

## PARENT'S SIGNATURE

After carefully reading the contents of the Choctaw County Student Handbook and Code of Conduct information, please sign the verification statement below. Return the Parent's Signature Page to you child's school as soon as possible. I further understand that this is the official handbook for the Choctaw County School System.

Students in grade 3 through 12 will be instructed and assessed on the contents of this handbook.

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

Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

***"Equipping and inspiring all learners to reach their highest potential!"***

# Choctaw County Schools

## 2017-2018 School Year

### First Semester

| DATE                 | STUDENT CALENDAR                   | DAY OF WEEK    |
|----------------------|------------------------------------|----------------|
| August 9, 2017       | Professional Development Day       | Wednesday      |
| August 10, 2017      | Teacher Institute                  | Thursday       |
| August 11, 2017      | Parent Orientation                 | Friday         |
| August 14, 2017      | First Day For Students             | Monday         |
| September 4, 2017    | Labor Day                          | Monday         |
| September 5, 2017    | Professional Development Day       | Tuesday        |
| October 9, 2017      | Professional Development Day       | Monday         |
| November 10, 2017    | Veteran's Day                      | Friday         |
| November 21-24, 2017 | Thanksgiving Holidays              | Tuesday-Friday |
| December 18, 2017    | <b>Students Dismiss 12:00 p.m.</b> | Monday         |
| December 19, 2017    | Christmas Break Begins             | Tuesday        |

### Second Semester

| DATE             | STUDENT CALENDAR  | DAY OF WEEK   |
|------------------|---|---------------|
| January 3, 2018  | Professional Development Day                                | Wednesday     |
| January 4, 2018  | Students Return   | Thursday      |
| January 15, 2018 | Martin Luther King Day                                      | Monday        |
| March 29, 2018   | <b>Students Dismiss 12:00 p.m.</b>                          | Thursday      |
| March 30, 2018   | Good Friday   | Friday        |
| April 2-6, 2018  | Spring Break  | Monday-Friday |
| May 28, 2018     | Memorial Day  | Monday        |
| May 30, 2018     | Last Day For Students<br><b>Students Dismiss 12:00 p.m.</b> | Wednesday     |
| May 31, 2018     | Last Day For Teachers                                       | Thursday      |

| REPORTING PERIODS |            |      | REPORT CARDS | PROGRESS REPORTS |            |      |
|-------------------|------------|------|--------------|------------------|------------|------|
| Beginning         | Ending     | Days |              | Beginning        | Ending     | Days |
| 8/14/2017         | 10/12/2017 | 41   | 10/19/2017   | 8/14/2017        | 9/12/2017  | 20   |
| 10/13/2017        | 12/18/2017 | 42   | 1/11/2018    | 10/13/2017       | 11/13/2017 | 21   |
| 1/4/2018          | 3/13/2018  | 48   | 3/22/2018    | 1/4/2018         | 2/7/2018   | 24   |
| 3/14/2018         | 5/30/2018  | 49   | 6/1/2018     | 3/14/2018        | 4/24/2018  | 24   |

### **Graduation Dates**

Times TBA

CCHS May 24<sup>th</sup>, 2018

SCHS May 25<sup>th</sup>, 2018

SCES May 22, 2018 Kindergarten and Grade 6

CCES May 23, 2018 Kindergarten and Grade 6

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# STUDENT HANDBOOK

For

Choctaw County Elementary School

Southern Choctaw Elementary School

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Dear Students and Parents/Guardians:

Welcome to Choctaw County Schools! Throughout the school year, the students in our classrooms will be provided with exciting opportunities to gain new knowledge through a wide variety of learning experiences. We are very proud of our staff and our schools and are pleased to be able to share them with you.

This Student Code of Conduct has been adopted by your local School Board and is to be used uniformly throughout all schools in the Choctaw County School System. Students and parents/guardians should familiarize themselves with this publication as it outlines the responsibilities of all students who attend any school in this school system. The rules and regulations in this book are for the purpose of promoting a safe and productive learning environment for our students. This includes behaviors during and after school hours, during the morning and evening while students are being transported by bus, and school sponsored events.

We are looking forward to the coming school year! Our hope is that each and every one of our students will find it to be a year that holds pleasant and successful learning experiences. Thank you for supporting our vision as we continue our work in “Equipping and inspiring all learners to reach their highest potential”.

Sincerely,

*Dorothy Banks*

Dorothy Banks,  
Superintendent,  
Choctaw County Schools

## **PROBLEM SOLVING TEAMS (PST)/RTI**

Definitions – Problem Solving Teams (PST) is a model to guide general education intervention services for all students (K – 12) who have academic and/or behavioral difficulties. The PST is central to the school’s successful implementation of the Response to Instruction (RTI) framework.

Response to Instruction (RTI) is an instructional framework that combines core instruction, assessment, and intervention within a multi-tiered system to increase student achievement and reduce behavior problems.

Decisions regarding the number of PSTs needed by a school should be determined at the school level; however, a minimum of one PST per school is required.

Students who are retained must have documentation of the RTI process.

## **COMPULSORY ATTENDANCE**

The Board shall enroll in school all students residing within the school district between the ages of six (6) and seventeen (17) years, not otherwise receiving instruction in a private school, church school, or being taught by a private tutor. Once a student enrolls in school, regardless of age, he/she must abide by all attendance policies. An accurate record of attendance for each pupil shall be maintained by the classroom or homeroom teacher or other designated person. This record shall be kept in the official register, or through other officially approved documentation provided or approved by the State Department of Education.

Parents and guardians are responsible for enrolling their children in school and ensuring that the children attend school and obey behavior policies adopted by the board. Parents failing to enroll students and ensuring their attendance and proper behavior are subject to fines and imprisonment under Alabama state law. Section 16-28-12, Code of Alabama (1975) states that each parent, guardian, or other person having control and custody of a child that is required to attend school will face a misdemeanor charge, a fine of up to \$500.00 and up to a year in the county jail for failure to ensure that the child attends school on a regular basis and abides by the written policy on student behavior adopted by the Board.

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

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

1. The necessity for a parent to monitor and supervise the schoolwork and educational activities of the child.
2. An explanation of the responsibilities of teachers and the school system to a child, and an enumeration of those matters that are strictly the responsibility of the parent.

3. Techniques and suggestions to enable a parent to best supervise the schoolwork and educational activities of the child.
4. An explanation of the interrelationship of the family life of a child and the educational achievement of the child.

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

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

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

### **ATTENDANCE REQUIREMENTS**

All students in grades K-6 must have on file a certified birth certificate and a social security card. The originals will be returned. An Alabama Immunization Certificate (“Blue Slip”) is also required and kept on file at the school. Every student is required to have a signed affidavit attesting to residence within the zone on file in the office. The only exception to this requirement will be for students classified as homeless.

### **HOMELESS STUDENT POLICY**

- Homeless children have a right to attend school.
- You do not need a permanent address to enroll your child in school.
- Your child cannot be denied school enrollment just because school records or other documentation (“Blue Slip”) is not available.
- Your child has the right to participate in extracurricular activities and all federal, state, or local programs for which he/she is eligible.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Students who are sharing the housing of other persons, due to loss of housing, economic hardship, natural or man-made disaster, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or traditional shelters; are abandoned in hospitals; or are awaiting for foster placement.

2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
3. Students living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory students who meet one or more of the above described circumstances.

## ABSENCES

In order to receive an excused absence after a student has missed over 7 days, he/she must submit a doctor's statement, court subpoena, or other legal document to the principal or designee for approval.

State law permits schools to excuse students for being absent because of illness, weather preventing attendance, legal requirement or permission by the principal. Work, truancy, parental neglect (taking children shopping, etc.), and vacations are not excused absences. Students who are away from school because of participation in official school sponsored activities shall be marked present and allowed to make-up missed work. High school ballgames are not excused absences for elementary students unless prior district approval is given.

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

Students may receive released time from school during a regularly scheduled school day for the purpose of participating in instructional activities co-sponsored by the school.

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

## Excused Absences

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

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

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

lessons, but students shall be given a reasonable opportunity to learn the lessons due to excused absence.

In accordance with State Law, the parents or guardians must explain the cause of any absence of students under their control or charge. Every student upon return to school must bring a written excuse from home signed by the student's parent or guardian for each absence and present it to the principal or his/her school secretary. The written excuse will be posted to the morning report the day after the student returns. Parents/guardians are allowed to provide written excuses for seven (7) absences per semester.

If a written excuse is not presented within three (3) school days after a student is absent, the absence is automatically unexcused. **There will be no makeup work allowed for any absence deemed unexcused.**

### **Check-Out Policy**

A parent/guardian must sign a student out in the presence of the secretary. Excuses will be made a part of student records. If a parent or guardian cannot check a student out, only those persons approved in writing on the registration form may sign the student out of school. If a student returns to school the same day after checking out, he/she must check back in through the office. A parent/guardian must send a note before 2:30 if child is to be picked up early. Early checkouts cannot be called in.

Car riders will be dismissed at 3:00 p.m.

### **Tardies to School**

Classes begin at 8:00 a.m. Students are expected to be in their class at that time. Students who arrive at school on time but are late to class must see the principal. If a student arrives after 8:00 a.m., the parent must sign the student in. The school office will keep a separate sign in book for tardies. If a student violates the tardy policy, he/she will be subject to the disciplinary actions as outlined for Class I and Class II Offenses.

If the problem is not alleviated after the third unexcused tardy and principal conference with the parent, then the tardiness will be considered as neglect, and the case will be referred to the school social worker. The school counselor and social worker will schedule a parent conference for parents of students who are continually tardy.

### **Truancy**

Truancy is a habitual and unlawful absence from school. Alabama law requires all children between the ages of six and 17 to attend school. If any child fails to attend school without legal excuse, that child and the person having custody of that child will be referred to the juvenile court. Any child who is prosecuted for truancy may be placed in a juvenile facility or in long-term residential care. Any custodial adult who is prosecuted for failing to require a child to attend school may be jailed for up to one year or fined up to \$500 or both.

#### **First Truancy**

The school messenger shall caution the parent/guardian about the absence as well as truancy and subsequent action to be taken by the school and courts should further truanancies occur.

### **Fifth Truancy**

The parent and/or guardian shall be notified that the student was truant and the dates of the truancy.

Student who have consecutive unexcused absences totaling five or more will receive a letter and notice to appear in Early Warning Court.

### **Seventh Truancy**

The attendance officer shall file a complaint/petition against the parent and/or student, if appropriate.

Students who accumulate seven (7) unexcused absences may have a complaint/petition filed against the parent and/or student, if appropriate.

#### **CHILD UNDER PROBATION**

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

|  |
|--|
| <b>School Arrival and Pick-Up Time</b> |
|--|

**No student shall be present on school property prior to 7:30 a.m. or remain on school property after 3:30 p.m.** Students must be supervised by a board employee at all times. Exceptions are students who are enrolled in an on-site school extended day program, participating in an authorized extracurricular school activity or program, or authorized by the school principal. There is no liability for students left on property before 7:30 a.m. or after 3:30 p.m. The following actions will be taken for students left at the school prior to 7:30 a.m. and after 3:30 p.m.:

- |                         |   |   |
|-------------------------|---|---|
| 1 <sup>st</sup> Offense | - | Referral to social worker                         |
| 2 <sup>nd</sup> Offense | - | DHR and/or local law enforcement will be notified |

|                                    |
|------------------------------------|
| <b>UNSAFE SCHOOL CHOICE OPTION</b> |
|------------------------------------|

1. A transfer option school (TOS) in the state of Alabama is one in which for three (3) consecutive school years the school has expelled one percent (1%) of the student population or five (5) students (whichever is greater) for violent criminal offenses committed on school property during school hours or committed at school-sponsored activities. The words “transfer option school,” “TOS school” shall mean a “persistently dangerous school” as those words are used in the No Child Left Behind Act of 2001, Public Law 107-110, Title IX, 9532 (a) and (b). For the purpose of this definition, a “violent criminal offense” shall mean homicide; robbery; assault in the first and/or second degree; sexual battery (including rape) as these offenses are defined in the Criminal Code of Alabama (see 13A-6-1, et. Seq., Ala. Code 1975); and use of a handgun, firearm component, explosive, knife, and other “unknown weapons” as defined by 290-3-1-02(3)(e)2
2. A student who becomes a victim of a violent criminal offense committed on school property during school hours or at school-sponsored activities shall be given an

opportunity to transfer to a safe public school within the Choctaw County School District. The Choctaw County School District shall notify the student's parent/guardian of the right to transfer as soon as practicable, not to exceed ten (10) calendar days from the date of a final determination by the school board or its designee that a violent criminal offense has occurred. All Choctaw County School District transfer procedures will be observed. It shall be the policy of the Alabama State Department of Education (SDE) to notify the Choctaw County School District annually when one or more of its schools have been identified as a transfer option school. Each Superintendent or his or her designee shall orally notify the Prevention and Support Services Section of the State Department of Education within twenty-four (24) hours of the decision that a criminal offense has occurred, followed by written confirmation. The State Department of Education will assist the Choctaw County School District in resolving all safety issues. At a minimum, an LEA that has one or more schools identified as persistently dangerous must:

3. Step 1. Notify parents/guardians of each student attending the school within ten (10) working days that it has been identified as a transfer option school and offer students the opportunity to transfer to a safe public school within the Choctaw County School District if another school is available.
4. Step 2. Complete the transfer for those students who opt to do so within 20 working days.
5. Step 3. Develop a corrective action plan to be submitted to the SDE for approval within 20 working days of the school system's receipt of status.
6. Step 4. Implement the corrective action plan.

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

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| <b>COMPREHENSIVE SAFE SCHOOL AND DRUG-FREE SCHOOL POLICY</b> |
|--|

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

**ACT 94-793**

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

**ACT 94-784**

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

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

requirements imposed by the Choctaw County Board of Education as a condition for readmission.

ACT 94-820

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

### **DUE PROCESS**

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

1. The student shall be given oral or written notice of the charge(s) against him/her.
2. The evidence supporting the charge(s) shall be explained to the student.
3. The student shall be given an opportunity to present his/her own version of the facts concerning the charge(s).

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

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

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

### **ELECTRONIC DEVICES**

No student may bring an unauthorized cell phone, radio, tape player, CD players, IPODs or other equipment of similar kind on campus or on a school bus. Electronic devices must be authorized by the building principal. School Board Policy prohibits students from carrying unauthorized electronic communication devices in school. This includes pagers, cell phones and other electronic devices used for communication purposes. Failure to comply with this rule may result in confiscation of the item and other disciplinary action. Parents/guardians must pick up confiscated items.

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

**1st offense – Device confiscated and parents notified to pick up**

**2nd offense – Corporal punishment (1 day suspension if Corporal Punishment not allowed)**

**3rd offense – 2 day suspension**

**4th offense – 3 day suspension**

**5th offense – cannot be readmitted to school until parent and student meets with superintendent**

## Cell Phone/Digital Device in a Testing Setting by Students

The **possession** of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is **strictly prohibited** during the administration of a secure test. School personnel will collect such devices before students can enter the testing room. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated.

If a student is **observed using** a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated. Additional disciplinary action may be taken by the LEA.

## NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The rights to request the amendment of the student's educational record the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the United States Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue. SW  
Washington, DC 20202-4605

### **PUBLIC USE OF STUDENT RECORDS**

Students and parents or a legal guardian shall be provided access to official records directly related to their child and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate. Personally identifiable information shall not be released from student records without the written consent of parent or a legal guardian and/or students over eighteen years of age. Students and parents or a legal guardian are hereby notified of the above policy through this presentation. Access to student records shall be handled in accordance with Title 45, Code of Federal Regulations (1974).

### **DRESS CODE**

The Choctaw County Board of Education has adapted a mandatory uniform dress code to be implemented in all schools. All students must abide by this policy. Disciplinary action will be taken to enforce compliance with policy. Students can be denied admission until such time as they are in compliance. Reasonable accommodations (no more than five days) will be made for transfer students entering school during the school year.

The Choctaw County Board of Education shall not be responsible for the purchase of school uniforms for indigent students; however, the board may authorize programs to promote donations of funds and/or uniforms to assist indigent students. Each school shall communicate to parents the information specific to the individual school site.

**The uniform guidelines are as follows:**

Grades K-6

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

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

- Bicycle shorts

Pants – Any khaki or black pants properly sized (slack style or Capri) may be worn. The following styles are **NOT** in compliance and may not be worn at school:

- Jogger Pants or any pant with elastic at bottom of the leg
- Leggings/stretch knit
- Sweat pants

Blouse – White (long or short sleeve)

Blouses or shirts must be worn with jumpers.

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

|                                    |                      |
|------------------------------------|----------------------|
| Choctaw County Elementary School   | White, Black or Gold |
| Southern Choctaw Elementary School | White, Red, or Black |

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

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

## SOCKS

SOLID black, white, khaki, or school colors are required.

Socks shall be worn at all times.

## BELTS

**Belts must be black, brown, or khaki.** Belts must be worn with all items of clothing that have belt loops and the end may not hang down below the waist. Belts shall be buckled at all times. .

\*\*No belt buckles are allowed that are larger than are 2” in diameter.

BRAND NAMES ON ANY ITEM OF SCHOOL CLOTHING MAY BE NO LARGER THAN THE SIZE OF A QUARTER.

All clothing must be properly fitted. Sagging shorts/pants are prohibited. Jumpers, skirts, skorts, and walking shorts should be no more than 2” above the kneecap when the student is standing. Emblems and logos that show through other shirts are prohibited. ***Long or short sleeve undershirts must be white or the school color with no writing on the undershirt.***

## SHOES

Students must wear shoes; shoes that mark or damage floors will not be permitted; shoes that have wheels or other attachments may not be worn. Tennis shoes may be worn. ***Sandals, slides, heelys (or any variation of skate shoes) and crocs are not allowed. No boots or shoes over the ankle. No “work” style boots are allowed.***

\*\*All shoe straps must be strapped—all laces must be tied at all times. Shoe laces must be the same color.

Sandals, slides, Crocs, Croc oxfords (or any shoe made in the style of a Croc), and Heelys (skate-shoes) or any variation of Heelys (skate shoes), ballerina slippers, toe shoes, and vans are not allowed. No boots or shoes over the ankle.

## OUTERWEAR

The following items will be acceptable in **solid** school colors, gray and brown

- Cardigan sweater
- Long-sleeve pull-over sweater
- Wind breaker
- Full length vest
- Sports jackets
- Band jackets
- Other school related outerwear
- Sweatshirt jackets

Heavy outerwear such as overcoats will be permitted. Starter jackets, trench coats, or duster-style coats are not allowed. *\*Visible logos on outerwear will be no larger than the size of a quarter.*

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

In addition to the dress code requirements previously listed, the following guidelines must also be observed:

1. All clothing must be properly fitted. Sagging and excessively tight clothing are prohibited.
2. Any article worn which draws undue attention or disrupts classes will not be allowed (e.g. grills, large necklaces, medallions, chains).
3. Combs or picks are not to be worn in hair. **Metal picks or combs are not allowed.**
4. Belts are to be buckled at the waist and the end must be inside the belt loop; the end may not hang down below the waist. Students are prohibited from wearing sagging pants or short. Belt tabs are to be worn snapped or buttoned.
5. No hats or caps allowed with the exception of school sponsored affiliated functions.
6. No oxford shirts may be worn as jackets; they must be buttoned and tucked into pants/shorts, skorts and or skirts.
7. Trousers with holes or handwriting on any clothing items are not allowed.
8. Bandannas or du-rags of any color are not to be worn on any part of the body nor carried in or tied on book bags or other bags. These and other articles, which may be deemed inappropriate by the principal, will be confiscated. Long key chains or other articles should not be hanging from the pockets.
9. Students may not wear hairstyles that distract from the learning process or cause disruptions.
10. Shirts must be tucked in so that the belt is visible.
11. No student will be allowed to bring a book bag or any other type of “string” bag to the classroom if lockers are provided.
12. Additional restrictions may be placed upon students participating in extra-curricular activities including any restrictions enforced by the State Athletic Association or other governing organization.
13. All uniform items must be worn as purchased.
14. **Any dress or personal appearance that the administration believes is disruptive and interferes with a safe and secure learning environment will be dealt with on an individual basis. School administrators will use their discretion to determine the appropriateness of students’ dress.**
15. Ear piercings are allowed if they do not distract or draw unnecessary attention. No student shall be on the school property with any other visible body piercing, including but not limited to tongue piercing, facial piercing, and any visible piercing of the stomach.

#### **K -6**

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

Royal Park Plaids

Choctaw County Elementary School #8B

Southern Choctaw Elementary School #70

If a student fails to follow the dress policy, the following measures will be taken:

1st offense - Counselor referral and parent contacted

2nd offense - Counselor contacts parent to acknowledge violation and tells parent of next step

3rd offense – Counselor contact school social worker to schedule meetin with parents

4th offense - Student loses special privileges (i.e., field trip, ballgame, out of uniform day)

5th offense - Parent/student meeting with Superintendent or a designee

### **LEAVING CAMPUS**

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

### **STUDENT COMPLAINTS AND GRIEVANCES**

Students have both the right and the responsibility to express school related concerns and grievances to the teachers and school administrators. The normal procedure usually followed by any student regarding a personal grievance is to discuss the matter with a teacher directly involved. When the nature of the grievance dictates otherwise, the student upon notifying the teacher directly involved may request a meeting with the school principal. Such meetings should be granted within two (2) working days at a reasonable time and place. One faculty member of the student's choice or his/her parent(s) guardian(s) may be present at such meeting. It is expected that most grievances will be resolved satisfactory at this level. However, in the event that the grievance cannot be settled by this procedure, the student through his/her parent(s) or guardian(s) may pursue the grievance procedures outlined in the Board Policy.

### **SCHOOL VISITORS**

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

### **DISCIPLINE**

#### **ALCOHOL AND TOBACCO USE**

Beginning with the 1987-88 school year, students shall not be permitted to possess or use tobacco or any alcoholic beverage in any form on the school grounds, in school buildings during the school day, when riding school buses to and from school or on school-sponsored trips. Any student violating this policy shall be subject to disciplinary action by the local school principal. Parental permission to smoke or otherwise use tobacco does not exempt a student from this policy. Professional school personnel shall organize and conduct programs of education designed to make students fully aware of the hazards of the use of tobacco or alcohol. Possession of alcohol or tobacco products will result in automatic suspension.

### **BUILDINGS AND GROUNDS**

Students should follow the following list of rules in regards to buildings and grounds of each school:

1. All students walking must enter and leave by way of the designated entrance.

2. Always walk single file on the right in halls.
3. Students will walk on sidewalks when outside.
4. No students should be in the halls when classes are in session unless given permission by teacher.
5. Restroom facilities should be used only at recess, breaks, and lunch or in the case of an extreme emergency.
6. No advertising of non-school activities will be allowed.
7. Students will remain in designated area while at recess and physical education.
8. Students are not allowed in the bus loading area or parking lot before school or after school until all buses leave.
9. No physical contact while on school grounds. Examples: wrestling, tackle football, pitch up and tackle, etc.

We urge all students to please help keep our school clean (inside and outside). We urge parents to encourage their children to help keep the appearance of our schools nice and clean at all times.

|                        |
|------------------------|
| <b>BUS REGULATIONS</b> |
|------------------------|

School bus passengers must assume certain responsibilities and abide by a very high code of conduct if they expect to enjoy safe, efficient transportation to and from school. When a student's conduct becomes such that the safety or rights of others are endangered, it will be necessary to suspend or expel the student from riding a Choctaw County School Bus. **Bus infractions are dealt with at the discretion of the school principal.** No student shall be suspended or expelled from riding a Choctaw County School Bus without a due cause.

If a transported student is to ride another bus or be picked up at school he/she must have a note from the parent to that effect presented to the office to be signed by the principal. If an emergency arises parent/guardian must contact the school before 2:00 p.m. and advise office of requested change.

**General Rules**

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

### **Rules for Loading the Bus**

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

### **Rules for Students While on the Bus**

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

### **Rules after Unloading From Bus**

1. Cross the road in front of the bus only after checking traffic and after receiving a signal from the driver to proceed.
2. Do not attempt to reboard the bus after leaving it.
3. Be alert for danger signals from the driver.
4. The driver is not permitted to let students get off the bus at any other place other than their regular bus stop, at home, or at school unless he/she receives proper authorization from the principal upon written request from the parent.

### **Rules for Extra-curricular Trips**

1. All the above rules and regulations apply to any school sponsored trip.
2. The bus driver is charged with the full responsibility for the safe operation of the bus while on extra trips.
3. The driver will expect the full cooperation and assistance of both students and assigned sponsors while enroute.

4. The emergency door is not to be used except by direction of the driver.

### **Bus Discipline**

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

### **Class III Bus Infractions**

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

Class III infractions will be handled as if they occurred on the school campus which shall result in loss of bus privileges plus out-of-school suspension; see page 26 for disciplinary action related to Class III infractions. All discipline is progressive and retribution may be modified at the discretion of the Principal upon review of the circumstances.

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| <b>Rules for the Cafeteria</b> |
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1. **No soft drinks in bottles or cans are allowed in the cafeteria (STATE LAW). Thermos bottles are allowed.**
2. No loud talking.
3. Good table manners will be used at all times.
4. Students should be courteous to all lunchroom personnel.
5. No running, pushing, shoving, or playing will be permitted.
6. Students will sit in designated area.
7. Food will not be taken out of the cafeteria.
8. Before leaving the cafeteria, students should clean the area around their eating place (table and floor).
9. Students should not skip line
10. Trash barrels are conveniently placed and should be utilized.
11. No outside food or drinks are allowed in a brand or franchise container.
12. No meals can be charged in the cafeteria.

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| <b>CLASSIFICATION OF VIOLATIONS AND PROCEDURES</b> |
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Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action, by telephoning the parent(s) or guardian when feasible, and/or by scheduling conferences with the parent(s) or guardian and other school staff. Only when the action taken by the teacher is ineffective or the disruption is severe should the student be referred to the principal or his/her designee. Failure to bring notebook, pencil, homework, or failure to do work in class are not cause for disciplinary referrals; however, defiance of a teacher in regard to these areas is cause for discipline referral. Parents and guardians should be notified by the teacher of students who consistently exhibit poor work habits, and/or these students should be referred to a guidance counselor. Principals are required to follow designated procedures as outlined in disciplinary actions and to follow the mandatory reporting guidelines as prescribed in Alabama Legislative Acts: 94-793; 94-782; 94-784; 94-820.

## **INCIDENT CODES AND DESCRIPTIONS:**

### **Class I (Minor Offenses)**

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

## **DISCIPLINARY ACTIONS/MINOR OFFENSES – CLASS I**

### **First Offense:**

In-school conference, in-school disciplinary action, and parental contact when warranted.

### **Second Offense:**

Parental contact and in-school disciplinary action

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

### **Subsequent Offenses:**

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

## **CLASS II - INTERMEDIATE OFFENSES**

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

## CLASS II - DISCIPLINARY ACTIONS/INTERMEDIATE OFFENSES

### First and Second Offenses

Parental or guardian contact and disciplinary action including corporal punishment or suspension will be determined by administration.

### Subsequent Offenses

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

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

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

## CLASS III OFFENSES

|    |   |    |  |
|----|---|----|--|
| 1  | Alcohol Possession                                  | 30 | Sexual Offenses – Other                        |
| 2  | Alcohol Sale  | 37 | Handgun, Possession                            |
| 3  | Alcohol Use   | 38 | Handgun, Sale                                  |
| 4  | Arson   | 39 | Handgun, Use                                   |
| 5  | Assault   | 40 | Rifle/Shotgun, Possession                      |
| 6  | Bomb Threat   | 41 | Rifle/Shotgun, Sale                            |
| 7  | Burglary/Breaking & Entry                           | 42 | Rifle/Shotgun, Use                             |
| 8  | Criminal Mischief (Vandalism)                       | 43 | Firearm Component, Possession                  |
| 13 | Drugs, Possession                                   | 44 | Firearm Component, Sale                        |
| 14 | Drugs, Sale   | 45 | Firearm Component, Use                         |
| 15 | Drugs, Use  | 46 | Explosive/Incendiary or Poison Gas, Possession |
| 17 | Fighting  | 47 | Explosive/Incendiary or Poison Gas, Sale       |
| 18 | Fire Alarm, Tampering with or setting off           | 48 | Explosive/Incendiary or Poison Gas, Use        |
| 19 | Gambling  | 49 | Other Weapon, Possession                       |
| 20 | Harassment  | 50 | Other Weapon, Sale                             |
| 21 | Homicide  | 51 | Other Weapon, Use                              |
| 22 | Inciting other students to create a disturbance     | 52 | Knife, Possession                              |
| 23 | Kidnapping  | 53 | Knife, Sale                                    |
| 24 | Larceny/Theft/Robbery/Possession of stolen property | 54 | Knife, Use                                     |

|    |  |    |   |
|----|--|----|---|
| 25 | Motor Vehicle Theft or Unauthorized Use of a Motor Vehicle | 55 | Other/Unknown Weapon, Possession                          |
| 27 | Robbery  | 56 | Other/Unknown Weapon, Sale                                |
| 28 | Sexual Battery   | 57 | Other/Unknown Weapon, Use                                 |
| 29 | Sexual Harassment  | 58 | Other Incidents Resulting in a State Defined Disciplinary |

**DISCIPLINARY ACTION/MAJOR OFFENSES – CLASS III**

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

Any person who violates policies concerning illegal drugs, alcohol, weapons policies shall be arrested on the appropriate warrant. The student shall be suspended immediately until such time as a hearing with the board of education can be held. If the student is found to be guilty of violating a Class III offense, he/she shall not be admitted to the public schools of this state until all criminal charges or offenses have been disposed of by proper authorities and the violator has satisfied all the requirements imposed by the school system for readmission.

No person found guilty of violating a weapons policy may be readmitted to the public schools of this state without psychiatric or psychological counseling and an accompanying report in writing found to be acceptable by the local board of education. The psychiatric or psychological counseling must be provided at the expense of the parents.

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

Source: Policy Committee: July 20, 1994  
Alabama Legislative Acts: 94-793; 94-782; 94-784; 94-820  
Alabama Code of Law: Section 16-1-24.1  
Adoption: October 20, 1994, Choctaw County Board of Education  
Adoption: March 11, 2004, Choctaw County Board of Education

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| <b>CHEATING</b> |
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Cheating is providing or receiving answers for test questions or other assignments by any means not authorized by the teacher. This includes, but is not limited to copying answers from another students, “cheat sheets”, textbooks, teacher’s answer keys, or allowing another student to copy answers from your paper.

**PENALTIES FOR CHEATING**

- 1<sup>st</sup> Offense            The student will receive a ZERO on the test or assignment and will lose all exemptions.
- 2<sup>nd</sup> Offense            The student will receive a ZERO on the test or assignment and will lose all honors including, but not limited to Honor Society and/or Club memberships.
- 3<sup>rd</sup> Offense            The student will receive a ZERO on the test or assignment and will be suspended from school.
- 4<sup>th</sup> Offense            The student will suspended from school with a recommendation for expulsion for the rest of the semester.

## CORPORAL PUNISHMENT

In order to establish and maintain an educational climate conducive to learning, the Board permits reasonable corporal punishment of students in the schools of the School District. If such punishment is required, it shall be administered only as a last resort, with extreme care, tact and caution by the principal or his/her designated person in the presence of the principal. Teachers shall be supported by the Board and administration in their efforts to teach good citizenship by requiring proper conduct. While teachers shall be reasonable in student-related demands, they need not tolerate disrespectful, boisterous, rough, and violent outbursts of language and temper on the part of students.

In all cases, corporal punishment shall be administered in accordance with the following guidelines:

1. All students must have on file a letter issued by the Choctaw County Board of Education and signed by their legal guardian giving the Principal or his/her designee permission to use corporal punishment. In the event the parent or legal guardian has withheld their permission to use corporal punishment, then the student will be automatically suspended for one (1) day. This applies to all students in grades K-6.
2. In cases where a student maintains innocence of the offense or ignorance of the rule, a brief but adequate statement of the reasons and supporting evidence shall be orally given to the student with opportunity for the student to explain his/her side of the situation. Based upon all facts, if the situation warrants it, corporal punishment may then be administered without delay.
3. Except for the acts of misconduct which are extremely anti-social or disruptive in nature, corporal punishment should never be used unless the student is informed beforehand that specific misbehavior could result in corporal punishment. Its use should allow specific failures of other corrective measures to affect student behavior modification. Teachers should be prepared to provide information concerning alternate forms of punishment used.
4. Corporal punishment may only be administered by the principal or his/her designee in the presence of the principal.

## DRUG USE

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

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

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

The administration will make arrangements to cooperate with the local, state, and federal narcotic officers in the detection, prevention and prosecution of any and all possible violations. Law enforcement agencies will be encouraged to make periodic unannounced visits to all local public schools for the purpose of detecting the presence of illegal drugs.

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

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

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

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

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

Counseling and corrective discipline will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

|            |  |
|------------|--|
| 1st report | Counselor referral, investigation of incident , parent contacted |
| 2nd report | Conference with counselor, principal, parent and/or suspension   |
| 3rd report | Minimum one week suspension                                      |

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| <b>EXPULSION</b> |
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The principal shall make a recommendation to the Superintendent for the expulsion of student(s) who have violated rules which would warrant such action.

**Terms**

1. The expulsion of a student will prohibit the student from attending any school in the School District during the period of expulsion.
2. Students will lose their academic credit if:
  - a. Passing grades are not maintained based on teacher judgment.
  - b. Student is removed from the school attendance roll through the expulsion process.
3. A student cannot request make-up work if expelled from school.
4. A student may not participate in extra-curricular or other school activities during the period of the expulsion.
5. A student may not attend extra-curricular activities after school hours that are described as public activities such as football, baseball, volleyball, basketball, or tennis games.

Any student who is expelled from school cannot visit or otherwise be in attendance on any school campus in the School District during the school day (7:30 a.m. – 4:30 p.m.) while expelled from school.

The Board reserves the right to prevent a student expelled from school from attending any function on any campus if the circumstances that led to the expulsion leads the Board to believe such action is necessary to protect staff and students at functions or events occurring outside the school day. Due process will be followed during the expulsion process.

## **INTERROGATIONS AND SEARCHES**

### **Search of Property**

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

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

The student or students shall be contacted prior to any search of his desk or locker, and the desk or locker shall be opened in his presence. A witness from the staff shall be present during the inspection.

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

### **Search and Seizure**

Choctaw County School System officials shall be authorized to search a student and the student's property including vehicles under the following conditions:

- A reasonable cause for a search exists.
- The student is in full agreement with the search.
- The search must be conducted in privacy by a person of the same sex.
- A third person of the same sex must be present during the search.
- Parents or legal guardians shall be notified if the search results in the identification of any illegal paraphernalia.
- If a reasonable cause exists for a search of an individual student and the student does not agree to the search, school officials shall not search the student. The following procedure shall be followed:
  - The student shall be retained in the presence of school officials under constant observation and supervision.
  - Parents or legal guardians of the student shall be notified and requested to come to the school.
  - Parents or legal guardians shall be informed of the situation and asked to search the student.

- If parents or legal guardians refuse to cooperate with school officials, appropriate law enforcement authorities shall be notified and proper suspension or expulsion procedures shall be initiated.

### **Detection of Illegal Drugs**

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

### **POSSESSION OF A FIREARM**

No student shall be permitted to possess a firearm or other weapon in school buildings, on school grounds, on school buses, or at any other school-sponsored function. Any student who violates this policy shall be arrested on the appropriate warrant. The school principal shall notify the parents or guardian of students who violate the firearm free school environment and the appropriate law enforcement authority. The student shall be suspended immediately and have a hearing at the earliest possible date. If the student is found to be guilty of having a firearm in his/her possession, he/she will be expelled for a period of one year. Students who are expelled for violation of this act shall not be allowed to attend regular school classes in any public school in the state during the expulsion period.

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

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

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

### **ACADEMIC GUIDELINES**

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

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

Kindergarten students will be assessed using the performance-based report card. The level of skill mastery will be based on the following symbols:

|   |   |                |
|---|---|----------------|
| S | = | Mastered       |
| N | = | Non-Mastered   |
| I | = | Improving      |
| X | = | Not Introduced |

Numerical grades shall be mandatory in grades 1-6 based on the following scale:

|                |   |                         |
|----------------|---|-------------------------|
| ▪ 90-100       | A | Outstanding Progress    |
| ▪ 80-89        | B | Good Progress           |
| ▪ 70-79        | C | Satisfactory Progress   |
| ▪ 60-69        | D | Unsatisfactory Progress |
| ▪ 59 and Below | F | Not Passing             |

### **Honor Rolls** (Grades 3-6 only)

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

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

**Note: The number of absences and tardies shall be included on the report cards.**

### **Physical Education**

A doctor’s written statement is necessary for a student to be excused from physical activities in physical education (PE) classes. The statement must include the kinds of activities in which the student may participate to receive PE credit. The approval of the principal or assistant principal must also be obtained on all excuses.

### **Textbook Fines**

If the spine is broken or if damages terminate useful life the following fees apply:

|                                     |                      |
|-------------------------------------|----------------------|
| 1 <sup>st</sup> year                | Original Cost        |
| 2 <sup>nd</sup> year                | 75% of original cost |
| 3 <sup>rd</sup> year                | 50% of original cost |
| 4 <sup>th</sup> year and thereafter | 25% of original cost |

**NOTE:** All fines must be paid before books are issued. Report cards will not be issued to students with outstanding fines.

Reimbursement will be made to students who relocate textbooks in good condition after payment is made to the school district and upon presentation of payment receipt.

Books will not be issued until a “Book Issue Form” has been signed by the parent or legal guardian. **Students who owe money for outstanding fines will not be issued a textbook to take home until all fines are paid.** When books are turned in at the end of the year, evaluation of those books will be made. If they have been abused, the student will be fined. If lost, the student will pay according to fees schedule.

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

## Promotion/Retention Policy

Grades K-6

There may be an occasion where a child will benefit from another year of kindergarten. In such cases, a signed letter from the parent/guardian stating that their child may be retained is required.

Students in grades 1 – 6 must pass four of the five academic subjects (reading, language arts, math, science, and social studies) to be promoted to the next grade.

## Reporting Student Progress

Reports concerning student progress shall be made to the parents or guardians of all students in the School District at least three (3) times during the scholastic school year in addition to report cards.

## STUDENT ORGANIZATIONS AND ACTIVITIES

Purpose

The purpose of any of these organizations shall be the promotion of scholarship, leadership, and good citizenship.

- A member may be dropped from membership if member does not regularly attend chapter meetings
- A member may be dropped from membership if grade point average falls below 80 per semester
- A member may be dropped from membership for moral or disciplinary reasons that are deemed by the principal to be sufficient
- No member may be dropped from membership for scholastic deficiency without being accorded a probationary period of one semester to raise the grade point average to an 80.
- A member that is dropped from the chapter may be reinstated provided he/she meets the requirements for eligibility again. A reinstated member will not be required to pay the National Certificate fee again.

### Student Activities

School sponsored student activities are a vital part of students' lives and of the total school program. Therefore, the Board encourages the professional staff and students of the schools of the School District to cooperatively plan and implement appropriate student activities to meet the needs of all students. All school sponsored student activities must have prior approval by the local school principal, activity sponsor, and the Superintendent of Schools. All school sponsored student activities shall be under the control of the local school principal or designee. All school sponsored activities shall be adequately supervised by a member or members of the school professional staff.

### Student Activity Fees

Students shall not be assessed fees for the purpose of supporting general student activities. Participation in student activities shall be on a voluntary basis by all students. All fees to support student activities shall be approved by the local school principal, the activity sponsor, and the Superintendent of Schools.

## **Student Clubs and Organizations**

The Superintendent of Schools, local school principals, school staff members, and students shall establish regulations for the operation of school-sponsored clubs and organizations that operate for the welfare and the best interest of the students and the school. School-sponsored clubs and organizations shall be under the direct control of school officials. Such clubs and organizations shall not be affiliated or associated with any political or religious organization or any organization which denies membership on the basis of race, creed, color, or political beliefs. All school-sponsored clubs and organizations shall be under the control of the local school principal.

All school sponsored clubs and organizations must meet the following criteria:

1. Every school club or organization shall be sponsored by a member of the faculty approved by the principal of the school. Every organization must have the approval of the sponsor in advance for the time and place of all meetings and all social and athletic events and other activities of the organization. All meetings shall be held on campus, and the sponsor shall be present throughout such meetings. All other activities held outside the school or off campus must have the approval of the principal. A sponsor, or substitute sponsor approved by the principal, shall be present throughout all activities.
2. Every school-sponsored club shall have a constitution approved by the Student Council and by the principal of the school. Such constitution shall be kept on file in the school office.
  - a. The constitution shall contain a statement that all members must be students who are presently enrolled in the school of sponsorship.
  - b. The constitution shall contain qualifications for membership. Such qualifications shall not deny membership because of race, color, creed, or political beliefs.
  - c. The constitution shall contain a statement of the purpose of the club. The purposes shall not be contrary to the welfare or best interest of the students or the school, or in conflict with the authority or responsibilities of the Board and its employees.
  - d. The constitution shall contain a statement that there is no affiliation with any non-school club, any political or religious organization, or with any organization which denies members on the basis of race, color, creed, or political belief.
  - e. The constitution shall provide that the collection or dispersal of school-sponsored club funds shall be in accordance with the regulations set forth by the school and School District.
  - f. The constitution shall provide that speakers who are neither members of the student body, faculty, or administration of the school must have the approval of the sponsor and the principal.
3. Every club shall act only in accordance with its constitution and shall abide by all rules and regulations of the School District and the school.
4. Every school club, organization, or activity formed to foster the values inherited in ethnic cultures in an effort to recognize ethnic contributions to the American way of life shall promote a policy of open membership.
5. Authorization to conduct activities as an organization recognized by the school administration may be denied or revoked if:

The organization participates in, advocates, aids, or knowingly permits conduct by its members or others subject to its direction or control, which is contrary to the welfare or best interests of

the students or the school, or which is in conflict with the authority or responsibility of the Board or any of its officials or employees.

### **Student Government Association**

Local school personnel are encouraged to provide the opportunity for students to experience and understand the functional and theoretical aspects of representative government. Through representative government, students are provided the opportunity to take part in and influence the many aspects of student life and school functions and activities. The student council is a good means of providing students with such experience.

|                       |
|-----------------------|
| <b>Gifted Program</b> |
|-----------------------|

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

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

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

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

### **Child Find**

Child Find is a statewide program by the Alabama State Department of Education's Division of Rehabilitation Services. Child Find is an effort by the department to locate, identify and evaluate individuals from birth to age 21 who have disabilities or who are suspected of having disabilities. This applies to children who attend private and home schools, including those attending religious schools, regardless of the severity of their disability.

Anyone may call for referral information or to find out about available resources via the toll free Child Find number, 1-800-543-3098. People who use telecommunication devices may access Child Find by calling the Alabama Relay Center at 1-800-548-2547. Referrals may be made any time during the year by contacting the Child Find number 1-800-543-3098, or by contacting the Choctaw County Special Education Department, 205-459-3031, ext. 2025.

## **TELEPHONE**

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

## **SCHOOL INSURANCE**

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

## **SUPPLY STORE**

A school supply store is available to students.

## **PARENT CONFERENCES**

Parent-school personnel conferences must be scheduled in such a way that will not interfere with said personnel's teaching responsibilities, preferably at the close of the school day or during preparation period. No conferences can be held during planning time without the explicit permission of the teacher according to school law. Teachers will notify the office which time is best; the school secretary will set conferences for parents and teachers at the convenience of the teachers and parents.

## **PTO AND PARENT VISITS**

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

## **EMERGENCY PROCEDURES**

### **Emergency Closing Procedures**

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

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

### **Severe Weather**

Drills are held at each school monthly during the school year so that students will know how to conduct themselves in an emergency situation.

The students will go to a pre-assigned area, kneel on the floor, and cover their heads. We ask that you do not call the school or come to pick up your child if an emergency of this nature

occurs. Your child will be safer at school than in a car. If you insist on picking up your child during severe weather, please come by the office and sign him/her out.

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

### **Fire Drills**

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

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

### **Civil Defense Drills**

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

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

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

#### **Severe Thunderstorm Watch**

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

#### **Severe Thunderstorm Warning**

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

#### **Tornado Watch**

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

#### **Tornado Warning**

Notify all teachers of impending weather conditions and open all transom windows and doors between classrooms and corridors. During the warning, students will move to their designated area and assume the proper position. Coats and jackets should be used to cover students' heads, arms, and legs, so as to reduce the number of injuries from flying debris.

### **Bomb Threat/Explosion**

A bomb threat should be treated with seriousness. Begin evacuation of building immediately using a message over the intercom. Students are to be evacuated to an area far enough away from the building to provide maximum safety.

## **HEALTH ISSUES, SERVICES AND CONCERNS**

### **Communicable Diseases and Parasites**

Board policy can be found in the school office and on the district website.

### **Immunization**

All students, Pre-K through 6<sup>th</sup> grade, enrolling in the Choctaw County public school system must provide proof of immunization (Blue card).

### **Medication Administration and Student Health Services**

Internal medication can only be administered to students by the school nurse. Parents/guardians shall be responsible for providing written instructions for administering medication.

### **Vision and Hearing Examination**

The school district shall provide vision and hearing screening examinations for all students enrolled in kindergarten through 6<sup>th</sup> grade.

### **Policy for Open Wounds**

A student will not be allowed to attend school with any open breaks in the skin unless the area/areas are properly covered with a protective bandage or dressing. If there are multiple wounds/sores, all areas will need to be covered until they are scabbed over and no longer draining. Alternate courses of study will be offered to the student until these areas are healed and the potential for jeopardy to the health of the student or others is alleviated. The alternate course will be decided in conjunction with the principal, superintendent, and the school nurse.

## **ACCIDENTS**

Students should report all school related accidents in which they are involved to designated school officials. Failure to report such accidents may result in loss of privilege to make claim on student accident insurance program. All schools of the school district shall store adequate first aid supplies to administer external first aid to students, faculty and staff injured while at school. Students may report to the school nurse for medical attention.

## **CHILD NUTRITION PROGRAM**

All schools now come under CEP (Community Eligibility Provision). This means there is no cost for breakfast or lunch for students.

Breakfast is available beginning at 7:30 a.m. The cost of breakfast is: Faculty - \$2.50. Visitors (adults and children) pay \$2.75.

A lunch program is also available at all schools. The price for lunch is \$3.50 for faculty and staff. Visitors (children and adults) pay \$3.75. These prices are subject to change. Notice of any change will be provided.

## STATEMENT OF POLICY

This policy is issued for the guidance of all students and personnel: The Choctaw County Board of Education has a Title IX Coordinator and a 504 Coordinator, 107 Tom Orr Drive, Butler, Alabama 36904. This is in compliance with Title IX of the Education Amendment of 1972 (106.8) and Section 504 of the Rehabilitation Act of 1973 (104.7) (b).

The Choctaw County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Angela Phillips  
Title IX Coordinator  
107 Tom Orr Drive  
Butler, AL 36904  
aphillips@choctawal.org  
205-459-3031 ext. 2005

Leslie Oswalt  
504 Coordinator  
107 Tom Orr Drive  
Butler, AL 36904  
loswalt@choctawal.or  
205-459-3031 ext. 2025

### **CHOCTAW COUNTY SCHOOL SYSTEM**

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

**[www.choctawal.org](http://www.choctawal.org)**

**High Schools 7 – 12**

***Choctaw County High***

Celester Bolden, Principal

277 Tom Orr Drive

Butler, Alabama 36904

205 459-2139

205 459-2277 (Fax)

**[www.choctawal.org](http://www.choctawal.org)**

***Southern Choctaw High***

Donald Miles, Principal

10941 Highway 17

Gilbertown, Alabama 36908

251 843-5645

251 843-5649 (Fax)

**[www.choctawal.org](http://www.choctawal.org)**

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