allowed)
4. Failure to remain seated
5. Pushing/tripping or horse-playing
6. Hanging out windows
7. Throwing objects in and/or out of the bus
8. Spitting or littering
9. Unnecessary noises
10. Tampering with bus equipment
11. Rude, discourteous, and annoying conduct
12. Destruction of property (Based on severity—could go to Category II)
13. Using profanity to other students/bus driver (Based on severity—could go to Category II)
14. Other behavior relating to safety, well-being, and respect for others

Consequences for Category I violations:

- First violation: Warning
Second violation: 1 day bus suspension
Third violation: 3 day bus suspension
Fourth violation: 5 day bus suspension
5th violation: Student will be suspended from bus for remainder of the year.

Category II:

1. Intimidation or threat to bus driver
2. Fighting/Angry Confrontation
3. Lighting matches/smoking on bus
4. Bringing/using fireworks on bus

Consequences for Category II violations:

First violation: Bus suspension up to 3 days AND school discipline plan

Second violation: Bus suspension for 5 days AND school discipline plan

Third violation: Bus privileges suspended for remainder of year AND school discipline plan

Note: If student rides another bus while on suspension, the suspension will increase two days for each day rules were violated. Bus suspensions may carry over to the next year.

Category III:

1. Assault on bus driver

2. Possession and/or use of alcohol or drugs

3. Possession of weapons of any description aboard the bus

Consequences for Category III violations:

First violation: Student suspended from riding bus for remainder of the year and recommendation for expulsion.

Student Conduct on Buses:

Loading and Unloading Buses:

1. Be at assigned loading zone on time.
2. Exercise extreme caution in getting to and from your assigned bus stop.
3. Look in both directions before stepping from behind parked cars.
4. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
5. Do not play on or near the road while waiting for the bus to arrive.
6. Look in both directions before crossing any roadway.
7. Never walk on the road when a motor vehicle approaches.
8. Always walk on the left side of the road facing oncoming traffic and step off the road when a motor vehicle approaches.
9. Wait until the bus comes to a complete stop before trying to load or unload.
10. Use the handrail while getting on and off the bus.
11. When you must cross the road to enter the bus, or after leaving the bus, always cross in front of the bus.

While in the Bus:

1. Do not talk to the driver while the bus is in motion, except in an emergency.
2. Talk in a normal tone of voice. Do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.
3. Keep head, hands, and articles inside the school bus.
4. Do not bring unauthorized articles on the bus (pets, combustibles, large articles, weapons).
5. Do not smoke or use profane language or vulgar gestures.
6. Do not fight or scuffle.
7. Be courteous to and follow directions of bus driver.
8. Do not eat or drink while on the bus. (water allowed)

9. Do not damage the bus. Parents will be required to pay for damage caused by their child.
10. Do not bother or harass other passengers in any manner, physically or vocally.
11. Do not throw objects inside the bus or out of the windows.
12. After boarding, go directly to assigned seat and be seated. Remain seated on assigned seat while bus is in motion.

The following regulations of a general nature pertain:

- Only pupils having a residence on an approved bus route may board a CCSD school bus.
- No person other than a school official or pupil is authorized to board or ride a CCSD school bus.
- Pupils may board or disembark school buses only at schools they attend, transfer points, and established pick-up points unless specific exception is granted by Transportation Director. Must stay on shuttle/route bus for normal procedures unless note approved by administrator.

Riding the school bus is a privilege, not a right.

DRESS CODE

PRE-KINDERGARTEN THROUGH 6TH GRADE DRESS CODE (Exceptions for school sponsored activity)

1. No slogans or words should be on seat of pants. Patches, emblems, written slogans, obscene pictures or symbols or lewd, profane or suggestive language or any clothing/accessories in poor taste will not be allowed.
2. Clothing must cover front and back of midriff completely as well as show no cleavage.
3. In grades K-2 children can wear shorts at mid-thigh. In grades 3-6, students may not wear shorts more than 4 ½ inches above the knee. Short-shorts will not be allowed.
4. Pants must be worn at waist level. NO SAGGING! Holes 4" above top of knee must be permanently patched.
5. Parents/legal guardians should label all coats and jackets with the student's name.
6. No house shoes are allowed. Headgear and bandanas will not be allowed on campus. **
7. No inappropriately sized attire shall be allowed by either gender. For example, clothing should not be several sizes too large or too small.
8. No pajama pants, sleepwear, or lounge-wear outer clothing will be allowed. **
9. In grades 3 – 6, only 2" wide or wider straps from the neck to the shoulder on short sleeve shirts will be allowed (off shoulder sleeves are not allowed). No sun-back or spaghetti strap dresses or shirts, muscle sleeve or mesh shirts will be allowed.
10. Tunics with leggings may be worn if the bottom hem of the tunic reaches the ends of the child's fingertips when arms are extended by the child's side.

7TH THROUGH 12TH GRADE DRESS CODE

1. No slogans or words should be on seat of pants. Patches, emblems, written slogans, obscene pictures or symbols or lewd, profane or suggestive language or any clothing/accessories in poor taste will not be allowed.
2. Only 2" wide or wider straps from the neck to the shoulder on short sleeve shirts will be allowed (off shoulder sleeves are not allowed). No sun-back or spaghetti strap dresses or shirts, muscle sleeve or mesh shirts will be allowed.
3. Males must tuck in shirt if the bottom hem of the shirt reaches the bottom of the student's closed fist if arms are extended by student's side.
4. **Clothing must cover front and back of midriff completely when hands are stretched over the head.** Clothing must cover all cleavage completely at all times.
5. All pants, shorts, skirts or split skirts will not be worn above the top of the knee. Holes, rips or tears will not be allowed in clothing above the knee without a permanent patch. Leggings will not be allowed except when worn with a dress/tunic that reaches the top of the knee. No athletic type leggings will be allowed.
6. Undergarments **must not show**.
7. Well-groomed facial hair will be permitted.
8. Pants must be worn at waist level. If a belt is worn, it must be buckled securely and suspenders must be on both shoulders and snapped or fastened. **NO SAGGING! If the undergarments are above the waist level of the outer pants it will be considered SAGGING.**
9. **NO** hats, caps, grooming devices, bandanas, or head coverings **OF ANY KIND** are to be worn or visible on campus. Girls may wear headbands or scarves not to exceed 2 ½" in width and in good taste. Headgear will not be allowed on campus.
10. Pants legs may **NOT** be worn rolled up unless they are made to do so such as Capri pants. Overalls, if worn, must have all straps buckled at all times.
11. No sunglasses other than medically necessary prescription sunglasses will be allowed.
12. No gang, occult, or deviate group grooming, related symbols/slogans, and/or related dress will be allowed.
13. No earrings (body rings) shall be worn except in the ear.
14. Shoes must be worn and fastened or tied at all times and no house shoes are allowed.
15. No inappropriately sized attire shall be allowed by either gender. For example, clothing should not be several sizes too large or too small. Extremely tight clothing will not be allowed. (For example, bike shorts, long bike pants, etc.)
16. **No pajama pants, sleepwear, lounge-wear, lingerie-type outer clothing or blankets** will be allowed.

DRUG AND ALCOHOL TESTING POLICY

Board Policy JCDAB

In an effort to help protect the health and safety of students involved in extracurricular activities, including, but not limited to, any club, athletic, band, choral, cheerleader, vocal program, and dance team from drug and/or alcohol use and abuse; in an effort to help protect the health and safety of our whole student population, administration, faculty, staff and visitors from the potential dangers of being in contact with those who use and/or abuse drugs and/or alcohol; in an effort to prevent, deter and detect drug and alcohol use; and in an effort to reduce the use of drugs and alcohol, the Board of Education (the "Board") of the Choctaw County School District (the "District") adopts the following policy for drug and alcohol testing of all students in grades 7-12 who participate or seek to participate in extracurricular activities, including, but not limited to, any club, athletic, band, choral, cheerleader, vocal program, and dance team.

This policy applies to all students in grades 7 through 12 who are involved in extracurricular activities, including, but not limited to, any club, athletic, band, choral, cheerleader, vocal program, and dance team. Additionally, any parent or legal guardian of a student in grades 7 through 12 who is not otherwise covered by this policy may voluntarily agree to have this policy apply to said student at parent cost in which case the parent would pay the testing agency directly.

I. PURPOSE

The Board, administration, faculty and staff of the District desire that no student use or possess alcohol, use or possess illegal or performance enhancing drugs or abuse prescription medication. However, the power of the District is limited and therefore, this policy governs the use and possession of alcohol and illegal or performance enhancing drugs and governs the abuse of prescription medication by students participating in extracurricular activities, including, but not limited to, any club, athletic, band, choral, cheerleader, vocal program, and dance team.

The purpose of the Drug and Alcohol Testing Policy is to assist and help protect the student population, administration, faculty, staff and visitors of the District. It is not intended to be punitive or to bring hardship to the students. No student testing positive or otherwise being in violation of this policy will be penalized academically. Specific goals of this policy are as follows:

1. To create and maintain a safe, drug-free environment for students, administration, faculty, staff and visitors.
2. To encourage any student with a dependency on or addiction to alcohol or other drugs to seek help in overcoming the problem.
3. To help prevent alcohol and drug use by students of the District.
4. To educate students about the serious physical, mental and emotional harm caused by alcohol and drug use.
5. To reduce the likelihood of injury, damage, illness and harm that may arise as a result of alcohol or drug use.
6. To offer students school activities free of the effects of alcohol or drug use.
7. To minimize the likelihood that school property will be used for illicit alcohol or drug activities.
8. To provide reasonable opportunities for treatment and counseling for any student who uses or abuses alcohol or drugs.

Because of a genuine concern for the student population, administration, faculty, staff and visitors of the District, the District adopts this Drug and Alcohol Testing Policy effective beginning the 2008-2009 school year.

II. DEFINITIONS

Contracting Agency - The laboratory designated by the Board to test the specimens for alcohol or for one or more of the drugs listed in this policy.

Covered Student(s) - Any student in grade 7 - 12 who is involved in one or more extracurricular activities, including, but not limited to, any club, athletic, band, choral, cheerleader, vocal program, and dance team; and any other student who voluntarily participates in the Drug and Alcohol Testing program.

Designated School System Representative - The school district employee who has been designated by the Board of Education to receive all information from the Drug Testing Agency and Contracting Agency, including, but not limited to, test results and the names of students to be tested.

Drug Testing Agency - The agency approved by the Board of Education to conduct the drug and alcohol testing of Covered Students.

Parent(s)/legal guardian(s) - Legal parents or guardians or custodians that are Court or Department of Human Services appointed.

Positive Test or Positive Result - A test result, which indicates the presence of alcohol or one or more of the prohibited drugs, which are enumerated in the "Substances to be Screened" section of this policy, in the student's specimen, an adulterated specimen, a substituted specimen or a refusal to produce a specimen

Specimen(s) - a tissue or product of the human body chemically capable of revealing the presence of drugs or alcohol in the human body.

III. CONSENT

All Covered Students and their parents/legal guardians are required to sign a CONSENT TO TESTING OF URINE, BLOOD, HAIR, BREATH AND/OR SALIVA SAMPLES AND AUTHORIZATION FOR RELEASE OF INFORMATION, and a RELEASE FROM LIABILITY. Additionally, all Covered Students are required to sign a STUDENT CONSENT FORM. **In the event a Covered Student or their parent/legal guardian refuses to sign the required documents, that Covered Student will not be allowed to participate in extracurricular activities, including, but not limited to, any club, athletic, band, choral, cheerleader, and vocal program, dance team.** (Copies of all forms are attached to this Drug and Alcohol Testing Policy.)

IV. REASONABLE SUSPICION TESTING

Any student who by reasonable suspicion is believed to be under the influence of drugs and/or alcohol shall be subject to being tested for drugs and/or alcohol. Reasonable suspicion must be based on specific and contemporaneous observations which are articulated concerning the appearance, behavior, speech or body odors of the student. Any student who receives a positive test result from a reasonable suspicion test or any student who refuses a reasonable suspicion test shall be subject to discipline pursuant to the District's Discipline Policy.

V. IMPLEMENTATION

All drug and alcohol screening shall be implemented in accordance with this Policy by the administration and/or faculty of the District with the advice and assistance of representatives from the Drug Testing Company. The Contracting Agency shall be approved by the District and conduct drug and alcohol testing according to nationally accepted standards and procedures.

All Covered Students will be tested for drugs and/or alcohol in a random initial testing to be arranged by the District. After the random testing, any person in grades 7 - 12 who desires to participate in one or more extracurricular activities, including, but not limited to, any club, athletic, band, choral, cheerleader, and vocal program who tests negative may do so.

The names of all Covered Students will be placed on a random selection list. The District will conduct randomly, unannounced testing of up to 25% of all Covered Students during the course of each calendar year. The Drug Testing Agency will provide computerized random sample lists to the Designated School System Representative. The list of students in the random pool will be updated periodically. The number of activities in which a student is involved will not increase the student's chances of being chosen at a random test. Each Covered Student's name will be placed on the random list only one time regardless of the number of activities in which the student is involved.

All testing will be done pursuant to this Policy. A Covered Student may not use his or her own medical provider or other means for testing.

VI. PROCEDURES FOR TESTING

Quality Control and Confidentiality Assurances

Once the screening process has begun any student in the random pool must submit a sample during that testing session before checking out of school. Any student who checks out of school without submitting a sample will be considered to refuse to submit a sample.

1. School officials and/or a technician from the Drug Testing Agency shall be responsible for the collection and labeling of the specimens.
2. Labels that include each student's testing number shall be used to identify the specimens.
3. A minimum of (1) school official shall be present with a technician from the Drug Testing Agency when specimens are being collected.
4. The student's initials listed adjacent to the student's testing number shall indicate that the number is correct and matches the number affixed to the specimen bottle or container.
5. Specimen bottles or containers and packaging provided by the Drug Testing Agency shall be utilized to properly obtain and transport the specimens.
6. Specimens shall be analyzed for one or more of the substances specified as Substances to be Screened below in this policy by the Contracting Agency.
7. The Superintendent and school officials shall assure that this policy is implemented in a fair and consistent manner.
8. Any required drug counseling shall be provided by an approved agency at the student's expense.
9. School officials will designate collection sites where individuals may provide specimens.

Substances to be Screened

Covered Students will be subject to drug and/or alcohol screening to test for any of the following substances, the use of which is expressly prohibited:

Alcohol, Amphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine, Dextromethorphan, Inhalants, Methaqualone, Methamphetamine, Marijuana, Methadone, Opiates, Phencyclidine, Propoxyphene, and Steroids

Drug Screening

The drug screening shall consist of the collection of a specimen from the student by any assistant(s) from the Drug Testing Agency under the supervision of the District. The District reserves the right to utilize blood, hair, breath, saliva or urinalysis testing procedures. Each specimen shall be analyzed for the presence of one or more of the drugs identified above in this policy, by the Contracting Agency.

The Contracting Agency shall report all results to the principal. The principal will then schedule a conference between the student and parent(s)/legal guardian(s) to discuss the positive test result.

For purposes of this policy, a positive result shall mean a test result, which indicated the presence of one or more of the listed drugs in the "Substances to be Screened" section of this policy in the student's specimen, adulterated specimen, substituted specimen or a refusal to produce a specimen. The student and their parent(s)/legal guardian shall be notified when a student test positive. Effects of a positive result are outlined below.

VII. RELEASE OF TEST RESULTS

All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the District through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in Court discovery or disclosed in any public or private proceeding except in the following:

- (A) As directed by the specific, written consent of the student authorizing release of the information to an identified person;
- (B) To the Superintendent or his/her designee, Designated School System Representative, school principal, school counselor, athletic director, band director, sponsor, choral director, vocal director, the head coach of any interscholastic sport in which the student is a team member and/or a drug counselor designated by the Superintendent or his/her designee;
- (C) To the student's parent(s)/legal guardian(s); or
- (D) As mandated and required by any Court of law after efforts have been made to quash any request.

All Covered Students will be required to execute a consent or release form permitting the District to release test results and related information to the school officials who have a need to know.

VIII. EFFECT OF A POSITIVE RESULT

The school district will discipline (including suspension from activities) students for any violation of the policy, including refusing to submit to screening, to execute a release or to cooperate in an investigation or search by the administration. **Any student with a signed consent form who refuses to submit to screening will be considered a positive test result.**

All students who test positive in a confirmative substance test will be subject to discipline up to and including immediate suspension from all activities. Any student's specimen that is found by the collection site, laboratory or testing agency to have adulterated or substituted will be considered equivalent to a positive test. All current students involved in extracurricular activities, who test positive for adulterants or a substituted specimen will be subject to discipline up to and including discharge.

For violations of using illegal drugs and alcohol that can be detected by a drug test, the following penalties, which will be cumulative from Grade 7 through Grade 12, shall be administered.

First Violation

Upon the first violation, the student will be suspended from participation in all extracurricular activities for 28 calendar days from the date of the positive test to begin no earlier than the opening game or event for that extracurricular activity. At the end of the 28 days suspension the student must be tested again. Student must submit a NEGATIVE test before being allowed to be reinstated. If the student tests positive at the end of the suspension, that test will be regarded as a second positive test and a second violation.

The student and parent/guardian must attend counseling two times during the suspension period. Counseling will consist of sessions with the Choctaw County Public Schools counselor. The parent may also elect to seek a non-school agency for counseling. For this service, the parent will be responsible for paying the agency, and shall have the agency furnish an appropriate report to the Athletic Director.

Second Violation

Upon the second violation, the student will be suspended from participation in any extracurricular activities for a calendar year from the date of the second positive test to begin no earlier than the opening game or event for that extracurricular activity. At the end of the suspension the student will be tested again. Student must submit a NEGATIVE test before being allowed to be reinstated. If the test is positive, then the student will be suspended another calendar year.

The student and parent/guardian must attend monthly counseling during the suspension period. Counseling will consist of sessions with the Choctaw County Public Schools counselor. The parent may also elect to seek a non-school agency for counseling. For this service, the parent will be responsible for paying the agency, and shall have the agency furnish an appropriate report to the Athletic Director.

Self-Referral

A student who self-refers to the athletic director, principal, coach or sponsor before being notified to submit a drug test will be considered to have committed his/her first offense under this policy.

Refusal to Drug Test

If a student refuses to submit to a drug test under this policy, then the student will NOT be eligible to participate in any extracurricular activities including meetings, practices, performances, and competition for a calendar year from the date of refusal. Upon the completion of the suspension, the participating student shall again be subject to this policy.

IX. APPEAL PROCESS

If the student is suspended from extracurricular activities, events, clubs, groups, etc., he/she has the right to appeal the decision to the Superintendent within five (5) business days. If the student received an unfavorable decision, he/she has the right to appeal the decision to the Choctaw County School District Board of Education within five (5) business days for a final determination. Although the appeals process is informal, the student shall have the right to have an attorney or other person present, at the student's own expense, and the right to question witnesses.

ENROLLMENT OF NEW STUDENTS

All new students entering school shall report to the principal's office and show proof of previous enrollment or withdrawal from previous school before he/she can be enrolled. Students must bring an immunization form 121, a certified birth certificate, a withdrawal form from former school along with discipline report, and a Residency Registration Form that verifies legal custody. (Board Policy JBC C-F)

After classification, the schedule will be arranged and the student will be placed in the proper class. **Students who have been expelled from another school will not be accepted. (MS. Code 37-15-9)** **Students who are facing any disciplinary action at their prior school will face the same disciplinary action in the Choctaw County School District.** Non-transfer students who enroll late will receive unexcused absences. If a child has not been enrolled in school fifteen (15) calendar days after the first day of school, or has accumulated five (5) unlawful absences during the school year, the school district superintendent or designee shall report such absences to the school attendance officer or the youth court or family court. Students will be counted absent each day of late enrollment.

EXTRACURRICULAR ACTIVITIES

EXTRACURRICULAR ACTIVITIES

CHORUS: Chorus students participate in school and community programs, including a Christmas Cantata, operettas, and an annual Spring Concert. Chorus is designed to give the student an opportunity to study choral techniques and basic music fundamentals. Attendance by choral members at all concerts and programs given by the chorus is mandatory.

ATHLETICS: At all athletic contests there are three groups of people: the student body, local parents and supporters, and people from other schools and communities. Fair play and sportsmanship should be the rule for the Choctaw County Schools.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Students participating in extracurricular activities (athletics, band, chorus, cheerleader, and all clubs) are required to pass credits as outlined by the Mississippi High School Activities Association. These students are also required to participate in random drug testing and abide by the District Drug Testing Policy. All pregnant students who participate in extracurricular activities must present a statement from their physician certifying that they are physically able to participate. SEE MHSAA Handbook. **All fees for extracurricular activities, fines and fund raising monies must be paid prior to participation in any extracurricular activities.** For clarification contact the administrator or athletic director. **A financial hardship waiver does not apply to these fees.**

FIVE-YEAR HIGH SCHOOL STUDENTS

According to a rule of the Mississippi High School Activities Association, a student is eligible to participate in school activities four (4) consecutive years from the date he enters the ninth grade, regardless of when he began to participate. A student is only eligible to be elected to a school honor/office for a period of four (4) consecutive years.

STUDENT ATHLETIC GUIDELINES

1. Students athletes are expected to follow all applicable rules of their sport, participate in applicable off-season programs, attend practice every day, show sportsmanship, and follow all team rules set by their coach. Failure to follow these guidelines may result in dismissal from his or her athletic team.
2. Student athletes must maintain the minimum academic requirements set forth by the M.H.S.A.A.
3. Student athletes will be expected to participate in an athletic strength and conditioning program that has been approved by the head coach of that sport.

4. Student athletes who quit or are dismissed from an athletic team will not be allowed to play another sport until the current season of the sport they quit or were dismissed from is completed.
5. Sports that are in season have priority to any student athletes shared with another sport or activity.
6. Sports that are in season have priority in moving up any student athletes from Jr. High to Varsity sports after Jr. High season is completed

DISMISSAL FROM AN EXTRACURRICULAR ACTIVITY

Student's continued participation in such extracurricular activities, particularly sports, clubs, work programs, and honor societies, may be determined by the principal, who is authorized to consider the recommendation of the particular athletic coach or sponsor of any extracurricular activity. Reasons for terminating a student's continued participation include a student's failure to comply with minimum standards of (1) performance of physical fitness, especially with regards to organized sports, and (2) behavior or personal conduct, particularly during the course of activities sponsored or in any way supervised by the school themselves. Failure to pay fees and/or turn in fund raising money, etc. may warrant termination of participation and extracurricular activities. No student will be allowed to participate in any school MHSAA activity/event on a day/night on which the student is absent 60% or more of the day with the exception absences excused by the school administrator and athletic director. Documentation of excuse must be presented to the school administrator and athletic director. Such absences may include, but are not limited to, doctor visits, physical therapy, and death in the immediate family.

FEES AND FINES

STUDENT FEES

1. This school board hereby authorizes the Superintendent or designee to charge reasonable fees, but not more than the actual cost, in accordance with Senate Bill 2446, provided that proceeds are treated as activity funds and accounted for, and that fund raising activities such as the sale of pictures, rental caps and gowns, etc. which contain a fee shall also contain a disclosure statement advising that a portion of the sale will be contributed to the activity fund based on the fee policy outlined in Board Policy JS.
2. All fees authorized to be charged under this policy, except those fees authorized under subsection (1) of Board Policy JS, shall be charged only upon the condition that a financial hardship waiver may be granted by the School Board upon request pursuant to the information below.
3. All fees, fines, and owed fundraising money must be paid at elementary school prior to enrolling at CCHS. All fees, fines, and owed fundraising money must be paid at schools prior to withdrawing or at high school prior to graduation.

FINANCIAL HARDSHIP WAIVER POLICY

All fees authorized to be charged under subsections (1) and (2) of the Fee Policy outlined in Board Policy JS shall be charged only upon the following conditions:

1. Applications for hardship waivers shall be kept in the strictest confidence with all files and personal disclosures restricted from review by the general public.
2. Pupils eligible to have such fees waived as a result of an inability to pay for said fees, shall not be discriminated against nor shall there be any overt identification of any pupil who has received a

financial hardship waiver by use of special tokens or tickets, announcements, posting or publications of names, physical separation, choice of materials or by any other means.

3. In no case shall any of this school district's procedures expose any pupil receiving a hardship waiver to any type of stigma or ridicule by other pupils or school district personnel.
4. The confidentiality provisions of this policy shall apply equally to any students who have an inability to pay any fees authorized under Section 3 of the Fee Policy outlined in Board Policy JS.

In no case shall the inability to pay the assessment of fees authorized under the provisions of the Fee Policy above result in a pupil being denied or deprived of any academic awards or standards, any class selection, grade, diploma, transcript or the right to participate in any activity related to educational advancements.

Financial Hardship Waiver DOES NOT apply to fees assessed for lost or damaged books, malicious mischief, extra-curricular fees (band, cheerleading, etc.). The FHW only excuses those fees that are directly associated with an academic area i.e. workbook, lab fee, etc.

TEXTBOOKS

Textbooks will be furnished following registration. All textbooks must be returned to the school upon withdrawal before records will be forwarded to another school. **Parents agree to assume full responsibility for books issued their child when they sign at the opening of school.** Listed below is the schedule for charges. Students are responsible for payment before school closes. Charges for minor book damage will be \$2.00 to \$5.00. Lost, water soaked or unusable textbook shall be replacement cost.

LIBRARY

A fine of ten cents per day for overdue books will be charged and students will be charged for lost books. Damage or misuse of equipment will be referred to the Discipline Plan.

GRADES

PROMOTION AND RETENTION

Grades	Requirements
K	Promotion and retention shall be based on mastery of all Basic Skills (“S” on kindergarten report card) with mastery of 6 of the 8 Language Arts objectives and mastery of 6 of the 8 Math objectives listed on the kindergarten report card.
1	Promotion and retention shall be based upon mastery of the objectives in reading, mathematics, and language arts with 75% mastery in each subject.
2	Promotion and retention shall be based upon mastery of the objectives in reading, mathematics, and language arts with 75% mastery in each subject.
3	Promotion and retention shall be based upon mastery of the objectives in reading, mathematics, and language arts with 65% mastery in each subject. Any student who does not attain 65% mastery in English, Math, or Reading shall be retained. Any student who does not pass the Third Grade Reading Summative Assessment as mandated by the Literacy Based Promotion Act shall be retained unless he or she qualifies for a Good Cause Promotion. See Appendix H.
4-6	Promotion and retention shall be based upon mastery of the objectives in reading, mathematics, language arts, science, and social studies with 65% mastery in each subject.
7-8	Promotion and retention shall be based upon mastery of the objectives in mathematics, language arts, science and social studies with 65% mastery in each subject. Any student who does not attain 65% mastery in English, Math, or Science shall be retained.
9-12	Promotion and retention shall be based on the mastery of the objectives with 65% mastery of essential skills in each subject. A pass grade of 65 or above yearly must be obtained in each academic course in which the student is enrolled for credit. Classification will also be determined upon the level of English completed and the number of Carnegie Units earned. Students must have earned 6 credits in the 9 th grade to be promoted to the 10 th grade. Students must have earned a total of 12 credits at the end of 10 th grade to be promoted to the 11 th grade. Students must have earned a total of 18 credits at the end of the 11 th grade to be promoted to the 12 th grade.
CTE	<p>Prerequisites for CTE Level 1 Courses: AEST - C or higher in Science, TABE Reading Score (eighth grade or higher) and Instructor approval. Agriculture Power and Equipment, Construction Core, Culinary Arts, Health Sciences Core, C or higher in English and math, TABE reading score (eighth grade or higher) and Instructor approval.</p> <p>Prerequisites for CTE Level 2 Courses: Enrollment in level 2 shall be based upon the mastery of the objectives with 55% (60% is required to pass the assessment) mastery of level 1 skills as determined by the Mississippi Career Planning and Assessment System, Second Edition assessment</p>
Before graduation a student must achieve a passing score, as determined by the State Department of Education, on the Subject Area Tests or state approved alternatives. (refer to Graduation Requirements or speak with counselor)	

GRADING SCALE

- A 90-100 (no averages on report card above 100 except in weighted courses)
- B 80-89
- C 70-79
- D 65-69
- F 64 and below

Any student in grades 9-12 who repeats a course in order to either pass the course or improve their grade will have the higher grade used for credit and the lower grade removed from their record.

METHOD OF AVERAGING

A student's nine-week average will be determined using the following criteria:

1. Weekly tests, daily work, including homework, recitations, reports, etc. will represent the total 9-week average. (School Board Policy states that a test will be given at least weekly and will include an essay question.)
2. For students in Kindergarten through 6th grades, the average from the 1st 9-weeks term and the average from the 2nd 9-weeks term will be averaged to get a first semester grade.
 - For students in Kindergarten through 2nd grade, no semester exams will be administered in either the first or second semester.
 - For students in 3rd through 6th grades, no exams will be given at the end of the first semester. A benchmark test will be given at the end of the first semester which may be counted as a regular test grade.
3. For students in 7th through 12th grades, there will be an exam or benchmark assessment given at the end of the first semester which will count 1/6 (16.6%) of the 1st semester average.
4. For students in 3rd through 12th grades, an exam will be given at the end of the second semester which will count 1/6 (16.6%) of the 2nd semester average. The exam given during each semester should be **comprehensive for that semester**. For example, the 1st semester exam should cover material from both the 1st and 2nd 9-weeks. The 2nd semester exam should cover material from both the 3rd and the 4th 9-weeks.

A doctor's excuse, lawyer's excuse, or proof of a death in the immediate family will be necessary to make up a semester exam.

Superintendent's Honor Roll will be for students who make 93-100 in all subjects.

Principal's Honor Roll will be for students who make 85-92 in all subjects.

EXEMPTION POLICY

Exemptions will be allowed for students in grades **3-12** who have met the following criteria:

- No out of school suspensions
- No Alternative School Placement
- All money is paid

A student in 3rd – 6th may choose to be exempted from their final exam in a subject with the appropriate average and number of absences. No other exemptions will be allowed. High school absences are counted by class period. School related activities are not considered absences.

3rd – 6th grade with a Yearly average of:

80-84 No absences

85-89 No more than 3 absences

90-100 No more than 6 absences

Students in grades 7th – 12th may be exempt from exams per semester with:

80-84 No absences

85-89 No more than 2 absences

90-100 No more than 3 absences

Students who are exempted for exams or for MAP, MST2, MS-CPAS2, MKAS2, or SATP Day Out are exempted for attendance and are not considered absent. Since there are no exams in Pre-K – 2nd grades, those students are exempted for final exam week and not considered absent.

REPORT CARDS

A report card indicating each student's accomplishments will be issued four times during the school year at nine-week intervals. If the report card indicates failing or unnecessarily low grades, it will be advisable for the parent to schedule a conference with the teacher involved in order to affect proper corrective measures.

Each student receives report cards on Wednesday following the end of each term of nine weeks. Progress reports will be sent on Wednesday of the fifth week of the nine-week period to all students. **It is the parent's responsibility to contact the school if a report card or progress report is not brought home by their child. Parents may also view grades on Active Parent.**

Progress Reports will be issued Sept. 19, Nov. 28, Feb. 13, and Apr. 24.

Report Cards will be issued Oct. 17, Jan. 9, Mar. 20, and May 30.

GRADUATION REQUIREMENTS

See Appendix J

GRADUATION CREDITS

In accordance with Mississippi Code (MS Code 37-16-7) and State Board Policy (SB Policy IHF – 1 & 2) a school shall not deliver a diploma, signed or unsigned or any substitute for a diploma, to a student who fails to meet the requirements for graduation, **nor shall such student be permitted to participate in graduation exercises.**

In accordance with Senate Bill No. 2578 of the Mississippi Legislative Session, 2001, the Mississippi Department of Education has developed criteria for an occupational diploma for students with disabilities. This diploma option expands the opportunities available for special education students to the following:

Academic course of study aimed at obtaining a regular high school diploma, or
Occupational course of study aimed at obtaining an occupational diploma, or
Graduation Certificate as specified by Mississippi Code 37-16-11, or
General Education Equivalency Certificate (GEEC).

The decision regarding participation in these programs will be made by the student's Individualized Education Program (IEP) team, which must contain a school counselor. Program and diploma options are to be reviewed annually by the IEP team and revisions made as necessary.

GRADUATION WITH HONORS

Graduating seniors who have maintained a numeric 90 to 94 academic average through high school grades (9-12) will be honor graduates. Those graduating seniors who have maintained a 95-100 academic average will be high honor graduates. **A student may not be considered an honor graduate if he/she fails any subject 9-12.**

SENIOR AWARDS

VALEDICTORIAN	Student completing the IHL courses and maintaining the highest four year average while attending that school for the entire eleventh and twelfth grade years and obtaining a minimum ACT score of 18.*
SALUTATORIAN	Student completing the IHL courses and maintaining the second highest four year average while attending that school for the entire eleventh and twelfth grade years and obtaining a minimum ACT score of 18.*
SUBJECT AREA AWARDS	The outstanding student in their respective courses of study will receive an award.**

*Grades will be averaged for these awards at the **END** of the 4th nine weeks' period.

** Grades will be averaged for these awards at the end of the 5th week of the 4th nine weeks.

For IHL Courses visit <http://www.ihl.state.ms.us/admissions/curriculum.asp>

Awards presented by local organizations are also offered at some schools. Copies of the criteria for selection are available in the principal's office.

TRANSCRIPT

Upon request a pupil may be granted two transcripts that will be sent to any designated college, training agency, or employment office without charge. Students will be assessed a \$5.00 processing fee for each subsequent transcript requested. Any individual who is not currently enrolled in Choctaw County School District will be assessed a \$5.00 processing fee for any transcript requested.

STUDENT ELECTIONS

Student election policies for Who's Who, Mr. and Mrs. CCHS, Most Likely to Succeed, Most Dependable, Class Favorites, Class Officers, and Hall of Fame can be found in the school office, school library, and school counselor's offices.

STUDENT GRIEVANCES

The Choctaw County Board of Education realizes that there may be conditions in this school system that need improvement and that all students should have some means to effectively express their concerns, which will be considered and handled with fairness.

Students' complaints and grievances shall be resolved through orderly processes and at the **lowest possible level**. However, the Board shall provide channels for eventual hearings, should the circumstances dictate.

Complaints and grievances shall be approached in the following manner:

1. The opportunity shall be provided any student or his parents to discuss with his teacher a decision or situation that he considers unjust or unfair.
2. If the manner remains unsolved, the student or his parents, or the teacher may bring the matter to the principal's attention for his/her consideration and action.
3. If the matter is still unsolved, it may be brought to the Superintendent for his consideration.
4. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board.

STUDENT INFORMATION

EMERGENCY CONTACT

For student protection and safety, all students must have on file in the office telephone numbers **of at least two (2)** people who can be contacted and who are available to pick the child up in case of an emergency. The signing of “in loco parentis” rights is encouraged so that the school administration can handle emergency issues in case no parent or contact person can be reached.

CHANGE OF STUDENT ADDRESS

If at any time during the year a change of address within the attendance zone is made, the parent must provide three (3) proofs of residency to the school counselor and the documentation must be placed in the student’s cumulative folder. If at any time during the year a change in phone number occurs the student should report the change to the homeroom teacher. The homeroom teacher will then report the change to the office.

PRIVACY RIGHTS OF PARENTS/GUARDIANS AND STUDENTS

In compliance with Public Law 93-579, Choctaw County Schools will not, except for “directory information,” disclose personally identifiable information from the education records of a student without making a reasonable attempt to notify the parent/guardian of the student or the student of the transfer information. Any parent/guardian or student who objects to this release shall notify the principal within five (5) days from receipt of this handbook. Prior consent of the parent or eligible student is not required when the school releases such information to:

- A. Other school officials including certified staff.
- B. Officials of another school system in which the student now seeks enrollment.
- C. Other state, federal, and educational agencies as enumerated in Public Law 93-579.

Parents or eligible students have the right to inspect personal data that is collected and to appeal the accuracy of such information. A parent of a student or an eligible student may not contest the assignment of a grade. They may question whether or not the assigned grade was recorded accurately. Records requested for review will be made available, at the school of attendance at the earliest convenient time, but not more than 20 days after the receipt of the request. Appeals to the decisions of school principals regarding educational records may be made to the County Superintendent of Education, Ackerman, Mississippi.

STUDENT AND SCHOOL HEALTH AND SAFETY

It is the intention of the Choctaw County School District to provide a safe and healthy environment for all students in attendance.

To ensure that this happens, each principal will require information from parents that lists an emergency number where they can be reached and backup numbers of a minimum of two relatives or friends who can be called in case of an emergency if the parent cannot be reached for some reason. The name of the family physician is also requested for medical emergencies. If a child has a medical condition, the school also asks that the school be informed so that proper care can be provided if this problem occurs at school. Before a student can take medication at school the parent/guardian must send a note explaining how much is given and when.

The school will also conduct periodic disaster drills for fire, earthquake, and tornado in compliance with state regulations. These drills are for the purpose of protecting students and preparing them to follow safety precautions in case of fire, earthquake, tornado or other unexpected emergencies.

First aid procedures will be followed and these procedures will be posted throughout each school for student and teacher reference.

Each year we have various communicable diseases that may reach epidemic stage in our communities. The Choctaw County School Board authorizes the exclusion from schools-students with what appears to be infectious or contagious diseases; provided, however, such student may be allowed to return to school upon presenting a certificate from a public health officer or duly licensed physician that the student is free from such disease. The schools will continue to stay open unless advised otherwise by the Health Department and local physicians or the school doesn't have enough staff or students in attendance to conduct classes.

ACCIDENT POLICY

Any accident shall be reported to the supervising teacher. First aid shall be administered as required. The principal or their designee shall be notified when needed. In emergencies, the student will be taken to the nearest emergency facility and the parents notified. Children requiring medical assistance may be placed in a designated area until first aid is administered or until parents/guardians arrive. In the event that no parent or guardian can be reached and the child needs emergency medical treatment, the principal will be named "loco parentis" and will sign any forms necessary for the emergency treatment.

ASEBESTOS NOTIFICATION

As part of an annual notification, we are informing all persons of their option of reviewing the asbestos management plan, which would include documentation of any changes of asbestos containing material in our schools.

To provide continuing management of the asbestos in our schools, all asbestos containing materials are inspected every six months by an engineering firm from Jackson, MS. Any changes in the ACM are being recorded in a surveillance report as a part of the management plan.

The three-year inspection of our school buildings has been performed as required. A copy of the re-inspection has been filed with the state department of education.

A copy of surveillance and re-inspection reports, along with a copy of the management plan, is located in the principal's office at each school. In addition, a copy of all management plans for the district is maintained in the superintendent of education's office located at 19 East Main Street, Ackerman, MS. Any interested party should feel free to go to any of these locations to review these reports.

We are happy to report that we have no friable asbestos left in our school district. The only asbestos left in our district is that in glue used to install older tiles. This old tile has been encapsulated by laying new tile in the schools.

BUILDING AND SCHOOL PROPERTY AND GROUNDS BEFORE AND AFTER SCHOOL HOURS

No student shall be in the building or on school grounds before or after school hours unless under the direct supervision of a teacher or approved adult. Parents are not to drop off students prior to a time set by the principal. Parents will be required to pay for school property their child damages or loses, either intentionally or through neglect. A receipt will be issued when payment is made for damaged property. Any damaged property should be reported to the office

CHILD ABUSE/NEGLECT

Child Protective Services will be notified of all suspected child abuse/neglect cases. Any teacher who suspects child abuse/neglect should notify their administrator of the suspected case. Choctaw County will comply with Public Law 43-21-355 concerning child abuse/neglect.

DISASTER DRILLS

Two separate disaster plans considering location of power lines, gas lines, water lines, etc. will be on file in all schools and drills will be conducted regularly.

The Choctaw County School District provides facilities that are safe. Standard 3-1, Requirement # 30, Ref. Bulletin 171, Volume 11, as amended October 7, 1993. **Each school has a disaster and violence plan that is specific to their situation.** Students should follow a teacher or administrator's instructions for their own safety during a disaster of any kind without question.

HEAD LICE PROCEDURES

First infestation – The parent will be contacted to pick up the student. The student may return to school with evidence of home treatment for lice such as the box top of the treatment, but the student must be checked by a school official upon return. The student must be “nit free” in order to be readmitted.

Second infestation - The parent will be contacted to pick up the student. The student may return to school with evidence of home treatment for lice such as the box top of the treatment, but the student must be checked by a school official upon return. The student must be “nit free” in order to be readmitted.

Third infestation - The parent will be contacted to pick up the student. The student may return to school with a note from a physician or the health department clearing the student of being contagious, but the student must be checked by a school official upon return. The student must be “nit free” in order to be readmitted.

Fourth infestation – The parent will be contacted to pick up the student. The Department of Child and Human Services will be contacted by the school officials. The student may return to school with a note from a physician or the health department clearing the student of being contagious, but the student must be checked by a school official upon return. The student must be “nit free” in order to be readmitted.

Information concerning screening and treatment may be obtained at the school office.

SCHOOL VISITATION AND SAFETY POLICY

Parents, former students, and other citizens of the community are cordially invited to attend school programs and functions. **HOWEVER, UNAUTHORIZED VISITORS MAY BE SUBJECT TO PROSECUTION.** **Parents are not allowed to walk their children to class after the first week of school.** Any visitors are to report to the office of the principal upon arrival on campus at which time they will receive a visitor identification badge. All exterior doors shall be clearly marked with instructions for visitors to report to

the principal's office. Visitors for special occasions such as school programs will not be required to go by the principal's office.

STUDENT BULLYING

The Choctaw County School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

The Choctaw County School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official.

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the Choctaw School District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior. Ref: SB 2015; Miss. Code Ann. § 37-7-301(e)

SEXUAL HARASSMENT AND DISCRIMINATION

The policy of the Board of Education forbids discrimination against any employee or applicant for employment on the basis of sex. The Board of Education will not tolerate sexual harassment activity by employees, students or school officials. This policy similarly applies to non-employed volunteers who work subject to the control of school authorities.

1. General Prohibitions
 - a. Conduct of a sexual nature including verbal or physical sexual advances that occur between students, co-workers, employees, supervisors, etc.

- b. Using position or authority to obtain sexual favors from those whom they employ or have authority over.
 - c. Students are also subject to charges of sexual harassment if they verbally or physically make unwanted advances toward other students or school personnel.
2. Reporting
- a. It is the express policy of the Board of Education to encourage victims of sexual harassment to come forward with such claims. Employees may do so by following Employee Grievance Resolution Procedures and students should report the incident to school administration. If the direct supervisor or administrator is the offending person, the incident shall be made to the next higher level of administrator or supervisor.
 - b. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstance, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The superintendent and board have the final responsibility of investigating and resolving complaints of sexual harassment.
 - c. Any employee or student found to have engaged in sexual harassment shall be subject to sanctions including but not limited to warning, suspension, termination, or expulsion subject to applicable procedural requirements.

(For complete policy on sexual harassment see School Board Policy and Procedure manual, Section GBR-Sexual Harassment.)

The Superintendent shall establish administrative procedures consistent with this policy for its implementation. Applications may be picked up at each school office. Upon completion they must be approved by the School Board following a letter of request from the parent/guardian of the student involved.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 PROHIBITING SEX DISCRIMINATION, TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 504 OF THE REHABILITATION ACT OF 1973 AND AMERICAN DISABILITIES ACT OF 1992

The Department of Health, Education, and Welfare has published regulations pertaining to Title IX, Title VI, Section 504, and American Disabilities Act of 1992. The Choctaw County Schools hereby declares its intent to comply; therefore, it has established the following procedures and regulations in regard to its enforcement:

Glen C. Blaine, Central Office, Ackerman, Mississippi has been designated as the Title IX Coordinator and Title VI Coordinator, Section 504/ADA Coordinator. In addition to Maureen Power, complaints or concerns under these conditions may be addressed to the school principals, or the Superintendent of Education. Addresses and telephone numbers of such persons are listed in this handbook and local telephone directory.

STUDENT VEHICLES

Student's vehicle may be used for transportation. Some things to remember:

1. Student will not be permitted to remain in any vehicle on campus.
2. All students bringing vehicles must park on campus in designated areas only and the vehicle must be locked.
3. Vehicles cannot be moved on school grounds or to the baseball or football field during the day except with administrative permission.
4. Students will not be allowed to drive in a careless manner on the campus or street adjoining the campus.

5. Students will not be allowed to go back after items left in their car without administrative permission.
6. Students may not leave campus during the school day in an automobile for any reason without administrative permission. **We are a closed campus.** Students must stay on the grounds from the time they arrive, even if the first period has not started, until dismissal or until they are picked up by the bus or their parents sign them out.
7. A student must have a valid driver's license and proof of liability insurance to bring any motored vehicle on the school campus. Proof of license and liability insurance must be on file in the principal's office before a parking permit will be given.
8. These regulations apply to any other means of transportation furnished by the student. Violation of the above regulations will warrant severe disciplinary action and may result in the student not being allowed to bring automobiles on the campus.
9. Students shall be required to purchase parking permits at a cost of \$25.00. Student vehicles parked on campus without a parking permit will be towed at the owner's expense.
10. The school will **not** be held liable for any damage or theft to the vehicle while on campus. The owner of the vehicle must make notification of either incident to the school office.
11. Turn off all stereo equipment before entering the campus and the streets directly adjoining the campus.

WALKING STUDENTS

Students are not to leave the campus unless they have the principal's permission. Students who normally ride a bus may not walk after dismissal unless they have a note from their parents and signed by the principal. Walking students should clear the campus as soon as school is dismissed and/or buses leave. Mississippi Code 37-11-53 and 37-9-69 Revised 1994.

APPENDICES

(You do not have to complete these forms. The forms you sign contain the same information. These are for your reference only.)

APPENDIX A

**Choctaw County School District
Medical Information/Emergency Form**

Student's Name: _____ Teacher: _____
Emergency Phone Number: _____ Grade: _____
Date: _____

The undersigned parent(s) or guardian(s) of, a minor child has requested personnel of this school district to administer prescription medicine to this student. This request has been made for my/our convenience as a substitute for parental administration of this medicine. It is understood that school personnel administering the medicine will not have to have medical or nursing training.

I/We forever release, discharge and covenant to hold harmless the School District, its personnel and the School Board from any and all claims, demands, damages, expenses, loss of services and causes of action belonging to the minor child or to the undersigned arising out of or on account of any injury, sickness, disability, loss or damages of any kind resulting from the administration of the prescription medicine.

The undersigned agree to repay the school district, its personnel or School Board any sum of money, expenses, or attorney's fees that any of them may be compelled to pay in defense of any action or on account of any such injury to the minor child as a result of the administration of medicine or special treatment after medication.

PLEASE FILL OUT THE FOLLOWING:

Name(s) of Prescription Medication:

Dosage: _____ Time to be given: _____ Date to be given: _____

Physician's Name: _____ Physician's Phone Number:

Physician Address:

Medical Problems the school and Its staff should be aware of:

Circle any medical conditions that apply to your child:

Asthma Diabetes Allergies Seizure Sickle Cell Migraines

Emergency Instructions:

I have read the foregoing release and indemnity agreement and fully understand it. I grant permission for the principal's designee to administer the medications selected above.

Parent/Guardian Signature

Witness

I give permission for the principal or designee to act as "loco parentis" for my child in case of an emergency.

Parent/Guardian Signature

Date

APPENDIX B

Choctaw County School District

Residency Registration and Documentation Checklist

Name of Student: _____

(A separate form is required for each student)

Name of Parent/Guardian: _____

Parent/Guardian Address: _____

All proofs of residency must have the student's parent/legal guardian's name and address and the current address in which they and the student reside. P.O. Box addresses cannot be accepted.

I hereby certify that the information given above on this form is a true and correct statement of my legal residence. Should my legal residence change while the above listed student is enrolled in the above-cited school district, I will promptly notify the appropriate officials of this school district. Further, I understand that a pupil is not legally enrolled until this form is completed and signed by the parent or guardian. I understand that a pupil admitted under false information is not legally enrolled and is subject to penalty and removal. **Also, a county ordinance was passed that makes falsification of residency information for school attendance purposes a misdemeanor punishable by imprisonment for not more than 90 days, or by a fine not to exceed one thousand dollars (\$1,000.00), or by both such fine and imprisonment.** Furthermore, I understand and acknowledge that a representative of the school district may visit my home/property to verify residency for school attendance zone purposes.

Signature of Parent or Guardian

Date

Telephone Number

SECTIONS "A" AND "B" TO BE COMPLETED BY THE SCHOOL DISTRICT

†A. Documents provided to me by Parent/Guardian:

At least 3 of the following documents:

- Electricity bill
- Water bill
- Gas bill
- Solid Waste bill
- Landline phone bill (can't accept cell phone bill)
- Filed Homestead Exemption Application Form
- Mortgage or Property Deed
- Apartment or Home Lease/Rental Agreement
- Valid Driver's License
- Automobile Registration/Tag Form
- Affidavit and/or visit by a designated school official

†B. Student is living with legal guardian and a certified copy of the Court Decree, or petition if pending, was received declaring the district resident to be the legal guardian of the student and further declaring that the guardianship was formed for a purpose other than establishing residency of school district attendance purposes.

Date

Counselor's Signature

APPENDIX B

ELIGIBILITY TO ATTEND CHOCTAW COUNTY PUBLIC SCHOOLS

ADMISSION REQUIREMENTS (See Transfer, Page 21)

No child shall be enrolled or admitted to any school which is part of the free public school system during any school year unless such child will reach his sixth (6th) birthday on or before the first day of school of September for first grade, or fifth (5th) birthday on or before the first day of September for kindergarten, or fourth (4th) birthday on or before the first day of September for Pre-k. A Birth Certificate, Immunization Form 121 and Residency Registration are acquired before a school can officially admit a student in Pre-k, kindergarten, or first grade. Pre-K is a federally funded program and has limited enrollment according to federal guidelines.

New residents to the state may legally register children not meeting state age requirements if they can show proof that they were legal students in the previous state and had their children enrolled at least four weeks in that state. The Superintendent or his/her designee shall determine if the child was making satisfactory grades.

RESIDENCY POLICY

I. Policy

Definition of residency for school attendance purposes:

The student physically resides full time, weekdays/ nights, and weekends at a place of abode located within the limits of the school district.

1. Effective beginning with the 1990-91 school year, all school districts will require students who are seeking to enroll in a school district to register at the school they are assigned to attend. The school district shall verify the residence of each student. Any change of residency during the school year must be reported immediately to the school principal.
2. In succeeding years any student enrolling or entering a school district or any continuing students whose residence has changed will be required to verify his or her residence address as herein provided as a part of the registration process.
3. Parents/legal guardians of continuing students whose residency has not changed shall provide Residency Registration and Documentation yearly. (See Appendix B)

II. Procedure

1. Each student identified in paragraphs 1 and 2 must establish his or her residency in the following manner:
 - A. **STUDENTS LIVING WITH PARENTS OR LEGAL GUARDIAN**

The parent or legal guardian of a student seeking to enroll must provide the school district with at least three of the items numbered (1) through (13) below as verification of their address, except that any document with a post office box as an address will not be accepted.

 - i. Electricity Bill
 - ii. Water Bill
 - iii. Gas Bill
 - iv. Solid Waste Bill
 - v. Landline phone bill (can't accept cell phone bill)
 - vi. Filed Homestead Exemption Application Form
 - vii. Mortgage or Property Deed
 - viii. Apartment or Home Lease/Rental Agreement
 - ix. Valid Driver's License
 - x. Automobile Registration/Tag Form
 - xi. Affidavit and/or visit by a designated school official
 - xii. Student is living with legal guardian and a certified copy of the Court Decree, or petition is pending, was received declaring the district resident to be the legal guardian of the student and further declaring that the guardianship was formed for a purpose other than establishing residency of school district attendance purposes.
 - B. **HOMELESS CHILDREN**

When a child is determined to be homeless as defined by the Stewart B. McKinley Act 42 USC Sections 1143(1), 11442(e), (4) and 1302(a), the school

district shall consider and take enrollment action **that is in the best interest of the child pursuant to 42 USC 11432(e) (3)**

C. STUDENTS LIVING WITH ADULTS OTHER THAN PARENTS OR LEGAL GUARDIANS.

The non-parent claiming district residency must meet the criteria of subparagraph (A)(1) through (12) above, required of a parent or legal guardian.

2. The district resident must provide the school with an affidavit stating his or her relationship to the student, and that the student will be living at his/her abode full time, and provide documentation fully explaining the reason(s) (other than school attendance zone or district preference) for his arrangement. The local school board or its designee will make necessary factual determination under subsection II. 1 (c) (2). Examples of situations where “in loco parentis” authority of an adult should be recognized to establish residency of the minor include but are not limited to the following:

A. Death or serious illness of the child’s parent(s) or guardian(s);

B. Abandonment of the child;

C. Child abuse or neglect;

D. Unstable family relationship or undesirable conditions in the home of the child’s parents or guardians having a detrimental effect on the child;

3. The requirements of Section II. 1 (a) and (c) above are minimum requirements and the school district may require **additional documentation and verification at any time.**

4. **At a minimum, the district shall maintain in a file a written instrument identifying the types of documents used to verify each student’s residency, all executed Declaration of Residency Forms, and copies of any relevant guardianship petition or decree.**

5. The provisions of this policy do not apply to students who reside outside the school district, but who have legally transferred into the school district.

6. **In the event that a school district has a similar procedure, which requires documentation of residence and is approved by the State Board of Education, such procedure may be substituted for the procedure outlines in Section II.**

APPENDIX C

The Choctaw County School Board shall enforce the State of Mississippi Prevention of School Violence Act S.B. 3349 by the following procedure.

The attached policy and procedures relating to the State of Mississippi’s Prevention of School Violence Act S.B. 3349 must by law be given to each parent/legal guardian of school age children in Mississippi. Please read this policy and become familiar with the new reporting procedures and consequences of school related violent acts.

Each student must return the Prevention of School Violence Form with his or her parent/legal guardian’s signature acknowledging that the parent/legal guardian has read and does understand this policy.

The following reports shall be made in accordance with the law.

Any school employee shall notify his/her principal immediately upon obtaining knowledge that one of the following unlawful activities or violent acts have or may have occurred on school property or during a school- related activity:

1. Aggravated assault, including but not limited to:
 - a. Assault resulting in serious physical injury or
 - b. Assault involving use of a weapon;
2. Assault on a school employee, simple or aggravated;
3. Indecent liberties with a minor;
4. Possession of a firearm or other weapon;
5. Possession, use or sale of any controlled substance;
6. Rape;
7. Sexual battery;
8. Other sexual offense;
9. Murder or other homicide,
10. Kidnapping; or
11. Other violent act.

When an emergency situation exists and the principal or his/her designee is not available for immediate notification, the employee shall immediately notify the Superintendent or Glen C. Blaine, Title IX/VI Coordinator.

A principal or designee receiving employee's report, or having personal knowledge of such acts, or when he/she has a reasonable belief that one of the above stated acts has occurred shall immediately notify the appropriate law enforcement agencies and the superintendent.

The Superintendent shall notify the parents/legal guardians, the youth court and appropriate law enforcement agency when a student is expelled because of unlawful or violent activities.

The Superintendent shall notify the parents/legal guardians, the youth court and appropriate local law enforcement agencies when a crime has been committed by a student on school property or during a school related event. In an effort to clarify the language of this mandate the following definitions are provided:

- A. A "violent act" means any action which results in death or physical harm to another or an attempt to cause death or harm to another.
- B. The "appropriate law enforcement agency" is the agency with jurisdiction in the place where the unlawful activity or violent act occurs; i.e. the police department of the city or sheriff's department of the county where the act occurs.
- C. The "appropriate local law enforcement agency" is the City Police Department or the Choctaw County Sheriff's Department.
- D. The unlawful or violent acts that must be reported shall be defined by applicable Mississippi Law.
- E. For purposes of this policy, "school property" means any school building, bus, campus, grounds, recreational area, athletic field, or other property owned, used or operated by the District.

Copies of all written reports shall be retained by the Superintendent. Supplemental files shall be developed and maintained on each student alleged to have committed a violent act, with any subsequent law enforcement or court records received by the school district also maintained in that file.

Effective immediately local school districts shall ensure all school personnel is made aware of the reporting responsibilities pursuant to Section 37-11-29, Mississippi Code of 1972, as amended in 1994, and the procedures to adhere to in the reporting of school violence. Superintendents shall ensure the local school board is aware of the reporting requirements and adjustment or amendments in local school board policy are adapted as needed. Furthermore, local school districts shall utilize the reporting form prescribed by the State Department of Education in conjunction with the Mississippi School Board Association. Local school districts may duplicate the prescribed form as needed and distribute it to individual schools. Additionally, the superintendent or principal shall notify the district attorney for any accusation of fondling or sexual involvement with a minor student (under 18) by a school employee (18 or older) upon determination that there is a reasonable basis to believe that the accusation is true.

The reports of unlawful activities and violent acts required by the State Department of Education shall be made in accordance with the following procedures:

The following procedures developed in conjunction with the Mississippi School Board Association and the Attorney General's Office shall be followed in reporting school violence.

REPORTING OF VIOLENT ACTS- PROCEDURES

1. When any school employee, principal or superintendent who has knowledge that an unlawful activity or violent act has or may have occurred on school property or a school-related event.
 - A. IMMEDIATELY UPON RECEIVING INFORMATION OF SUCH ACT, the following oral reports must be made:
 1. The employee shall notify his/her principal.
 - 2a. The principal shall notify appropriate law enforcement officials.
 - 2b. However, in an emergency situation and when the principal is not immediately available, the employee shall notify the Superintendent or other appropriate Central Office Administrator.
 3. The principal shall notify the Superintendent.
 - B. AS SOON AS POSSIBLE and, in no event, no more than 24 hours after the oral report is made, the following written reports shall be made.
 1. INITIAL REPORT. An employee making the oral report shall complete and submit to the principal a written report on a form prescribed by the State Department of Education for such purposes.
 2. PRINCIPAL'S REPORT. The principal upon determining that a reasonable basis exists for believing that the unlawful or violent act has occurred, shall complete and submit to the appropriate local law enforcement agency and to the

Superintendent a written report on a form prescribed by the State Department of Education for such purposes.

3. SUPERINTENDENT'S REPORT. The superintendent shall complete and submit to the youth court, the appropriate local law enforcement agency and the parent/legal guardian an affidavit in a form prescribed by the State Department of Education if:

- a. Expulsion resulted from a student's criminal act and or
- b. A student committed a criminal act on school property or during a school activity.

C. Copies of all written reports shall be retained by the principal and the Superintendent.

Supplemental files shall be developed and maintained by each school district on students who are suspected of committing a violent act. Reports received by the local school district from a law enforcement agency or court shall also be maintained in the supplemental file.

Inquiries should be directed to your school principal.

When any person has information to accuse a school employee (18 years or older) of fondling or having any type of sexual involvement with any student under age 18:

- A. WITHIN 5 DAYS OF THE OCCURRENCE OR KNOWLEDGE OF SUCH MISCONDUCT, a student, employee, or any other person shall orally notify the principal or Title IX Coordinator, Glen C. Blaine, of all allegations against the employee.
- B. IMMEDIATELY UPON RECEIPT OF SUCH ALLEGATIONS (S), the principal or Title IX Coordinator, Glen Blaine, shall orally notify the superintendent.
- C. SUCH ALLEGATIONS SHALL BE PROCESSED IN ACCORDANCE WITH THE TITLE IX GRIEVANCE PROCEDURE, AND LOCAL SCHOOL BOARD POLICY.
- D. UPON CONCLUSION OF THE TITLE IX GRIEVANCE REPORT, the superintendent shall determine whether there exists a reasonable basis to believe that the accusation is true and, if so, shall immediately orally notify the district attorney of such accusation.

Legal Ref.: Prevention of School Violence Act S.B. 3349(1994)
 Miss. Code Ann. 37-11-29 (Supp. 1994)
 Miss. Code Ann. 37-9-14(2)(w) and (x) (Supp. 1994)
 Miss. Code Ann. 47-21-605(4) (Supp. 1994)

I. PREVENTION OF SCHOOL VIOLENCE ACT PROHIBITION OF WEAPONS ON SCHOOL PROPERTY ACT S.B. 3349

Notice:All schools must post a copy of this statute in public view.

“EDUCATIONAL PROPERTY” A public or private school building, bus, campus, grounds, recreational area, athletic field or other property owned or actually used or operated for school purposes.

“STUDENT” A minor or adult enrolled in or suspended or expelled within the last 5 years from a public or private school, college or university.

“FELONY” \$5k and/or 3 years for possession of a gun, rifle, pistol, other firearm, dynamite cartridge, bomb, grenade, mine, powerful explosive, or causing, encouraging or aiding a minor to possess same.

“MISDEMEANOR” \$1k and/or 6 months for possession of a BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade, blackjack, metallic knuckles, razors and razor blades (except for shaving), any sharp-pointed or edged instrument (except instrumental supplies, unaltered nail files and clips and tools used only to prepare food, instruction and maintenance of school property), or causing, encouraging or aiding a minor to possess same.

“NONSTUDENTS” may possess or carry, openly or concealed, a gun, rifle, or pistol or other firearm on school property if the firearm is in a vehicle and the person does not brandish, exhibit or display the firearm in any careless, angry or threatening manner.

“EXCEPTIONS” to the weapon prohibition include weapons used only for educational school-sanctioned ceremonies, carried by persons as authorized by law, kept in a home or school and used in organized shooting events as well as certain non-prohibited weapons in vehicles under parental control and used to transport a student and carried, concealed in whole or part, if going or returning from a “legitimate weapon-related sports activity.”

SCHOOL DISTRICT POWERS AND DUTIES

PARENTAL RESPONSIBILITY

WEAPON POSSESSION A parent may be guilty of a misdemeanor and fined up to \$1000 and/or up to 6 months in county jail for knowingly allowing a child (under 18) to have, own or carry a concealed weapon.

GENERAL RESPONSIBILITY FOR CHILD’S ACTS The district’s plan must be given to students and parents must sign a statement verifying notice of the plan. The plan must include statements regarding parental responsibility and penalties for failure to perform such parental duties, misdemeanor/fine up to \$3500.00.

DAMAGES A public school district is entitled to recover up to \$20,000 damages, in addition to any other recovery from the parents of a child (7-17) who maliciously and willfully damages or destroys district property.

CONFERENCE ATTENDANCE A parent may be guilty of a misdemeanor and fined up to \$250 for failure to attend a noticed conference.

MISSISSIPPI SCHOOL SAFETY ACT OF 2001

The School Safety Act of 2001 is cumulative and in addition to the school district's existing authority regarding discipline of students. Pursuant to the Act, the school district has adopted policies and procedures that recognize the teacher as the authority in classroom matters regarding the school district's written discipline code of conduct.

In the event the teacher removes a student who, in the professional judgment of the teacher, is disrupting the learning environment, and the removal is approved by the principal or assistant principal, the student may not be returned to the classroom until a conference has been held with the student's parent, guardian or custodian. During the conference, the disruptive behavior will be discussed and agreements reached that no further disruption will be tolerated. The conference may be in person, by telephone, by e-mail or by other written communication.

Among other provisions, this act provides that a student 13 years of age or older may be subject to automatic expulsion on the third occurrence of habitually disruptive behavior during a school year. (Students under age 13 may be subject to expulsion for such conduct pursuant to other school policies and procedures.)

The term "disruptive behavior" means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or school-related activity and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or other school employees; defiance, ridicule or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of a teacher.

The term "habitually disruptive" refers to such actions of a student which cause disruption in a classroom, on school property or vehicles, or at a school-related activity on more than two occasions during a school year, and to disruptive behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption.

After the second instance of behavior that is determined by the principal or designated administrator to have seriously interfered with the school environment, the parents/guardians will be contacted to help develop a behavior modification plan for the student.

DISCIPLINE PLAN

1. A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district shall be responsible financially for his or her minor child's destructive acts against school property or persons.

2. A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in paragraph 1 of this subsection, or for any other discipline conference regarding the acts of the child.
3. Any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in paragraph 2 of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference. (See MS Code 37-11-53)
4. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.

APPENDIX D

ACCEPTABLE USE POLICY

Choctaw County School District
Acceptable Use Policy

The Choctaw County School District is CIPA (Children’s Internet Protection Act) and COPPA (Children’s Online Privacy Protection Act) compliant. Students may use the network to explore thousands of libraries, databases, and bulletin boards. While our intent is to make Internet access available to other further educational goals and objectives, students may find ways to access other materials as well. There can be no assurances that students will not be exposed to unacceptable materials using on-line and telecommunication services. Choctaw County School District has implemented Internet filtering to minimize unacceptable material. Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a “good faith effort” to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA.

This policy sets forth the privileges and restrictions of users that wish to use the computing and telecommunication equipment owned by Choctaw County School District. This policy attempts to define and give examples of computer usage that are problematic and therefore are prohibited. This policy’s focus is to protect Choctaw County School District and its users from illegal or damaging actions by individuals, either knowingly or unknowingly; to educate minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms; and to address cyberbullying awareness, reporting and response. All policies and procedures are intended for the current school year; however, the District reserves the right to make modifications as necessary. If changes are made, users will be notified through email or a posting on the district website.

Access to network resources and the Internet enables Choctaw County School District users to explore many resources for intellectual gain. These resources are intended for appropriate educational use. All users are held responsible for the behavior exhibited on District owned computers and the Internet.

Prohibited actions on Choctaw County School District Network:

- Installation of unlicensed software. (Request must be made to technology department)
- District computers, printers, or network equipment must not be moved without prior permission from the Technology Coordinator.
- Personal computing equipment must not be added to network. (Laptops, printers, network storage devices, etc...)
- Users must not try to repair District owned equipment.
- Users must not use District network resources for online gaming, chatting, or music.
- Users must not conduct personal business or vendor services (selling products or web developing, etc.)
- Users must not install instant messaging services or weather tracking software.
- Users must not install peer to peer applications (Kazaa, Gnutella, LimeWire, Blubster, etc.) These applications provide the ability to violate copyright laws, steal intellectual property, download pornography, etc...
- Users must not hack or try to hack other users information or confidential information in possession of the Choctaw County School District.
- Users must not practice unsafe behavior on the Internet
- Users must not practice inappropriate behavior while online, on social networking websites, and in chat rooms
- Users must not participate in cyberbullying and must report such behavior if they are aware of it

Users that violate any of these prohibited actions are subject to the following:

- **Revocation of computer use in the district.**
- **Litigation depending on offense.**
- **Suspension or expulsion depending on offense.**

As a user of Choctaw County School District technology, I have read and agree to comply with the technology use policy. I agree that inappropriate use or behavior may result in loss of use, disciplinary and/or legal action. I agree that Choctaw County School District is not responsible for any damages that may result from my misuse of technology throughout the school.

Student Signature

Date

Parent Signature

Date

APPENDIX E
CORPORAL PUNISHMENT POLICY
Choctaw County School District

The Board of Education encourages the teacher to use corporal punishment only when it is considered to be an effective and suitable means of discipline and/or when other measures used to promote good conduct have been tried and failed to produce positive results. If an offense is serious enough to warrant corporal punishment, **IT MUST BE ADMINISTERED IN A PRIVATE PLACE IN THE PRESENCE OF ANOTHER CERTIFIED STAFF MEMBER.** There should be no doubt in the mind of the student neither as to the seriousness of the offense for which he/she is to be punished nor as to the punishment deserved. The teacher or principal, when administering corporal punishment, should use an instrument approved by the principal which will produce no physical injury to the child, and it must not be applied on any part of the body above the waist or below the knees. Three (3) licks on the buttocks shall be the maximum numbered applied. Striking the hands, knuckles, and palms with rulers or slapping about the face and head with hand (either open or closed) or with any instrument is expressly forbidden. **Such punishment shall not be administered in the presence of other students or in anger.** It must be remembered that all punishment is to be administered at a time and under conditions when it is not calculated to produce a rebellious or vengeful spirit in the student. If a student refuses to take corporal punishment as directed by the teacher/coach and/or the principal, he/she may be subject to suspension from school. Instances of corporal punishment shall be reported to the parent(s) by the principal or teacher who administered the punishment via a discipline slip that is sent home for a parent/guardian signature. With the adoption of the Assertive Discipline Plan a written record shall be made by the teacher, signed by the witness and given to the administrator in charge of discipline each time a teacher administers corporal punishment. This policy includes P.E. and other athletic classes and practices.

This written record must contain all pertinent facts relating to the misconduct and shall become part of the disciplinary file of the student involved. **Parents shall have the right to deny corporal punishment to their child by signing the cover page which shall be placed in the student's cumulative record.**

Principals will answer any questions you may have regarding the corporal punishment policy.

APPENDIX F

**Choctaw County School District
Permission for Publication of Student Work/Photo**

Student's Name: _____ Grade: _____

Teacher's Name: _____

I understand that occasionally the school may wish to showcase examples of student projects, photographs of students, and other work on school website/school social media. Classes, groups or teams may be featured in the newspaper or on the local news.

By marking Yes, I agree that my child may have his/her picture displayed in the media listed above.

Please circle Yes or No

Yes No

Parent/Guardian Signature

Date

Choctaw County School District asks that parents exercise caution when posting pictures taken at school events on social media. Some parents consciously decide not to publish pictures of their children for various reasons. We respect their wishes. We ask that you only publish photos of your children unless you have permission from other parents. Thank you for your cooperation.

APPENDIX G

Parental Involvement

LA (April 2011)

PART I. GENERAL EXPECTATIONS

The Choctaw County School District implements the following statutory requirements:

The school district conducts programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA), as amended. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

Consistent with Section 1118, the school district works with its schools to ensure that the required school-level parental involvement plans meet the requirements of Section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.

The school district incorporates this districtwide parental involvement policy into its district plan developed under section 1112 of the ESEA.

In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

Should the district's plan for Title I, Part A, developed under section 1112 of the ESEA, not be satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the Mississippi Department of Education.

The school district involves the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and ensures that not less than ninety-five percent of the one percent reserved goes directly to the schools.

The school district is governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- a) That parents play an integral role in assisting their child’s learning;
- b) That parents are encouraged to be actively involved in their child’s education at school;
- c) That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- d) The carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. The Choctaw County School District took the following actions to involve parents in the joint development of its districtwide parental involvement plan under section 1112 of the ESEA:
 - All parents of Title I eligible students were invited to an annual meeting at his/her school to explain the role of parents in the education of their child; programs and activities provided through Title I; and federal guidelines.
 - Parents were surveyed to ensure input on parent involvement activities included in the district’s policy.
 - Parent responses were compiled, summarized, and included, as applicable, in the district’s parent involvement policy.
2. The Choctaw County School District takes the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA:
 - All Choctaw County Schools conduct federally funded schoolwide programs. Each school has a schoolwide planning committee that meets two times per year. Applicable school level requirements of Section 1116 of ESEA are reviewed and evaluated annually.
3. The Choctaw County School District provides the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance and ensure two-way communication through:
 - Personal letters
 - Parent-Teacher Conferences
 - Calendar of events
 - Newsletters
 - Telephone calls

- Media announcements
 - Flyers/brochures
 - School district website
 - School report cards on results of state tests
 - Individual student's scores on state tests
4. The Choctaw County School District coordinates and integrates parental involvement strategies in Part A with parental involvement strategies under other federally funded programs being conducted in the district such as Head Start, by:
- Conducting meetings with administrative staff of other federally funded education program to discuss and implement specific ways in which parent involvement can be coordinated.
 - Providing smooth transitions from pre-kindergarten activities to district kindergarten classes
5. The Choctaw County School District takes the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation includes identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
- Evaluations will be conducted annually by district staff
 - Surveys will be sent to all parents
 - Survey results will be reviewed by school with the schoolwide committees
6. The Choctaw County School District builds the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
- The school district, with the assistance of its Title I, Part A schools, provides assistance to parents of children served by the school district or school, as appropriate, in understanding topics to include: (a) the state's academic content standards; (b) the state's student academic achievement standards; (c) the state and local academic assessments including alternate assessments; (d) the requirements of Part A; (e) how to monitor their child's progress; and (f) how to work with educators. Activities include, but are not limited to:
 - School level parent meetings

- Flyer/brochures describing tests and how parents may help students prepare for state tests
 - Individual parent conferences
 - School level state report cards
- The school district, with the assistance of its schools, provides materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
 - Providing parents with training at the annual Title I meeting and subsequent meetings in the school year
 - Providing homework assistance
 - Posting homework on school’s websites
- The school district, with the assistance of its schools and parents, provides training to staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
 - Providing training to school staff on effective parent involvement
 - Identifying and sharing effective parent involvement strategies implemented in schools and districts with similar demographics
 - Working with school parent-teacher organizations to identify training needs
 - Meeting twice annually with administrative staff of other federally funded education program to discuss and implement specific ways in which parent involvement can be coordinated
 - Providing smooth transitions from pre-kindergarten activities to district kindergarten classes
- The school district takes the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.
 - Parent communication will be reviewed prior to dissemination to ensure the uniform format in a language parents understand

PART III. DISCRETIONARY DISTRICTWIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

At its sole discretion, the Choctaw County School District may involve administrators, consultants, and parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training. The district may:

- Provide necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;

- Pay reasonable and necessary expenses associated with parental involvement activities to enable parents to participate in school-related meetings and training sessions;
- Train parents to enhance the involvement of other parents;
- Arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- Adopt and implement model approaches to improving parental involvement;
- Establish a parent advisory committee at each school to provide advice on all matters related to parental involvement in Title I, Part A programs;
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- Provide other reasonable support for parental involvement activities under section 1118 as parents may request.

PART IV. ADOPTION

This Districtwide Parental Involvement Policy was developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by district conducting parent advisory committee meetings at each school site and posting the draft policy on the district website seeking parent input.

This policy was adopted by the Choctaw County School District School Board on September 13, 2010, and will be in effect until revisions may occur. The school district will distribute this policy to all parents of participating Title I, Part A children on or before the beginning of school each year.

_____ (Signature of Authorized Official)

_____ (Date)

APPENDIX H

LITERACY BASED PROMOTION ACT, 2013

Choctaw County School Board Policy ICHI

In compliance with the “Literacy Based Promotion Act,” it is the intent of this school district to improve the reading skills of Kindergarten - Third Grade students so that every student completing the Third Grade is able to read at or above grade level. Each Kindergarten through Third Grade student's progression is determined, in part, upon the

- student's proficiency in reading;
- the policies of local school boards facilitate this proficiency; and
- each student and the student's parent or legal guardian is informed of the student's academic progress.

Intensive Reading Instruction and Intervention

Each student who exhibits a substantial deficiency in reading at any time, as demonstrated through performance on a reading screener approved or developed by the State Department of Education or through locally determined assessments and teacher observations conducted in Kindergarten and Grades 1 through 3 or through statewide end-of-year assessments or approved alternate yearly assessments in Grade 3, shall be given intensive reading instruction and intervention immediately following the identification of the reading deficiency.

The universal reading screener or locally determined reading assessment may be given in the first thirty (30) days of the school year and repeated if indicated at midyear and at the end of the school year to determine student progression in reading in Kindergarten through Third Grade. If it is determined that the student continues to have a reading deficiency, the student shall be provided with continued intensive reading instruction and intervention by the school district until the reading deficiency is remedied. A student exhibiting continued reading deficiency with continued intensive interventions should be considered for exceptional criteria evaluation.

A Kindergarten or First, Second or Third Grade student identified with a deficiency in reading shall be provided intensive interventions in reading to ameliorate the student's specific reading deficiency, as identified by a valid and reliable diagnostic assessment. The intensive intervention shall include effective instructional strategies, and appropriate teaching methodologies necessary to assist the student in becoming a successful reader, able to read at or above grade level, and ready for promotion to the next grade. A Kindergarten, First, Second or Third Grade student identified with a reading deficiency or not promoted may be placed in a transition class.

Parent Notification of Reading Deficiency

Immediately upon the determination of a reading deficiency, and subsequently with each quarterly progress report until the deficiency is remediated, the parent or legal guardian of a Kindergarten or First, Second or Third Grade student who exhibits a substantial deficiency in reading shall be notified in writing by the student's teacher of the following:

1. That the student has been identified as having a substantial deficiency in reading;
2. A description of the services that the school district currently is providing to the student;
3. A description of the proposed supplemental instructional services and supports that are designed to remediate the identified area of reading deficiency which the school district plans to provide the student;
4. That if the student's reading deficiency is not remediated before the end of the student's Third Grade year, the student will not be promoted to Fourth Grade unless a good cause exemption specified below is met;
5. Strategies for parents and guardians to use in helping the student to succeed in reading proficiency; and
6. That while the state annual accountability assessment for reading in Third Grade is the initial determinant, it is not the sole determiner of promotion and that approved alternative standardized assessments are available to assist the school district in knowing when a child is reading at or above grade level and ready for promotion to the next grade.

Social Promotion Prohibited

In compliance with the "Literacy-Based Promotion Act," social promotion is prohibited in this school district. A student may not be assigned a grade level based solely on the student's age or any other factors that constitute social promotion.

Beginning in the 2014-2015 school year, if a student's reading deficiency is not remedied by the end of the student's Third Grade year, as demonstrated by the student scoring at the lowest achievement level in reading on the state annual accountability assessment or on an approved alternative standardized assessment for Third Grade, the student shall not be promoted to Fourth Grade.

Good Cause Promotion

A Third Grade student who does not meet the academic requirements for promotion to the Fourth Grade may be promoted by the school district only for good cause. Good cause exemptions for promotion are limited to the following students:

1. Limited English proficient students who have had less than two (2) years of instruction in an English Language Learner program;
2. Students with disabilities whose individual education plan (IEP) indicates that participation in the statewide accountability assessment program is not appropriate, as authorized under state law;

3. Students with a disability who participate in the state annual accountability assessment and who have an IEP or a Section 504 plan that reflects that the individual student has received intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading or was previously retained in Kindergarten or First, Second, or Third Grade.
4. Students who demonstrate an acceptable level of reading proficiency on an alternative standardized assessment approved by the State Board of Education; and
5. Students who have received intensive intervention in reading for two (2) or more years but still demonstrate a deficiency in reading and who previously were retained in Kindergarten or First, Second or Third Grade for a total of two (2) years and have not met exceptional education criteria. A student who is promoted to Fourth Grade with a good cause exemption shall be provided intensive reading instruction and intervention informed by specialized diagnostic information and delivered through specific reading strategies to meet the needs of each student so promoted. This school district shall assist schools and teachers in implementing reading strategies that research has shown to be successful in improving reading among students with persistent reading difficulties.

Good Cause Request

A request for good cause exemptions for a Third Grade student from the academic requirements established for promotion to Fourth Grade shall be made consistent with the following:

1. Documentation shall be submitted from the student's teacher to the school principal which indicates that the promotion of the student is appropriate and is based upon the student's record. The documentation shall consist of the good cause exemption being requested and shall clearly prove that the student is covered by one (1) of the good cause exemptions listed above.
2. The principal shall review and discuss the recommendations with the teacher and parents and make a determination as to whether or not the student should be promoted based on requirements set forth by law. If the principal determines that the student should be promoted, based on the documentation provided, the principal shall make the recommendation in writing to the school district superintendent, who, in writing, may accept or reject the principal's recommendation.

The parents of any student promoted may choose that the student be retained for one (1) year, even if the principal and district superintendent determines otherwise.

Retained Third Grade Students

Beginning in the 2014-2015 school year, this school district shall take the following actions for retained Third Grade students:

1. Provide Third Grade students who are not promoted with intensive instructional services, progress monitoring measures, and supports to remediate the identified areas of reading deficiency, including a minimum of ninety (90) minutes during regular school hours of daily, scientifically research-based reading instruction that includes phonemic awareness, phonics, fluency, vocabulary and comprehension, and other strategies prescribed by the school district, which may include, but are not limited to:
 1. Small group instruction;
 2. Reduced teacher - student ratios;
 3. Tutoring in scientifically research-based reading services in addition to the regular school day;
 4. The option of transition classes;
 5. Extended school day, week or year; and
 6. Summer reading camps.
2. Third Grade students who are retained shall be provided with a high-performing teacher, as determined by student performance data, particularly related to student growth in reading, above-satisfactory performance appraisals, and/or specific training relevant to literacy.

Parent Notification of Third Grade Retention

Written notification shall be provided the parent or legal guardian of any Third Grade student who is retained that the student has not met the proficiency level required for promotion and the reasons the student is not eligible for a good cause exemption.

The notification shall include a description of proposed interventions and supports that will be provided to the child to remediate the identified areas of reading deficiency. This notification shall be provided to the parent or legal guardian in writing, in a format adopted by the State Board of Education in addition to report cards given by the teacher.

Parents and legal guardians of Third Grade students shall be provided with a "Read at Home" plan outlined in a parental contract, including participation in regular parent-guided home reading.

Intensive Acceleration

This district may provide, where applicable, an intensive acceleration class for any student retained in Grade 3 who was previously retained in Kindergarten or Grades 1 through 3. The focus of the intensive acceleration class should be to increase a student's reading level at least two (2) grade levels in one (1) school year. The intensive acceleration class will provide reading instruction and intervention for the majority of student contact each day and incorporate opportunities to master the Grade 4 state standards in other core academic areas.

Annual Report

Within thirty (30) days of final State Board of Education approval of state accountability results, the school board of this school district shall publish, in a newspaper having a general circulation within the school district, and report to the State Board of Education and the Mississippi Reading Panel the following information relating to the preceding school year:

1. Student progression and the school district's policies and procedures on student retention and promotion;
2. By grade, the number and percentage of all students performing at each level of competency on the reading and math portion of the annual state accountability system and the number and percentage of students given an approved alternative standardized reading assessment and the percentage of these students performing at each competency level on said alternative standardized assessment;
3. By grade, the number and percentage of all students retained in Kindergarten through Grade 8;
4. Information on the total number and percentage of students who were promoted for good cause, by each category of good cause described by law; and
5. Any revisions to the school board's policy on student retention and promotion from the prior school year.

Student Handbook

Provisions required by the Literacy Promotion Act shall be provided as an addition to the district's published handbook of policy for employees and students beginning in school year 2013-2014.

The superintendent or designee shall establish procedures to support this policy.

LEGAL REF.: MS CODE – Literacy Based Promotion Act, 2013

Original Adopted Date: 10/15/2013

Approved/Revised Date: 10/15/2013

APPENDIX I
PARENT NOTE EXCUSE FORM
(This is an optional form. It is not required.)

PARENT NOTE EXCUSE FORM

Student's Legal Name _____
Date of Absence(s): _____
School: _____
Homeroom Teacher: _____

Please excuse _____ (Student's Full Name) for being absent on the days listed above.

Please check the absence reason that applies.

1. _____ Illness or injury.
2. _____ Death or serious illness of immediate family member.
3. _____ Court appearance.
4. _____ Other reason.
5. _____

Explanation _____

If you have any questions, please contact your child's school.

Parent Signature _____

Date: _____

APPENDIX J
Graduation Requirements

Traditional Route

Carnegie Unit Credit and Graduation Requirements
 Seniors of School Year 2011 – 2012 (and thereafter)
 (Entering ninth graders in 2008-2009)

Student Name		District					
<hr/>		<hr/>					
CURRICULUM AREA		REQUIRED SUBJECTS & ELECTIVES (Date/Year Taken)		UNIT		REQUIRED NUMBER OF CARNEGIE UNITS BY DISTRICT MDE	
ENGLISH	<hr/>	*English I		1		4	
	<hr/>	*English II		1			
	<hr/>	English III					
	<hr/>	English IV					
MATHEMATICS	<hr/>	*Algebra 1 or		1		4	
	<hr/>	Integrated Math I					
	<hr/>	Geometry or					
	<hr/>	Integrated Math II					
	<hr/>	Algebra II or					
	<hr/>	Integrated Math					
	<hr/>	III					
	<hr/>	Advanced Algebra					
	<hr/>	Trigonometry					
	<hr/>	Pre-Calculus					
	<hr/>	Calculus					
	<hr/>	AP Calculus AB					
	<hr/>	AP Calculus BC					
<hr/>	Discreet						
<hr/>	Mathematics						
<hr/>	Statistics						
<hr/>	AP Statistics						
SCIENCE	<hr/>	*Biology I		1		4	
	<hr/>	Chemistry					
	<hr/>	Physics					
	<hr/>	Biology II					
	<hr/>	Physical Science					
	<hr/>	Chemistry Lab Based					

CURRICULUM AREA	REQUIRED SUBJECTS & ELECTIVES (Date/Year Taken)		UNIT	REQUIRED NUMBER OF CARNEGIE UNITS BY	
				DISTRICT MDE	
SOCIAL STUDIES	_____	*World History	1		4
	_____	*U.S. History	1		
	_____	*U.S. Government	½		
	_____	*Mississippi Studies	½		
	_____	*Geography	½		
	_____	*Economics	½		
HEALTH & PHYSICAL EDUCATION	_____	*Contemporary Health	½		1
	_____	<u>Or</u> Family and Individual Health	½		
	_____	<u>And</u> *Physical Education	½		
BUSINESS & TECHNOLOGY	_____	Technology Foundations; Information & Communication Technology (ICT) II; Science, Technology, Engineering, and Mathematics (STEM); or ½ Keyboarding and ½ Computer Applications			1
THE ARTS	_____	Any approved 500.000 course or completion of the 2-course sequence for Computer Graphics Technology I & II.	1		1
ELECTIVES	_____	_____			5
TOTAL MDE REQUIRED MINIMUM UNITS					24
TOTAL LOCAL SCHOOL DISTRICT UNITS					

***Required Courses**

Career Pathway Option

Carnegie Unit Credit and Graduation Requirements
Seniors of School Year 2011 – 2012 (and thereafter)
(Entering eleventh graders in 2010-2011 and thereafter)

Student Name _____		District _____			
		School _____			
CURRICULUM AREA	REQUIRED SUBJECTS & ELECTIVES (Date/Year Taken)		UNIT	REQUIRED NUMBER OF CARNEGIE UNITS BY DISTRICT MDE	
ENGLISH	_____	*English I	1		4
	_____	*English II	1		
	_____	English III			
	_____	English IV			
MATHEMATICS	_____	*Algebra 1 or Integrated Math I	1		3
	_____	Geometry or Integrated Math II			
	_____	Algebra II or Integrated Math III			
	_____	Advanced Algebra			
	_____	Trigonometry			
	_____	Pre-Calculus			
	_____	Calculus			
	_____	AP Calculus AB			
	_____	AP Calculus BC			
	_____	Discreet Mathematics			
	_____	Statistics			
	_____	AP Statistics			
SCIENCE	_____	*Biology I	1		3
	_____	Chemistry			
	_____	Physics			
	_____	Biology II			
	_____	Physical Science			
	_____	Chemistry Lab Based			

CURRICULUM AREA	REQUIRED SUBJECTS & ELECTIVES (Date/Year Taken)		UNIT	REQUIRED NUMBER OF CARNEGIE UNITS BY	
				DISTRICT MDE	
SOCIAL STUDIES	_____	World History	1		3
	_____	*U.S. History	1		
	_____	*U.S. Government	½		
	_____	*Mississippi Studies	½		
	_____	Geography	½		
	_____	Economics	½		
HEALTH & PHYSICAL EDUCATION	_____	*Contemporary Health	½		½
	_____	<u>Or</u> *Physical Education	½		
CAREER AND TECHNICAL	_____	*(Selected from Student's Program of Study)			4
BUSINESS & TECHNOLOGY	_____	Technology Foundations; Information & Communication Technology (ICT) II; Science, Technology, Engineering, and Mathematics (STEM); or ½ Keyboarding and ½ Computer Applications			1
ELECTIVES	_____	_____			2 ½
	_____	_____			
	_____	*Courses selected from the student's approved program of study			
TOTAL MDE REQUIRED MINIMUM UNITS					21
TOTAL LOCAL SCHOOL DISTRICT UNITS					

***Required Courses**

District Option**
 Carnegie Unit Credit and Graduation Requirements
 Seniors of School Year 2011 – 2012 (and thereafter)
 (Entering ninth graders in 2008-2009)

Student Name		District			
		School			
CURRICULUM AREA	REQUIRED SUBJECTS & ELECTIVES (Date/Year Taken)	UNIT	REQUIRED NUMBER OF CARNEGIE UNITS BY DISTRICT MDE		
ENGLISH	_____ *English I _____ *English II _____ English III _____ English IV	1 1			4
MATHEMATICS	_____ *Algebra 1 or Integrated Math I _____ Geometry or Integrated Math II _____ Algebra II or Integrated Math III _____ Advanced Algebra _____ Trigonometry _____ Pre-Calculus _____ Calculus _____ AP Calculus AB _____ AP Calculus BC _____ Discreet Mathematics _____ Statistics _____ AP Statistics	1			4
SCIENCE	_____ *Biology I _____ Chemistry _____ Physics _____ Biology II _____ Physical Science _____ Chemistry _____ Lab Based	1			3

CURRICULUM AREA	REQUIRED SUBJECTS & ELECTIVES (Date/Year Taken)		UNIT	REQUIRED NUMBER OF CARNEGIE UNITS BY	
				DISTRICT MDE	
SOCIAL STUDIES	_____	*World History	1		3
	_____	*U.S. History	1		
	_____	*U.S. Government	½		
	_____	*Mississippi Studies	½		
	_____	Geography	½		
	_____	Economics	½		
HEALTH & PHYSICAL EDUCATION	_____	*Contemporary Health	½		½
BUSINESS & TECHNOLOGY	_____	Technology Foundations; Information & Communication Technology (ICT) II; Science, Technology, Engineering, and Mathematics (STEM); or ½ Keyboarding and ½ Computer Applications			1
THE ARTS	_____	Any approved 500.000 course or completion of the 2-course sequence for Computer Graphics Technology I & II.	1		1
ELECTIVES	_____ _____ _____ _____ _____	_____ _____ _____ _____			4 ½
TOTAL MDE REQUIRED MINIMUM UNITS					21
TOTAL LOCAL SCHOOL DISTRICT UNITS					

***Required Courses**

**** Parents Must Request to Opt the Student Out of Appendix A-2 in Accordance with Local School Board Policy.**

Mississippi Early Exit Diploma
 Carnegie Unit Credit and Graduation Requirements
 Seniors of School Year 2013 – 2014 (and thereafter)
 (Entering ninth graders in 2011-2012)

Student Name		District			
		School			
CURRICULUM AREA	REQUIRED SUBJECTS & ELECTIVES (Date/Year Taken)		UNIT	REQUIRED NUMBER OF CARNEGIE UNITS BY	
				DISTRICT	MDE
ENGLISH	_____	English I	1		2
	_____	*English II (equivalent course)			
	_____	English III			
	_____	English IV			
MATHEMATICS	_____	*Algebra 1 or	1		3
	_____	Integrated Math I (equivalent course)			
	_____	Geometry or			
	_____	Integrated Math II			
	_____	Algebra II or Integrated Math III			
	_____	Advanced Algebra			
	_____	Trigonometry			
	_____	Pre-Calculus			
	_____	Calculus			
	_____	AP Calculus AB			
	_____	AP Calculus BC			
	_____	Discreet Mathematics			
SCIENCE	_____	*Biology I	1		2
	_____	Chemistry			
	_____	Physics			
	_____	Biology II			
	_____	Physical Science			
	_____	Chemistry Lab Based			

CURRICULUM AREA	REQUIRED SUBJECTS & ELECTIVES (Date/Year Taken)		UNIT	REQUIRED NUMBER OF CARNEGIE UNITS BY	
				DISTRICT MDE	
SOCIAL STUDIES	_____	*World History	1		2 ½
	_____	*U.S. History (equivalent course)	1		
	_____	U.S. Government	½		
	_____	*Mississippi Studies	½		
	_____	Geography	½		
	_____	Economics	½		
HEALTH & PHYSICAL EDUCATION	_____	Any combination of Health and Physical Education			1
BUSINESS & TECHNOLOGY	_____	Technology Foundations; Information & Communication Technology (ICT) II; or Science, Technology, Engineering, and Mathematics (STEM);			1
THE ARTS	_____	Any approved 500.000 course or completion of the 2-course sequence for Computer Graphics Technology I & I.	1		1
ELECTIVES	_____	(Should focus on college admission or national certification requirements)			5
	_____	_____			
	_____	_____			
	_____	_____			
	_____	_____			
	_____	_____			
TOTAL MDE REQUIRED MINIMUM UNITS					17 ½
TOTAL LOCAL SCHOOL DISTRICT UNITS					

***Required Courses**

Graduation Assessment Options

Student: _____	Date: _____
District: _____	School: _____

Each student receiving a standard diploma has achieved a passing score on each of the required high school exit examinations (Option 1 – Std. 14.2) or has met Option 2 or 3.

Option I – Passing the applicable end-of-course Subject Area Test. (Entering ninth graders effective school year 2002-2003)

Subject Area Test	Score	Date
Algebra I		
Biology I		
English II		
U.S. History		

Option 2 – Using alternate measures outlined in State Board Policy 3804.* (Effective school year 2013-2014)

Subject Area Test	ACT Score/Date	Dual Credit/Dual Enrollment	ASVAB + MS-CPAS2 OR Industry Certification	ACT Work Keys + MS-CPAS2 OR Industry Certification
Algebra I				
Biology I				
English II				
U.S. History				

Option 3 – Using the end-of-course Subject Area Test score with the overall course grade in accordance with State Board Policy 3803. (Effective school year 2014-2015)**

Subject Area Test	Score	Overall Course Grade
Algebra I		
Biology I		
English II		
U.S. History		

*Retroactive - Students are not required to be enrolled in school to use this option.

**Not retroactive - Students must be enrolled in school to use this option.

NOTE: Include all documentation to verify compliance with each of these options. It is recommended to file this information in the student's cumulative folder.

APPENDIX K
Majority to Minority Policy

P.O. Box 398
Ackerman, MS 39735
Phone (662)285-4022
Fax (662)285-4049
www.choctaw.k12.ms.us
Stewart G. Beard
Superintendent of Education

Parents or Guardians,

The Choctaw County School District in an effort to comply with the school district's Majority to Minority Policy is in the process of gathering information to help determine our district's transportation needs. The Choctaw County School District Policy will provide transportation for Majority to Minority students for each school year. If you are interested in taking advantage of this opportunity, please contact the superintendent's office and request in writing that your student would like to become a Majority to Minority student if space at the desired school is available no later than June 1st. For those students that have already been approved as a Majority to Minority student, please know that transportation is available but you still need to contact the superintendent's office so that we can get an accurate count of students for buses. Please note the Choctaw County School District Majority to Minority Policy at the bottom of this document to see if your student may qualify for this opportunity.

Sincerely,

Stewart G. Beard, Jr.

Majority to Minority Policy

A student may elect to transfer from his or her assigned school in which his or her race is in the majority, to a school in which his or her race is in the minority, and the District will provide transportation for the student to and from the school from which the student transfers. The District may refuse a request for Majority to Minority transfer by a student to any school where classroom space is not available for that student.

Currently enrolled students must submit requests for majority to minority transfer by June 1st of each year. Any student who enrolls after the school year has begun may submit a majority to minority transfer request with (10) ten days of enrollment.

Majority to Minority Transfer Request Form

School Attendance Zone: _____

School Requested to Attend: _____

Child's Name: _____

Child's Address: _____

Grade: _____ Race: _____ Gender: _____

Parent/Guardian Name (s): _____

Parent/Guardian Address: _____

Parent/Guardian Signature: _____

Date: _____

*******Note that this form is due back before June 1st*******

**CHOCTAW COUNTY SCHOOL DISTRICT
2018 – 2019 CALENDAR**

<u>Date</u>	<u>Day</u>	<u>Activity</u>
August 1-3	Wed. - Tuesday	Professional Development
August 6	Monday	Elementary Open House
August 7	Tuesday	High School Open House
August 8	Wednesday	Students' First Day
<i>September 3</i>	<i>Monday</i>	<i>Labor Day HOLIDAY</i>
September 19	Wednesday	Progress Reports (T1)
Sept. 17-Oct. 12	Monday – Friday	Benchmark Testing
<i>October 8 – 9</i>	<i>Monday – Tuesday</i>	<i>Fall Break</i>
October 9	Tuesday	Professional Development
October 17	Wednesday	1st Nine Weeks Report Cards (T1)
<i>Nov. 19 – 23</i>	<i>Monday – Friday</i>	<i>Thanksgiving HOLIDAYS</i>
November 28	Wednesday	Progress Reports (T2)
Dec. 17 – 21	Monday - Friday	Exams
December 21	Friday	60% Day
<i>Dec. 24 – Jan. 4</i>	<i>Monday - Friday</i>	<i>Christmas HOLIDAYS</i>
January 7	Monday	Professional Development
January 8	Tuesday	Students Return
January 9	Wednesday	1st Semester Report Cards
<i>January 21</i>	<i>Monday</i>	<i>Martin Luther King HOLIDAY</i>
February 11 – March 8	Monday – Friday	Benchmark Testing
February 13	Wednesday	Progress Reports (T3)
<i>February 18</i>	<i>Monday</i>	<i>President's Day (SNOW DAY)</i>
<i>March 11 – 15</i>	<i>Monday – Friday</i>	<i>Spring Break</i>
March 20	Wednesday	3rd Nine Weeks Report Cards (T3)
April 1 – April 12	Monday – Friday	Pre-K Screenings
<i>April 19</i>	<i>Friday</i>	<i>Good Friday HOLIDAY</i>
<i>April 22</i>	<i>Monday</i>	<i>Easter Monday (SNOW DAY)</i>
April 24	Wednesday	Progress Reports (T4)
May 10 – 15	Friday – Wednesday	Senior Exams
May 16	Thursday	Last Day for Seniors
May 17	Friday	CCHS Graduation
May 17 – 23	Friday – Thursday	Exams
May 24	Friday	Make Up/60% Day/Faculty Last Day
Staff Days—187 Days		Students—180 Days

