

Choctaw County School System



**2023-2024
Student Handbook**

Choctaw County School System
107 Tom Orr Drive
Butler, Alabama 36904
Jacquelyn James, Superintendent of Education

Choctaw County School System
STUDENT HANDBOOK PARENT'S SIGNATURE PAGE
(Please sign and return to your child's school after reading the student handbook)

Student _____ **Grade** _____

School _____

I/We understand that this is the official handbook for the Choctaw County School System. I/We understand that any additional or new policies that are added during the school year will be sent to me to be inserted into this student handbook. I/We understand that students in grade 3 through 12 will be instructed and assessed on the contents of this handbook.

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

Student (Please Print) _____ **Grade** _____

Student's Signature _____

Date _____

Parent (Please Print) _____

Parent's Signature _____

Date _____

“Equipping and inspiring all learners to reach their highest potential!”

Table of Contents

Item.....	Page Number	Item	Page Number
Student Handbook Parent’s Signature Page.....	1	Physical Education.....	47
Message from Superintendent	4	Homework Policy	47
Choctaw County Board of Education	5	Reporting Student Progress.....	47
Choctaw County School System Addresses	5	Parent Conferences	47
2023-2024 School Year Calendar.....	6	PTO and Parent Visits	47
Reporting Periods.....	6	Check Out Policy	47
Statement of Policy.....	7	Dismissal Procedures	48
Vision Statement	7	District Dress Code	48
Mission Statement	7	Library Media Center.....	51
Attendance.....	7	Elementary Section	52
Student Enrollment.....	8	Buildings and Grounds.....	52
Homeless, Migrants, Immigrants, EL, Foster Care.....	9	School Arrival and Pick Up Times.....	52
Absences	9	Tardies to School and Class	52
Truancy	11	Academic Guidelines	53
Leaving Campus.....	12	Grade Averaging Methods	53
Telephone.....	12	Promotion/Retention Policy	53
Rules for Cafeteria.....	12	Alabama Literacy Act (2019) for Grades K-3	53
Child Nutrition Program.....	13	Alabama Numeracy ACT (2021) for Grades K-5	54
Textbooks.....	13	High School Section	55
School Visitors	14	School Arrival and Pick-Up Time.....	55
Notification of Rights Under FERPA	14	Tardies to School and Class	55
Student Complaints and Grievances	15	Lockers	55
Public Use of Student Records	15	Fees.....	56
Request for Student Records	15	Student Drivers on Campus.....	56
Gifted Program	15	Career/Technical Cooperative Education.....	56
Electronic Devices/Cell Phones.....	16	Safety in Career Technical Education Classes	57
Bus Regulations.....	17	Live Work in Career/Technical Programs	57
Disciplinary Codes of Conduct and Actions.....	19	Curriculum	58
Due Process.....	22	Academic Guidelines	58
Comprehensive Safe School and Drug-Free		Grade Averaging Methods	58
School Policy	23	Honor Rolls.....	58
Unsafe School Option.....	23	Report Cards	58
School Safety.....	24	Alabama High School Diploma Options	59
Alcohol and Tobacco Use.....	25	Dual Enrollment.....	61
Drug Use	26	FAFSA Requirements	61
Annalyn’s Law	27	College & Career Readiness Indicators.....	62
Jamari Terrell Williams Student Bullying Prevention.....	29	High School Graduation Ceremony	62
Jason Flatt Act.....	32	Ranking of Students.....	62
Positive Behavior Interventions and Supports	34	Valedictorian and Salutatorian	63
Problem Solving Team.....	38	School Marshals.....	63
Possession of a Firearm	39	Promotion/Retention Policy	64
Detection of Illegal Drugs	39	Semester and Final Examinations	65
Expulsion.....	39	Semester Exam Exemptions.....	66
Corporal Punishment.....	40	Procedure for Determining Semester Averages.....	66
Interrogations and Searches.....	41	Senior Semester Exam Make Up Policy.....	66
Alternative Setting Program	42	Student Exit Interview.....	67
Health Issues, Services, and Concerns.....	43	Statement of Policy	67
Accidents.....	45	Parent’s Right to Know Letter.....	68
Student Clubs and Organizations.....	46	Anti-Bullying Complaint Form.....	69
Student Government Association	46	Acceptable Use and Internet Safety Signature Page.....	71
Student Publications	47		



Dear Students and Parents/Guardians:

Welcome to the 2023-2024 academic year! I hope you had a relaxing summer and was able to spend time with your family and friends. I am honored to serve as Superintendent of the Choctaw County School System.

During my time as Superintendent, one of my goals is for our schools to be committed to educating our youth and displaying educational excellence. We are committed to investing ourselves in the school communities and building relationships with students, parents, faculty, and staff. All employees in our system will be here to assist our students in reaching their highest academic and personal goals in preparation for success in an ever-changing global society.

As we look ahead to the new school year, we will focus on continuous improvement in order to ensure that all students become lifelong learners in a safe and healthy environment. Our 2023-2024 school year goals for all of our students include:

1. Using high quality instruction to ensure students are college and career ready.
2. Implement programs that keep our students physically, emotionally, and mentally healthy.
3. Recruit and retain highly qualified teachers and staff.
4. Maintain efficient and effective operations.

By continuing to work together, we will build a stronger educational team. Here's to a great year!

Jacquie James

Superintendent of Education
Choctaw County School System

“Equipping and inspiring all learners to reach their highest potential”

CHOCTAW COUNTY BOARD OF EDUCATION

Jacquelyn James, Superintendent of Education
James Studdard, District 1
Isaac Johnson, District 2
Tommy Campbell, District 3
Beverly Skinner, District 4
Gerald R. Gibson, Member at Large

CHOCTAW COUNTY SCHOOL SYSTEM

107 TOM ORR DRIVE
BUTLER, ALABAMA 36904-3504
(205) 459-3031
www.choctawal.org

Choctaw County Elementary School

Kindra Tubbs, Principal
201 Tom Orr Drive
Butler, Alabama 36904
(205) 459-3520
(205) 459-7406 (Fax)
www.choctawal.org

Choctaw County High School

Joseph Roberson, Principal
277 Tom Orr Drive
Butler, Alabama 36904
(205) 459-2139
(205) 459-2277 (Fax)
www.choctawal.org

Southern Choctaw Elementary School

Dalton Holyfield, Principal
10935 Highway 17
Gilbertown, Alabama 36908
(251) 843-2461
(251) 843-4646 (Fax)
www.choctawal.org

Southern Choctaw High School

J. Dana Adams, Principal
10941 Highway 17
Gilbertown, Alabama 36908
(251) 843-5645
(251) 843-5649 (Fax)
www.choctawal.org

Choctaw County Schools

2023-2024 School Year

First Semester

DATE	STUDENT CALENDAR	DAY OF WEEK
August 1, 2023	Professional Development Day	Tuesday
August 2, 2023	Professional Development Day	Wednesday
August 3, 2023	Teacher Institute	Thursday
August 4, 2023	First Day for Students	Friday
September 4, 2023	Labor Day	Monday
October 9, 2023	Professional Development Day	Monday
November 10, 2023	Veteran's Day	Friday
November 20-24, 2023	Thanksgiving Holidays	Monday - Friday
December 15, 2023	Christmas Holidays Begin at 3:00 p. m.	Friday

Second Semester

DATE	STUDENT CALENDAR	DAY OF WEEK
January 3, 2024	Professional Development Day	Wednesday
January 4, 2024	Students Return	Thursday
January 15, 2024	Martin Luther King, Jr. Day	Monday
February 19, 2024	President's Day	Monday
February 20, 2024	Professional Development Day	Tuesday
March 29, 2024	Good Friday	Friday
April 1-5, 2024	Spring Break	Monday – Friday
May 23, 2024	Last Day for Students at 3:00 p.m.	Thursday
May 24, 2024	Last Day for Teachers	Friday

REPORTING PERIODS			REPORT CARDS	PROGRESS REPORTS		
8/4/2023	10/5/2023	44 Days	10/12/2023	8/4/2023	9/5/2023	22 Days
10/6/2023	12/15/2023	44 Days	1/4/2024	10/6/2023	11/7/2023	22 Days
1/4/2024	3/12/2024	46 Days	3/21/2024	1/4/2024	2/6/2024	23 Days
3/13/2024	5/23/2024	46 Days	5/30/2024	3/13/2024	4/22/2024	23 Days

GRADUATION AND PROMOTION DATES

SCHOOL	DATE
Choctaw County High School	May 16, 2024
Southern Choctaw High School	May 17, 2024
Choctaw County Elementary School	May 21, 2024
Southern Choctaw Elementary School	May 22, 2024

STATEMENT OF POLICY

In addition to applicable federal and state laws, the Choctaw County School System operates according to policy and procedures adopted by the Choctaw County Board of Education. A copy of the Policy Manual is available on the district website.

VISION STATEMENT

“Equipping and inspiring all learners to reach their highest potential.”

MISSION STATEMENT

The Choctaw County School System will provide a safe learning environment that creates opportunities for learners to reach their highest potential through the use of innovative resources to make learning a lifelong journey.

ATTENDANCE

Compulsory Attendance

The Board shall enroll in school all students residing within the school district between the ages of 6 and 17 years, not otherwise receiving instruction in a private school, church school, or home school. An accurate record of attendance for each pupil shall be maintained by the classroom and homeroom teacher or other designated personnel. This record shall be kept in the official register, or through other officially approved documentation provided or approved by the State Department of Education.

Persons, who are seventeen years of age or older, and are requesting new enrollment in the Choctaw County School System, will be subject to a review of specific criteria established by the Superintendent or their designee. This review will determine their acceptance for enrollment in the Choctaw County School System.

State Attendance Requirements

All students must have on file a certified birth certificate. Social security cards are optional. However, the absence of these documents will not be used as barriers to the enrollment of homeless students and youth. An Alabama Immunization Certificate (“Blue Slip”) is also required and kept on file at the school. Every student is required to have a signed affidavit attesting to residence within the zone on file in the office with the exception of students classified as homeless.

STUDENT ENROLLMENT

The following required documents must be provided when new students are enrolled:

- Withdrawal forms from previous school
- Copy of birth certificate
- Proof of custody when warranted (Our LEA does not accept custody papers that have been notarized only)
- Student's valid social security card (optional)
- Original immunization form (must be up to date and verified by the school nurse)
- Copy of parent/guardian driver's license or photo ID
- Proof of residency
- Two of the following must be provided:
 - Copy of lease or mortgage agreement,
 - *Copy of current utility bill in parent /guardian's name (power, gas, water, phone, etc)
 - Property tax notice, or voter's registration card

*If the current utility bills are not in the parent or guardian's name, an "affidavit of residence" must be completed and notarized that the student resides in the enrolling zone.

**If a student withdraws from and return to a school in Choctaw County, he/she must complete a new enrollment packet.

Act 2022-90: Children in military families may receive advanced enrollment if their parents are relocating to Alabama for active duty. The act will "[afford] the same opportunities for school assignment, selection of courses and sporting activities as those offered to resident students."

ENROLLMENT/TRANSFERS FROM OTHER EDUCATIONAL SETTINGS

NON ACCREDITED EDUCATIONAL SETTINGS

Students requesting enrollment to the Choctaw County School System from any school or school setting not accredited by and accrediting agency recognized by the Alabama State Department of Education, such "homeschool," church umbrella or online schools, etc., will be enrolled and placed according to the procedures outlined in the ALSDE Administrative Code of Alabama 290-3-1-02(7)(k). Students will be required to take a placement test.

STUDENTS WITH DISCIPLINE ISSUES FROM TRANSFERRING SCHOOL

A student transferring from any educational setting, public or private, will not be permitted to enroll until they have satisfied the terms of a suspension set by the suspending board of authority, which would allow the student to be readmitted to the original authority. Additional admission prerequisites may be established by the Board or administrative designee that may include temporary attendance in an alternative placement, counseling, and/or psychological evaluation and services.

STUDENTS WITH PENDING LEGAL CONCERNS

A student requesting enrollment or re-enrollment who has been charged or indicted for committing a criminal offense, may be denied, in the discretion of the Board, enrollment or attendance in Choctaw County schools until his/her case has been settled in court (additional regulations may apply for students who qualify for special education or 504 services).

ADMISSION POLICY FOR HOMELESS, MIGRANTS, IMMIGRANTS, ENGLISH LEARNER STUDENTS, and CHILDREN IN FOSTER CARE

All homeless, migrant, immigrant, and English Learner students and children in foster care will have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth and will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.

The enrollment of homeless, migrant, immigrant, and English learner students and children in foster care shall not be denied or delayed due to any barriers that are specifically prohibited by applicable law, which may include the following:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of proof of residency
- Lack of transportation
- Guardianship or custody requirements
- Lack of social security card

Homeless Students

Homeless students will be permitted to enroll without regard to residency status and will not be denied services offered to other students in the school system. Homeless students may also be entitled to other accommodations under federal law.

Homeless students will continue in the school they attended before becoming homeless for the duration of their homelessness, or for the remainder of the academic year if the student becomes permanently housed during an academic year. Otherwise, a homeless student may be enrolled in any school in the system that non-homeless students who live in the attendance area in which the student is living are eligible to attend.

Students in Foster Care

A student in foster care will enroll or remain in the student's school of origin, unless it is determined that remaining in the school of origin is not in such student's best interest. If it is not in a student's best interest to stay in the school of origin, a student in foster care may be enrolled in any school in the system that serves the attendance area in which the student is living, even if the student is unable to produce records normally required for enrollment. The school system will immediately contact the school last attended by the student to obtain relevant academic and other records.

ABSENCES

In order to receive an excused absence after a student has missed over 4 days, he/she must submit a doctor's statement, court subpoena, or other legal document to the principal or assistant principal

for approval. Students who accumulate four unexcused absences and are between the ages of 6 and 17 will be referred to the Early Warning Program. Work, truancy, parental neglect (taking children shopping, etc.), and vacations are not excused absences.

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

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

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

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

The criminal liability and criminal sanctions parents may be subject to 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 are found under Section 16-28-12 of the Code of Alabama, 1975:

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

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

Excused Absences

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

1. Illness,
2. Illness that endangers the student's health or health of others,
3. Students who are deemed ill by the school nurse on a given day,
4. Death of an immediate family member,
5. Students who are receiving healthcare, hospitalized, etc.
6. Exemption,
7. Legal requirements for students,
8. Military deployment date of a student's parent,

9. Emergency conditions as determined by the LEA,
10. School sponsored field trips/school activity
11. Inclement weather which would be dangerous to the life and health of the child as determined by the LEA,
12. Legal quarantine,
13. Emergency conditions as determined by the LEA, and
14. Prior permission of the principal and consent of the parent or legal guardian,

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

Students having eighteen (18) or more absences, whether excused or unexcused, will be considered chronically absent due to the new state requirements. Every absence must be explained in writing. Parental excuses are limited to four days (4) per semester. For example, if your child is absent for four days there will be a note required for each day the student is absent. After the four parental notes are exhausted, a doctor's note must be presented for the absence to be excused.

In order to receive an excused absence other than a parent written note, the parent/student must submit a doctor's statement, court subpoena, or other legal document to the principal or assistant principal for approval upon the day he/she returns, but no later than three days afterward.

NO EXCUSES WILL BE ACCEPTED AFTER THE THIRD DAY THE STUDENT HAS RETURNED TO SCHOOL

If a student has a medical condition that may exceed the number of absences, a doctor statement is requested to determine if additional services are needed.

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

TRUANCY

Truancy is a habitual and unlawful absence from school. Alabama law requires all children between the ages of six and seventeen to attend school. If any child fails to attend school without a 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

School messenger shall be utilized to caution the parent/guardian about the student's absence as well as truancy and subsequent action to be taken by the school and courts should further truanicies occur.

Fifth Truancy

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

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

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

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 person approved by the parent. 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 drivers must have a parent note before they can leave the school campus. Coop, dual enrollment, and welding students must provide a parental note at the beginning of school that will remain on file for the entire school year.

TELEPHONE

Students are allowed to use the school phone only in an emergency with the permission from one of the office staff. Parents are asked to call the school in order to reach their children. Phone messages to students and teachers will be delivered at the end of the period unless it is an emergency. No cell phones or other non-school issued devices are allowed on school campus or on buses.

RULES FOR THE CAFETERIA

1. No soft drinks in bottles or cans are allowed in the cafeteria. Thermos bottles are allowed.
2. No franchise containers are allowed.
3. All containers must be clear with clear liquid.
4. No loud talking.
5. Good table manners will be used at all times.
6. Students should be courteous to all lunchroom personnel.
7. No running, pushing, shoving, or playing will be permitted.
8. Students will sit in designated areas.
9. Food cannot be taken out of the cafeteria.
10. Before leaving the cafeteria, students should clean the area(s) around their eating places (tables and floors).
11. Students should not skip line.

12. Trash barrels are conveniently placed and should be utilized.
13. Other than lunches brought from home, **No outside food or drinks are allowed. No food deliveries or franchise containers are allowed.**
14. Breakfast and lunch are now served to students at no cost. Schools are now under Community Eligibility Provision. (CEP).

ADDITIONAL ITEMS NOT ALLOWED ON SCHOOL CAMPUSES

1. No outside food or drink allowed on campus unless a student brings a lunch or snack for the appropriate time.
2. No food in franchise wrappers is allowed.
3. No cans or bottles allowed.
4. All Yeti style cups/tumblers will have to be clear with clear liquids.

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: Employees - \$2.50. Visitors (adults and children) pay \$2.75.

A lunch program is also available at all schools. The price for lunch is \$4.01 for employees. Visitors (children and adults) pay \$4.01. These prices are subject to change. Notice of any changes will be provided.

Federal Law and policy prohibits discrimination against anyone based on the following: race, color, national origin, religion, sex, disability, age, marital status, sexual orientation, family/parental status, income derived from a public assistance program and political benefits. If you feel that you have been discriminated against, please visit the office of any Choctaw County public school or the central office to obtain a complaint form or visit [www.choctawal.org/child nutrition](http://www.choctawal.org/child%20nutrition) and click link titled "USDA Program Discrimination Complaint Form instructions" for USDA instructions on HOW to complete and mail a complaint form.

TEXTBOOKS

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

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

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

Reimbursement will be made to students who locate 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.

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

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

SCHOOL VISITORS

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

NOTIFICATION OF RIGHTS UNDER FERPA

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

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

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

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.

PUBLIC USE OF STUDENT RECORDS

Choctaw County Board of Education rules and procedures for maintaining student records shall be consistent with Alabama statutes, State Board of Education rules, and federal laws relating to Family Educational Rights and Privacy Acts and Privacy Rights of Parents and Students. The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community. Data shall be protected from unauthorized users at all times.

REQUEST FOR STUDENT RECORDS

Transcript Request Forms are located on the choctawal.org website. Transcript Request Forms may be mailed, faxed, or hand-delivered to the applicable school. The form must be accompanied by a photo ID. Transcripts can only be given to the individual who actually attended the applicable school. The first transcript will be free. A \$5.00 fee will be charged for transcript requests. Counselors/Administrators will complete all requests within 48 hours of receipt of payment (if applicable). Transcripts may be mailed, faxed, hand delivered or emailed to/on behalf of the person making the request after all transcript request criteria has been followed.

GIFTED PROGRAM

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

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

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

All students in grades K-12 may be referred for evaluation 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 Team (GRT) (school administrator, gifted specialist, general education teacher) to determine whether or not the student meets criteria to be identified as a gifted student. All accumulated information and tests on each individual student are then reviewed by the Eligibility Determination Team (EDT) to determine eligibility. If additional information regarding this program is needed, please contact the Choctaw County Board of Education Special Education Department at (205) 459-3031, extension 2025, or contact your child's school gifted teacher, counselor, or principal,

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.

ELECTRONIC DEVICES/CELL PHONES

No student may have a non-school issued electronic device which includes, but is not limited to, cell phones, earbuds, electronic watches, tablets. If a student violates this policy, he/she will be subject to disciplinary actions as follows:

1st offense – Device confiscated and held in office until 3:00pm

2nd offense – Parent/Guardian will be notified and device will be picked up by parent/guardian

3rd offense – 3 day suspension or alternative school at the discretion of the principal

4th offense/any subsequent offense- Suspension or alternative school in multiples of 3

Alabama State Department of Education Cell Phone/Digital Device Test Security Policy Cell Phone/Digital Device in a Testing Setting by Students

Students shall not possess any digital device within the testing room when participating in ACAP testing. The possession of a digital device by students participating in ACAP testing is strictly prohibited during the administration of a test. The ONLY exception to this policy is for students who have been pre-approved by the Building Test Coordinator or the Principal to have a digital device that is necessary for the health and/or well-being of the student.

If students are in possession of a digital device that is within their reach during the administration of an ACAP test, the device will be confiscated and, if the appropriate administrator determines that there is reasonable suspicion that the device was used to capture, record, or share test information or to facilitate cheating on the test, it may be subject to search pursuant to LEA policy for any information directly related to the ACAP test being administered. Additionally, the student will be dismissed from testing immediately and the test may be invalidated in accordance with ACAP policy. Violation(s) may result in disciplinary action by the LEA in accordance with the LEA's

disciplinary policy. Digital Devices include, but are not limited to, the following: laptops, smart phones, smart watches, fitness trackers, MP3 players, and tablets.

BUS REGULATIONS

School bus passengers must assume certain responsibilities and abide by a very high code of conduct if they expect to enjoy safe, efficient transportation to and from school. When a student's conduct becomes such that the safety or rights of others are endangered, it will be necessary to suspend or expel the student from riding a Choctaw County School Bus. No student shall be suspended or expelled from riding a Choctaw County School Bus without a due cause. Bus infractions are dealt with at the discretion of the school principal. The county's buses are equipped with an audio and video system; conversations and actions may be recorded. If a transported student is to ride another bus, be picked up at school or walk to some other location, he/she must have a note from the parent to that effect presented to the office to be signed by the principal. If an emergency arises, the parent/guardian must contact the school before 2:00 p.m. and advise the office of the requested change in writing.

General Rules

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

The following infraction steps and related decisions are at the discretion of the school administration:

Prerequisite: Bus drivers will submit a Request for Assistance Form to parents prior to the first infraction.

1 st Infraction	Parent/Student Conference
2 nd Infraction	1 day off bus
3 rd Infraction	3 days off bus
4 th Infraction	5 days off bus

DISCIPLINARY CODES OF CONDUCT AND ACTIONS

CLASSIFICATION OF VIOLATIONS AND PROCEDURES

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

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

INCIDENT CODES AND DESCRIPTIONS:

((Minor Offenses) Class I

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

DISCIPLINARY ACTIONS/MINOR OFFENSES – CLASS I

First Offense:

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

Second Offense:

Parental contact and disciplinary action

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

Subsequent Offenses:

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

INTERMEDIATE OFFENSES - CLASS II

- | | |
|----|--|
| 9 | Defiance of authority |
| 10 | Disobedience-persistent, willful |
| 12 | Disruptive demonstrations |
| 16 | Unauthorized communication |
| 26 | Profanity or vulgarity |
| 31 | Threats/intimidation |
| 32 | Tobacco or electronic smoking devices and supplies, possession, vaping |
| 33 | Tobacco or electronic smoking devices and supplies, sale |
| 34 | Tobacco or electronic smoking devices and supplies, use |
| 35 | Trespassing |
| 36 | Truancy/unauthorized absence |
| 58 | Other incidents (cheating, skipping class) |

DISCIPLINARY ACTIONS/INTERMEDIATE OFFENSES - CLASS II
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First offense: Parental or guardian contact and disciplinary action will be determined by administration.

Subsequent offenses: In-school disciplinary action such as probation, detention, completion of extra academic assignments, work assignments before or after school, corporal punishment, or five-day minimum placement in an alternative setting at the discretion of the principal or his/her designee.

An additional day of suspension or alternative school will be added for each missed day. Inappropriate behavior while in the alternative setting may result in additional days. Parents will be responsible for transporting their students to and from alternative school on time. 504/I-ELP/IEP/Care plan requirements will be followed. Students will be allowed on campus only to attend school and to meet state testing requirements. Students will not be allowed to attend any Choctaw County school-related functions or activities during or after the school day while they are in the alternative setting. Parents will be required to participate in intake and exit conferences before the student may return to the regular school setting.

Chronic, severe, disruptive offenses will result in the student's referral to the juvenile officer.

Source: Policy Committee: July 20, 1994

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

Alabama Code of Law: Section 16-1-24.1

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

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

CLASS III OFFENSES			
1	Alcohol Possession	30	Sexual Offenses – Other
2	Alcohol Sale	37	Handgun/Toy Gun 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, including cyberbullying	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 Action

DISCIPLINARY ACTION/MAJOR OFFENSES – CLASS III

Disciplinary action for such offenses will be placement in an alternative setting and/or referral to law enforcement based on the nature of the offense. Alternative placement shall consist of a minimum of five days or more. Procedures are previously stated. Alternative placements for repeat offenses will increase in multiples of five with each placement. Further disciplinary action for repeat major offenses shall be out-of-school suspension or expulsion, depending on the circumstances. Disciplinary action for possession of toy firearms will result in a punishment at the discretion of administration.

Any person who violates policies concerning illegal drugs, alcohol, weapons policies shall be arrested on the appropriate warrant. The student shall be suspended immediately and have a hearing at the earliest possible date, not later than five (5) school days. If the student is found to be guilty of violating these Class III offenses, 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 any 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. All psychiatric or psychological counseling must be provided at the expense of the parents. Students transitioning from outside facilities will reenter through the alternative school setting.

Kindergarten through second grade students who commit a Class III offense will receive sanctions at the discretion of the Principal with the Superintendent of Education's advisement.

Disciplinary actions for fighting will be handled in the following manner:

Students who fight will automatically receive a minimum of five days of placement in an alternative setting. A student or students found to have initiated a fight will receive a minimum of ten days of placement in an alternative setting.

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

Students who are suspended for any reason during the school year must take all semester exams. Students who have been suspended from another county or state must complete any remaining days of their suspension in an alternative setting before they can be allowed to attend school on any Choctaw County school campus. Expelled students will not be allowed to enroll in Choctaw County schools.

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 Board policies or school regulations, a student shall have the right of the following minimum due process procedures:

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

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

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

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

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

COMPREHENSIVE SAFE SCHOOL AND DRUG-FREE SCHOOL POLICY

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

ACT 94-793 (Section 16-1-14 of the Code of Alabama, 1975)

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 (Section 16-1-24.1 of the Code of Alabama, 1975)

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 (Section 16-28-40 of the Code of Alabama)

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.

UNSAFE SCHOOL CHOICE OPTION

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

District shall notify the student's parent/guardian of the right to transfer as soon as practicable, not to exceed ten (10) calendar days from the date of a final determination by the school board or its designee that a violent criminal offense has occurred. All Choctaw County School District transfer procedures will be observed. It shall be the policy of the Alabama State Department of Education (SDE) to notify the Choctaw County School District annually when one or more of its schools have been identified as a transfer option school.

Each Superintendent or his or her designee shall orally notify the Prevention and Support Services Section of the State Department of Education within twenty-four (24) hours of the decision that a criminal offense has occurred, followed by written confirmation. The State Department of Education will assist the Choctaw County School District in resolving all safety issues. At a minimum, an LEA that has one or more schools identified as persistently dangerous must:

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

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

SCHOOL SAFETY

Emergency Closing Procedures

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

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

Severe Weather

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

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

Fire Drills

An orderly plan for evacuation of students and staff, in case of fire, shall be developed by the principal and staff of each school in the school district. Plans shall be developed in cooperation

with local fire department officials and rules and regulations as may be set forth by Alabama law and the state fire marshal's office.

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

Civil Defense Drills

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

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

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

Severe Thunderstorm Watch

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

Severe Thunderstorm Warning

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

Tornado Watch

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

Tornado Warning

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

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

Bomb Threat/Explosion

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

ALCOHOL AND TOBACCO USE

Students shall not be permitted to possess or use tobacco, electronic smoking devices, 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.

VAPING

Vaping, the use or possession of tobacco in any form, including vapor and/or electronic cigarettes, chemical pods, etc., is expressly prohibited on school premises, during school-sponsored activities (on or off campus), and on school buses, including trips, at all times, regardless of whether school is in or out of session.

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 arrange 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.

According to Annalyn's Law, local law enforcement must notify the superintendent when a low-risk juvenile sex offender enrolls in or attends a school within the board's jurisdiction in order to provide proper supervision during the school day and during school activities.

Section 1. Definitions

In this policy, these terms shall have the following meanings:

- (a) "Plan" refers to the "individualized student safety plan" developed following the Student's adjudication and/or enrollment in the school to serve as a behavior contract between the Student and the School.
- (b) "School" refers to "all school property and school-sponsored functions including, but not limited to, classroom instructional time, assemblies, athletic events, extracurricular activities, and school bus transportation" related to the student's current school of record.
- (c) "Student" refers to "the low-risk juvenile sex offender" designated by a juvenile court judge as having a low risk of re-offense.
- (d) "Teachers and staff with supervision over the student" or "Supervision team" refers to school officials or staff who have a specific responsibility for the Student, including the school principal, the Student's assigned teachers and/or coaches, the Student's counselor, and if applicable, the Student's bus driver, during the subject school year and who will be privy to information regarding the Student's status. Teachers and staff with only passing and/or general contact with the Student shall not be privy to information regarding the Student's status.
- (e) "Victim" refers to the victim, if known by and attending the same school as the Student, of the offense for which the student was adjudicated delinquent.

Section 2. Notification

(a) Current Students

In the event a currently enrolled Student is adjudicated delinquent and designated "low risk" by the juvenile court, local law enforcement is expected to notify the local Superintendent and principal of the Student's school in writing.

(b) Newly Enrolled Students

In the event a Student seeks to enroll in the district as a new student, and that Student has been previously designated as a low-risk juvenile sex offender, local law enforcement is expected to notify the local superintendent and principal of the student's school in writing.

(c) Students That Change Schools Within the District

In the event a currently enrolled Student transfers to another school in the district or is promoted to another school in the district, the principal of the original school should notify designated law enforcement of the change as soon as practicable.

Following that notification, the principal of the original school should orally or in writing brief the principal of the new school regarding the original Plan and the transferring Student's status and circumstances. Regardless, the principal of the prior school must provide the Student's records and Safety Plan to the principal of the new school as soon as practicable.

The new principal should review the Plan and meet with the Student, the Student's parent or guardian, and the anticipated new Supervision Team to determine whether the current terms are sufficient or should be adjusted based on the student's circumstances.

(d) School Staff Changes

In the event the principal or a member of the Supervision Team leaves his position or is no longer responsible for supervising the Student, a replacement team member should be named, if necessary and appropriate, and briefed by the principal or the most senior member of the Supervision Team regarding the student's status and Plan. The Student, his parent or guardian, and other members of the Supervision Team should be notified of changes to the Supervision Team within a reasonable timeframe.

Section 3. Plan Development and Maintenance

Upon proper notification from law enforcement, the Student's principal or designee will call together the anticipated Supervision Team to meet with the Student and/or the Student's parent or guardian to develop an appropriate Plan. This meeting should take place within 10 school days or as soon as practicable. In the event the Student's parent or guardian is unable or unwilling to meet, the principal or designee and the Supervision Team should meet with the Student within a reasonable timeframe to develop an appropriate Plan.

In the event the Victim attends the same school as the Student, the plan should include measures to reduce the likelihood of Victim and Student interaction.

The terms of the Plan and any updates to it must be memorialized in writing and approved by the principal or designee before being distributed to the Student and the Student's parent or guardian, as well as the Supervision Team. The principal or designee should meet with the Student, the Student's parent or guardian, and the Supervision Team at least annually, but as often as deemed necessary by the principal or designee to assess the Student's status and to determine whether adjustments should be made to the Plan.

Section 4. Supervision

The Student will be subject to the general Student Code of Conduct and any other conditions deemed necessary by the principal or designee as incorporated in the Student's Plan. Members of the Supervision Team should report any suspected violations of the Plan to the principal or designee.

The school officials and staff responsible for supervising the Student on a daily basis should do so in a manner that is discreet and unobtrusive.

Section 5. Students with Disabilities

Discipline of Students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act and its implementing regulations.

Section 6. Violations of the Plan

In the event the Student violates the Student Code of Conduct or the Plan, the Student may be subject to discipline pursuant to board policy and/or reassessment of the Plan's conditions.

Section 7. Challenges to the Plan

In the event the Student and/or his parent or guardian object to conditions of the Plan or the application of a sanction, a challenge must be submitted in writing to the Superintendent or his designee to consider whether adjustment of the Plan or response modification is warranted. The superintendent's decision shall be final. A response that constitutes disciplinary action will adhere to the applicable School disciplinary policies and procedures, and the student will be afforded process due thereunder.

Section 8. Confidentiality

Information received by school officials or staff related to the Student's delinquent status must be treated as confidential from other students, staff members, officials and stakeholders. Any document identifying the Student's status should be safeguarded from unintentional disclosure by the members of the Supervision Team. Any school official or school employee who improperly discloses the Student's status to any other person may be subject to school discipline and/or criminal charges as provided by law.

Section 9. Retaliation

Members of the Supervision Team should make every effort to treat the Student with the same respect and courtesy to which every student is entitled. The Team is reminded that the student has been deemed by the juvenile court as not likely to reoffend and should be encouraged to fully integrate into the student body as a successful student.

Section 10. Procedures

The Superintendent shall have the authority to develop appropriate training and additional procedures for staff members in furtherance of this policy.

Reference: Ala. Act No. 2018-528, Ala. Code § 16-1-51.1 (1975)

History: Adopted March 12, 2019

JAMARI TERRELL WILLIAMS STUDENT BULLYING PREVENTION
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Section 1: Bullying, Intimidation, Violence, and Threats of Violence Prohibited.

No student shall engage in nor should any be subjected to bullying, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator's authority and decision.

Section 2: Definitions

In this policy, these terms shall have the following meanings:

- (a) "Bullying" means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:
- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
 - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.

- Have the effect of substantially disrupting or interfering with the orderly operation of the school.
 - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- (b) “Hostile environment” means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.
- (c) “Violence” means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- (d) “Threat” means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.
- (e) “Threat of violence” means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.
- (f) “Intimidation” means an unjustified threat or other action that is intended to cause fear or apprehension in a student.
- (g) “Student” as used in this policy means a person who is enrolled in the Choctaw County public school system.

Section 3: Description of Behavior Expected of Students

(a) Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

(b) Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:

- Race
- Sex
- Religion
- National origin
- Disability

Section 4: Consequences for Violations

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy.

Section 5: Reporting, Investigation, and Complaint Resolution Procedures

(a) Complaints alleging violations of this policy may be made on a board-approved complaint form available in the handbook, on the website, or at the school’s office. The complaint must be delivered to the principal or the principal's designee either by mail or by personal delivery. Incidental or

minor violations of the policy may be presented and resolved informally. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

(b) Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violations(s) may also be imposed by the principal or the school system.

(c) Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

Section 6: Promulgation of Policy and Related Procedures, Rules, and Forms

This policy and any procedures, rules and forms developed and approved to implement the policy will be published on the website of each local board of education and school, shall be available at each school office, and shall be included in the student handbook that is distributed to each student at the beginning of each school year.

Common Forms of Bullying (Please note that this is not intended to constitute an exhaustive list)

Verbal Bullying

Teasing Name-calling

Inappropriate sexual comments (Taunting)

Threatening to cause harm

Other pervasive, ongoing pattern intended to intimidate, harass or shame a student

Social Bullying

Exclusion – intentionally excluding a student

Telling other students not to be friends with someone spreading rumors about someone

Embarrassing someone in public

Other pervasive, ongoing pattern intended to intimidate, harass or shame a student

Physical Bullying – the victim's personal boundaries are violated Hitting/kicking/pinching

Spitting

Tripping/pushing

Taking or breaking someone's things

Making mean or rude hand gestures

Other pervasive, ongoing pattern intended to intimidate, harass or shame a student

Cyberbullying

Intimidating text messages or e-mails Rumors by email or social networking sites Embarrassing pictures and videos

Trolling

Other pervasive, ongoing pattern intended to intimidate, harass or shame a student

Helpful resources: "Best Practices in Bullying Prevention," found at <https://www.stopbullying.gov/>

STOP Bullying Now Hotline (USA) 1-800-273-8255

Note: The Complaint form is found in the back of this Student Code of Conduct.

JASON FLATT ACT

Suicide is the tenth leading cause of death in the United States according to the Centers for Disease Control and Prevention. For youth between the ages of 10 and 24, the cause of death rankings is 2nd and 3rd in the nation, and these rankings are higher for youth in the same age brackets in the state of Alabama.

The Jason Flatt Act, which amends the 16-28B-8 of the Code of Alabama 1975, includes several elements listed below which should be interpreted as Policy. "To the extent that the legislature shall appropriate funds, or to the extent that any local board may provide funds from other sources, each school system shall implement the following standards and policies for programs in an effort to prevent student suicide":

Section 1. Prevention of Suicide

The Jason Flatt Act was passed in order to equip Alabama school districts and their personnel to recognize and act on signs of suicide risk in order to provide prevention, intervention and postvention with students at risk, their families and the communities who may be affected. This act, which amends 16-28B-8 of the Code of Alabama 1975, includes prevention of harassment and violence.

Section 2. The Jason Flatt Act includes several elements, which should be interpreted as Policy. School systems will:

- (1) Foster individual, family, and group counseling services related to suicide prevention.
- (2) Make referral, crisis intervention, and other related information available for students, parents, and school personnel.
- (3) Foster training for school personnel who are responsible for counseling and supervising students.
- (4) Increase student awareness of the relationship between drug and alcohol use and suicide.
- (5) Educate students in recognizing signs of suicidal tendencies and other facts and warning signs of suicide.
- (6) Inform students of available community suicide prevention services.
- (7) Promote cooperative efforts between school personnel and community suicide prevention program personnel.
- (8) Foster school-based or community-based, or both, alternative programs outside of the classroom.
- (9) Develop a strategy to assist survivors of attempted suicide, students, and school personnel in coping with the issues relating to attempted suicide, suicide, the death of a student, and healing.
- (10) Engage in any other program or activity which the local board determines is appropriate and prudent in

- the efforts of the school system to prevent student suicide.
- (11) Provide training for school employees and volunteers who have significant contact with students on the local board policies to prevent harassment, intimidation, and threats of violence.
- (12) Develop a process for discussing students local board policies relating to the prevention of student suicide and to the prevention of harassment, intimidation, violence, and threats of violence.
- (13) Provide annual training for all certificated school employees in suicide awareness and prevention. This training may be provided within the framework of existing in-service training programs or as a part of required professional development offered by the local school system.

Section 3. Description of Behavior Expected of Students

Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required to (1) comply with the requirements of the law, policy, regulation, and rules prohibiting harassment, violence, or intimidation and (2) to comply with the system's prevention strategies related to suicide prevention intervention and postvention support.

Section 4. Responsibility of Reporting

Any person involved in a cause of action or omission resulting from the implementation of this suicide prevention policy or resulting from any training, or lack thereof, required by this section, shall be subject to state immunity law. Section

5. Promulgation of Policy and Related Procedures, Rules and Forms

This policy and any procedures and rules developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the (local board's) Web site.

Contact Numbers

UTalk Kids
(205) 328-5437

UTalk Teens
(205) 328-5465

West Alabama Mental Health
Access to Care Line (24 Hours) 1-800-239-2901
Local Number (205) 459-2612

Suicide Help Hotline
1-800-suicide
1-800-794-2433

National Suicide Prevention Lifeline (NSPL)
1-800-273-8255

Crisis Center-Birmingham, AL
(205) 323-7777

Any Local Emergency Room
Choctaw General Hospital - Butler, Alabama
(205) 459-9100

Alliance Health Center
1-877-853-3094
(601) 483-6211

Wayne General Hospital - Waynesboro, MS.
(601) 735-5151

Text HOME to 741741

Jeff Anderson Hospital - Meridian, MS
(601) 553-6000

Rush Hospital-Meridian, MS
(601) 483-0011

PBIS – POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

Choctaw County School District incorporates the framework of school-wide Positive Behavior Interventions and Supports (PBIS) to improve school safety and promote positive behavior.

PBIS is an evidence-based, multi-tiered, data-driven framework proven to reduce disciplinary incidents, increase a school's positive culture, and support improved academic outcomes.

School-based PBIS teams work together with stakeholders (students, teachers, staff, and communities) to develop, teach, and reinforce school-wide and classroom expectations that enhance the learning experience and increase success for all students.

CHOCTAW COUNTY HIGH SCHOOL BEHAVIOR MATRIX					
CCHS TIGER PRIDE	Classroom	Hallway	Restroom	Cafeteria	Common Areas
P ositive	<ul style="list-style-type: none"> • Encourage others • Use kind words • Be patient with others 	<ul style="list-style-type: none"> • Keep words and actions kind 	<ul style="list-style-type: none"> • Use good manners 	<ul style="list-style-type: none"> • Be courteous: saying thank you, please, excuse me 	<ul style="list-style-type: none"> • Help and support classmates
R espect	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Use appropriate language, tone, and volume • Respect self, others, and school property 	<ul style="list-style-type: none"> • Keep to the right side of the hall • Walk quietly 	<ul style="list-style-type: none"> • Flush toilets 	<ul style="list-style-type: none"> • Talk quietly • Only touch and eat your food 	<ul style="list-style-type: none"> • Use self-control at all times • Keep cell phones and all other electronic devices put away
I ndependent	<ul style="list-style-type: none"> • Bring materials to class • Self-monitor • Respond to staff directives 	<ul style="list-style-type: none"> • Use self-control • Only be in the hallway when instructed or with permission 	<ul style="list-style-type: none"> • Keep the restroom clean (flush toilet, throw away trash) • Wash hands with soap and water 	<ul style="list-style-type: none"> • Use table manners • Clean up after myself 	<ul style="list-style-type: none"> • Look and listen for any changes • Wear clothing that meets the dress code
D ependable	<ul style="list-style-type: none"> • Complete work on time • Arrive on time • Use class time wisely 	<ul style="list-style-type: none"> • Continue moving through the hallway to avoid overcrowding 	<ul style="list-style-type: none"> • Be private and allow others to have privacy 	<ul style="list-style-type: none"> • Keep food/drink in cafeteria • Sit in assigned area 	<ul style="list-style-type: none"> • Get involved in school activities
E xcel	<ul style="list-style-type: none"> • Produce your own work • Adhere to electronic device policy • Adhere to uniform policy • Appropriate responses to adults and peers 	<ul style="list-style-type: none"> • Get to class promptly with all required supplies 	<ul style="list-style-type: none"> • Return to classroom quickly and quietly 	<ul style="list-style-type: none"> • Get all necessary items while in line 	<ul style="list-style-type: none"> • Polite language at all times • Be kind to everyone

SOUTHERN CHOCTAW HIGH SCHOOL BEHAVIOR MATRIX				
We Are Southern Choctaw	Classroom	Cafeteria	Hallways	Restroom
Safe	<ul style="list-style-type: none"> • Stay Seated • Use school property/material appropriately • Follow guidelines in science labs, computer labs, and library 	<ul style="list-style-type: none"> • Walk • Stay in line • Maintain social distancing • Use utensils appropriately 	<ul style="list-style-type: none"> • Walk • Stay on right side • Maintain social distancing 	<ul style="list-style-type: none"> • Keep hand to yourself • Wash hands • Maintain social distancing
Respectful	<ul style="list-style-type: none"> • Respect self, others, and school property • Accept differences and include all • Use appropriate language, volume and tone • Keep comments positive • Participate cooperatively 	<ul style="list-style-type: none"> • Keep cell phones and other electronics put away • Use appropriate language, volume, and tone • Be patient in line • Be polite and say please and thank you 	<ul style="list-style-type: none"> • Keep cell phones put away • Be courteous and respectful • Use appropriate language, volume, and tone 	<ul style="list-style-type: none"> • Respect the privacy of others • Treat property with respect • Use appropriate language, volume, and tone • Share sink and mirror • Be respectful
Responsible	<ul style="list-style-type: none"> • Plan for absences and make up missed assignments • Arrive quietly and on time • Be prepared, organized, and use time wisely • Do your own work • Stay on task and be attentive • Complete all assignments on time 	<ul style="list-style-type: none"> • Follow nutritional guidelines • Finish and leave in a timely manner • Throw all trash away 	<ul style="list-style-type: none"> • Walk safely • Stay to the right • Use appropriate language, volume, and tone 	<ul style="list-style-type: none"> • Flush • Wash your hands • Use restroom between classes • Be quick • Be chemical free • Keep cell phones put away

CHOCTAW COUNTY ELEMENTARY SCHOOL BEHAVIOR MATRIX				
CCES ROARS	Cafeteria	Hallways	Restroom	Classroom
Responsible	<ul style="list-style-type: none"> • Stay in designated area • Clean up your eating area • Dispose of food in proper manner 	<ul style="list-style-type: none"> • Go straight to your destination • Pick up litter • Carry a valid hall pass 	<ul style="list-style-type: none"> • Do your business & leave • Flush the toilet • Throw trash in acceptable receptacles • Wash hands 	<ul style="list-style-type: none"> • Be an active listener • Participate actively • Respect space of others • Use manners when walking around others (excuse me, thank you, please help me) • Give your best effort • Try your best to complete all assignments
Organized and Prepared	<ul style="list-style-type: none"> • Be prepared to leave on time • Bring all lunches/water bottles with you 	<ul style="list-style-type: none"> • Be prepared to present hall pass when requested by an adult 	<ul style="list-style-type: none"> • Keep clean • Report problems to an adult 	<ul style="list-style-type: none"> • Dress appropriately • Bring all materials to class • Keep my work space neat and organized
Accepting of Self and Others	<ul style="list-style-type: none"> • Stay in line and keep your hands to yourself • Clean your area • Use good manners 	<ul style="list-style-type: none"> • Respect space of others • Use manners when walking around others (excuse me, thank you, please help me) 	<ul style="list-style-type: none"> • Respect privacy of others • Wait your turn in line 	<ul style="list-style-type: none"> • Speak kindly about self and others • Cooperate with others • Congratulate yourself and others successes
Respectful	<ul style="list-style-type: none"> • Follow directions • Listen to adults • Exhibit good table manners • Keep food on your plate or in your mouth • Keep food in cafeteria 	<ul style="list-style-type: none"> • Keep hands & feet to yourself • Observe personal space • Listen to adults in hallway • Use your quiet inside voice 	<ul style="list-style-type: none"> • Respect the privacy of others • Keep the restroom clean 	<ul style="list-style-type: none"> • Follow directions • Raise your hand • Use appropriate tone • Keep your hands and feet to yourself • Ask for permission to use things
Safe & Orderly	<ul style="list-style-type: none"> • Wait in line for your turn 	<ul style="list-style-type: none"> • Be careful about running in hallway 	<ul style="list-style-type: none"> • Report problems to staff • Report vandalism 	<ul style="list-style-type: none"> • Wear mask • Stay six feet apart • Remain in assigned area

SOUTHERN CHOCTAW ELEMENTARY SCHOOL BEHAVIOR MATRIX								
Be...	Classroom	Playground	Lunchroom	Hallway	Restroom	Media Center	Assembly	Bus/Car Rider
Respectful	<ul style="list-style-type: none"> •Do your best •Accept differences •Use kind words 	<ul style="list-style-type: none"> •Share equipment and take turns •Include others •Use kind words 	<ul style="list-style-type: none"> •Enter and exit the lunchroom quietly •Eat your own food •Use good manners •Use kind words and Level 2 voice 	<ul style="list-style-type: none"> •Appreciate and show care for wall displays •Use kinds words and level 1 voice 	<ul style="list-style-type: none"> •Respect others privacy •Take care of walls and stalls •Flush once •Use kinds words and Level 1 voice 	<ul style="list-style-type: none"> •Use books and equipment appropriately •Use your time wisely •Use kind words •When finding a book use Level 1 voice 	<ul style="list-style-type: none"> •Sit flat •Keep your attention on the speaker •Use kind words •Level 0 voice during assembly 	<ul style="list-style-type: none"> •Share your seat with others •Use kinds words •Use Level 2 voice while riding the bus
Responsible	<ul style="list-style-type: none"> •Work cooperatively and kindly •Follow adult directions •Be prepared with your materials 	<ul style="list-style-type: none"> •Be active •Line up right away •Follow adult directions 	<ul style="list-style-type: none"> •Try healthy foods •Clean your space •Follow adult directions •Be prepared to dump tray and line up 	<ul style="list-style-type: none"> •Have a hall pass •Be on time to class •Follow adult directions •Keep hallway clean and clear 	<ul style="list-style-type: none"> •Be prompt •Follow adult directions 	<ul style="list-style-type: none"> •Return books on time •Keep food and drink out of the media center •Follow adult directions •Use book marker to hold book spot 	<ul style="list-style-type: none"> •Use appropriate applause •Stay in your assigned area •Follow adult directions 	<ul style="list-style-type: none"> •Be ready, on time, and watch for your bus •Keep your belongings with you •Listen to adults •Be prepared to exit at your stop
Safe	<ul style="list-style-type: none"> •Use classroom materials appropriately •Keep room clean •Use self-control at all times •Social distancing 	<ul style="list-style-type: none"> •Use equipment properly •Snow, sand, dirt, and sticks stay on the ground •Use self-control at all times •Social distancing 	<ul style="list-style-type: none"> •Walk •Hold tray with two hands •Use self-control at all times •Social distancing 	<ul style="list-style-type: none"> •Use line basics (Level 1 voice, hand to self, walk, face forward) •Stay to the right side of the hall •Walk •Use self-control at all times •Social distancing 	<ul style="list-style-type: none"> •Wash and dry hands every time •Walk •Use self-control at all times •Social distancing 	<ul style="list-style-type: none"> •Stay on approved sites •Use self-control at all times •Walk •Social distancing 	<ul style="list-style-type: none"> •Leave all materials in your classroom •Keep floors clean •Use self-control at all times •Social distancing 	<ul style="list-style-type: none"> •Keep the bus clean •Walk on sidewalk •Stay in your seat •Use self-control at all times •Social distancing

PROBLEM SOLVING TEAMS (PST)

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 Multi-Tiered System of Support (MTSS) framework.

Multi-Tiered System of Support (MTSS) is an instructional framework that combines core instruction, assessment, intervention, and behavior 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 MTSS process.

POSSESSION OF A FIREARM

No student shall be permitted to possess a firearm/ toy 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.

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.

EXPULSION

- I. The school principal may recommend to the Superintendent, the expulsion of any student who has committed a serious breach of conduct according to the Code of Student Conduct.
- II. Any student who is being considered for dismissal shall be accorded due process of law prior to dismissal. This shall include the following:
 - A. Written copy of the charges against the student;
 - B. The offer of a hearing at which the student may call witnesses and present evidence in the student's own behalf;
 - C. The right to cross-examine witnesses;
 - D. The right to defend the student's actions;
 - E. Legal counsel at the student's expense to assist the student in presenting a defense; and
 - F. A written copy of the Choctaw County Board of Education's findings or action.

- III. Provisions for the expulsion of exceptional education students shall be described and set forth in the Code of Student Conduct; however, the dismissal of an exceptional education student shall not result in a complete cessation of educational services. The Choctaw County School System is responsible for providing the dismissed student's education during the expulsion in accordance with a revised individual education plan (IEP).

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.

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.

CORPORAL PUNISHMENT

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

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

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

- I. The student must have been informed previously that his/her behavior could bring about the use of corporal punishment.
- II. A current letter of permission to paddle from the student's parent/guardian must be on file at the school.
- III. Prior to corporal punishment, initial efforts and/or alternative methods should be taken in an attempt to modify the student's behavior.
- IV. The administration of paddling must occur in the presence of another Choctaw County school employee official but only after:
 - A. The school employee witness is informed about the reason for punishment in the presence of the student.

- B. The student is given the opportunity to defend his/her position.
 - C. It has been determined that the instrument to be used to implement corporal punishment is appropriate for the age and physical size of the student being punished.
 - D. Such punishment shall not include more than three (3) licks administered to the buttocks.
- V. Corporal Punishment shall not be used on more than three (3) occasions without an additional in-school conference between the school administrator and the parent, guardian, or parental representative.
- VI. Corporal punishment shall not be administered to any student receiving special education services (with the exception of gifted and speech-impaired) until and unless a determination has been made showing that the student's infraction was not a manifestation of his/her disability(ies).

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 students, 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.

ALTERNATIVE SETTING PROGRAM

The Choctaw County School System attempts to provide a positive, rewarding, and challenging educational experience for all of its students. Periodically, the general program structure does not meet the needs of some students. In response to the needs of these students, an Alternative Setting Program was developed. The program exists to provide an optimal educational environment for students whose unique situations and/or needs are not fully addressed within the constraints of the traditional program.

Students who would normally receive out-of-school suspension for select student code of conduct violations will be able to continue learning in a highly structured school setting within Choctaw County High School or Southern Choctaw High School. Each school has established an instructional setting that is conducive for positive, structured, and supported learning that addresses academic content and character education. Alternative Setting Program Sites also provide the structure and procedures for transitioning students back into the regular school setting from juvenile and mental facilities. Processes of the Alternative School Program are designed to not only support students whose needs are periodically met outside of the regular school program, but also engage their parents in the educational process while their child attends the program.

Eligible students of Choctaw County High and Choctaw County Elementary School will receive services at the Choctaw County High School Site. Eligible students of Southern Choctaw High and Southern Choctaw Elementary School will receive services at the Southern Choctaw High Site. Students wishing to enter the Choctaw County School System from juvenile and/or mental facilities may be eligible to enter through placement with appropriate release/discharge paperwork at the Alternative School Program Site in the student's attendance zone.

Length of Stay: Students will be assigned a *minimum* of five (5) days in the program. The duration of stay in the program is dependent on the offense and the student's attendance, behavior, and completion of assignments. Time may be added for missed days and behavior. Stay for repeat offenders will be increased by multiples of five for each assignment to the Alternative Setting.

Attendance: Students are required to meet program staff (administrator or paraprofessional) at an Alternative Setting Entrance and designated time every morning. Students must be seated in the classroom when class begins. Those who arrive to class after the designated time will be counted as tardy. For every two (2) tardies one (1) additional day will be added to the student's attendance requirement. One additional day will be added for each day of unexcused absence. Transportation will *not* be provided *for general education* students assigned to an Alternative Setting Program. Parents are responsible for the timely transport of general education students to and from the program.

Student Schedule: The schedule will consist of time for breakfast, lunch, restroom breaks, academic work, counseling sessions (as needed), and goal setting/reflection.

Subject Requirements: Students will be able to receive credit (grades) for their core classes and selected electives. Students participating in an Alternative Setting Program will complete class assignments provided by teachers of record. All classes will be in technology based format, distance learning (ACCESS, Skype, etc.), correspondence or hard copy. Additional assignments or activities may be assigned by general education teachers, special education teachers, Alternative Setting Program Supervisor, or IEP/I-ELP/504 Team, as appropriate.

Extracurricular Activities: Students assigned to an Alternative Setting Program Site are not permitted to participate in or attend extracurricular activities.

Student Work and Grades: Completed hard copy assignments will be submitted to assigning teachers on a daily basis for grading and feedback. Completed hard copy assignments from feeder school teachers will be returned to assigning teachers for grading and feedback. Students needing academic assistance with assignments will be assisted by an instructional paraprofessional and through communication with the assigning teachers via electronic medium and/or face to face contact. Students will access only teacher approved websites. It will be the responsibility of the feeder school to arrange for secure retrieval and delivery of completed work and additional assignments. Assigning teachers (secondary and elementary) are responsible for entering grades in the student management system (SIS).

· **State Assessment:** Students assigned to the program will return to their base school for testing and follow testing guidelines. Parents of general education students will be responsible for transportation to and from the testing site.

HEALTH ISSUES, SERVICES, AND CONCERNS

COMMUNICABLE DISEASE AND PARASITES

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

IMMUNIZATION

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

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

MEDICATION ADMINISTRATION AND STUDENT HEALTH SERVICES

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

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

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

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

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

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

THE MEDICATION MUST BE IN ITS ORIGINAL MANUFACTURED CONTAINER.

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

MEDICAL EXAMS

Hearing and Vision

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

Dental and Medical

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

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

MENINGOCOCCAL DISEASE

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also

consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information. For more information on this and other vaccine recommendations go to: www.adph.org/immunization

POLICY FOR OPEN WOUNDS

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

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

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

ACCIDENTS

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

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

Members of the school staff may, upon notification of the school principal or designee, take a student to the nearest medical emergency treatment facility for emergency treatment. In all cases,

the school principal or designee shall attempt to notify the student's parents or guardian of the emergency and when practical, have the parents or guardian transport the student to the emergency treatment facility or the family physician. For additional school information go to: www.choctawal.org.

STUDENT CLUBS AND ORGANIZATIONS

- I. All Choctaw County School System student clubs and organizations shall be approved by the principal before they can operate within a school.
- II. All student clubs and organizations shall comply with the following:
 - A. All clubs and organizations must clearly establish and adhere to membership criteria that have been approved by the principal.
 - B. The charter and constitution of each student club or organization shall set forth the purposes, qualifications for members, and the rules of conduct and shall be maintained on file for immediate reference by all students and instructional personnel of the school.
 - C. There shall be no type of hazing in any club or organization within the school. Hazing shall be defined as any action or situation which recklessly or intentionally endangers a student's mental or physical health or safety.
 - D. Dues shall be reasonable and not prohibitive.
 - E. All meetings shall be held on Choctaw County Board of Education property unless waived upon the faculty sponsor's request and principal's approval of special meetings and events.
 - F. A Choctaw County School System faculty sponsor/designee shall be present at all meetings and functions.
 - G. All social events shall be adequately chaperoned.
 - H. All monies accruing to any school club or organization shall be accounted for through the school's internal accounting system.
 - I. A student club or organization shall not conduct any activity or act which violates Alabama statutes, Choctaw County Board of Education rules, or the regulations of the local school.
- III. Any school club or organization which engages in an initiation ceremony for its members shall prepare and submit the program of initiation exercises to the faculty sponsor for review and approval by the school principal.
- IV. Secret societies, social clubs, sororities, fraternities, or any similar organizations are prohibited.

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.

STUDENT PUBLICATIONS

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

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.

HOMEWORK POLICY

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

REPORTING STUDENT PROGRESS

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

PARENT CONFERENCES

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

PTO AND PARENT VISITS

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

CHECK OUT POLICY

In order to check out, a student must present a note signed by his/her parent/guardian. The student must do this before the first tardy bell. The secretary must call the parent/guardian to verify the information on the note. If these conditions are met, the student will be checked out and teachers notified. There will be no exceptions made to these rules. Students will be allowed to check out only at the beginning of the period or at the end of the period, except in the case of an emergency. The absentee rules will apply to classes missed because of checkouts. If a student becomes ill or needs to leave school, he/she must contact a parent or guardian so that the secretary can get their permission.

A parent/guardian may sign a student out in the presence of the secretary. Excuses will be made a part of student records. If a parent or guardian cannot check a student out, only those persons approved in writing on the registration form may sign the student out of school. If a student returns to school the same day after checking out, he/she must check back in through the office and return to class.

Student drivers may not check out from school without a note and phone call from the students' parents/guardians/.

DISMISSAL PROCEDURES

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

1. Provisions for proper supervision of students who must remain in the school building after regular school hours.
2. Provision for safe loading of students who utilize school transportation.
3. Provision for safety of students when school buses are departing from the school campus.
4. Provisions for the safety of students when automobiles and other motorized vehicles are departing school campuses.
5. Provisions for safety of students when school is dismissed early and/or closed for emergency reasons.

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

DISTRICT DRESS CODE

The Choctaw County Board of Education has adopted 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 has the responsibility to maintain an appropriate atmosphere conducive to learning. Therefore, the Choctaw County Board of Education hereby mandates a uniform dress code to be implemented in all schools. All students must abide by the policy.

Disciplinary action will be taken to enforce compliance with the policy. Students will be denied admission until such time as they are in compliance with the dress code. Reasonable accommodations (no more than five days) will be made for transfer students entering school during the school year. The mandatory uniform policy will be reviewed at the end of each school year.

The uniform guidelines are as follows:

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

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

- Bicycle shorts

Pants – Any properly sized khaki or black pants (slack style or Capris) 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 shirt with a collar (long or short sleeve) school uniform tee shirts (sold only at school) or turtlenecks in the following colors may be worn:

Choctaw County Elementary School & Choctaw County High School	White, Black, or Gold
Southern Choctaw Elementary School & Southern Choctaw High School	White, Red, or Black

All shirts should be long enough to be tucked inside students' pants, shorts, skorts, and skirts. No fitted body shirts are allowed. Shirts/blouses should not reveal any cleavage.

Socks – Solid black, white, khaki, or school colors are allowed.
Socks must 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. Belt buckles cannot be larger than 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 undershirts

SHOES

Students must wear shoes. Tennis shoes may be worn. Shoes that mark or damage floors will not be permitted. Shoes that have wheels or other attachments may not be worn. No boots or shoes over the ankle are allowed. No "work" style boots are allowed. All shoe straps must be strapped at all times. All laces must be tied at all times. Shoelaces must be the same color.

Sandals, slides, Crocs, Croc oxfords (or any shoe made in the style of a Croc), Heelys (skate-shoes) or any variation of Heelys (skate shoes), ballerina slippers, and toe shoes are not allowed.

OUTERWEAR

The following items (full length/no half-coats) will be acceptable in solid school colors, brown, and gray. (No printed fabrics or designs)

- Cardigan sweater
- Long-sleeve pull-over sweater
- Wind breaker
- Full length vest (Not suit style)
- Sports jackets
- Band jackets
- Other school related outerwear
- Sweatshirt

No head coverings (hats, scarves, bandanas, knit hats, etc.) are allowed.

Accommodations will be made for maternity wear.

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.

Elementary Students: Pullover jackets/coats may be worn, with quarter-sized logos only in black, white, brown, gray, or school color

High School Students: Pullover jackets/coats may be worn, with quarter-sized logos only in black, brown, gray, or school colors.

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

- Royal Park Plaids
- Choctaw County Elementary School & Choctaw County High School #8B
- Southern Choctaw Elementary School & Southern Choctaw High School #70

*Blouses or shirts must be worn with jumpers.

The board may authorize programs to promote donations of funds, and/or uniforms to assist Indigent students or students who qualify under McKinney-Vento. Each school must communicate to parents the information specific to the individual site.

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 shorts. 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 inside 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. Shirts must be tucked in so that the belt is visible.
10. No student will be allowed to bring a book bag or any other type of “string” bag to the classroom if lockers are provided.
11. Additional restrictions may be placed upon students participating in extra-curricular activities including any restrictions enforced by the State Athletic Association or other governing organizations.
12. All uniform items must be worn as purchased.
13. Spirit shirts can be purchased from school/school organizations and be worn on Thursdays and Fridays.
14. Student-athletes can wear uniform tops on game days as they comply with dress code.

15. 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.
16. 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.

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

- 1st Offense - The teachers will refer the student to the school counselor/principal.
- 2nd Offense - The principal will contact the parent and schedule a meeting.
- 3th Offense - The student will be scheduled for alternative placement at administration's discretion.
- 4th Offense - Alternative placement in multiples of 3.

LIBRARY MEDIA CENTER

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

Students are expected to visit the library with their assigned teachers at a scheduled time. If a student needs to use the library outside of this time, the teacher should send them to the library with a pass that indicates the class period, time of leaving the classroom, and purpose of the visit along with the teacher's signature. The librarian will sign the pass when the student finishes and returns to the classroom. No student will be allowed to the library without a signed pass from the teacher.

Students are expected to handle all materials with care. Books may not be checked out between classes without special permission from the librarian. However, books may be returned at this time. Students shall assume full responsibility for all books that are taken from the library and shall pay for damage or loss of books. A fine is charged for books that are overdue. The fine is .05 cents per school day. The cost of the fine will not exceed the cost of the book. If a student locates the missing book and it is still in good condition, a refund will be issued once the original receipt and a request for reimbursement has been submitted to the librarian. All materials and equipment will be documented by the librarian and/or library staff.

Elementary

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 the 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 areas 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, 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.

SCHOOL ARRIVAL AND PICK-UP TIMES

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

TARDIES TO SCHOOL AND CLASS

School begins at 8:00 a.m. Students are expected to be in their classes at this time. If a student arrives at school after 8:00 a.m., he/she is to report to the office with a note from the parent or guardian. The note should include the following information:

- Student's full name
- Date
- Reason for tardiness
- Time of check in
- Parent/guardian signature

If a student is late three consecutive school days, or for a total of 5 times per month, or 7 times a grading period, a notice will be sent home to schedule a conference with the principal to discuss the reasons for the continued tardiness. If this does not alleviate the problem then the tardiness will be considered as neglect, and the case will be referred to the school social worker.

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

GRADE AVERAGING METHOD

All 1-6 course grades shall be computed by the following method:

Category Points: Daily 50%, Test/Quizzes 30%, Daily/Homework 10%, Participation 10%

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.

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 receive a first semester grade and a second semester grade. First and second semester grades are averaged to determine a yearly average. Students in grades 1-6 must receive a yearly average of 60 or higher in order to pass a subject area. 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. Students who are retained must have documentation of the MTSS process.

THE ALABAMA LITERACY ACT (2019) FOR GRADES K-3

In 2019, the Alabama Literacy Act was signed into law. Any student in Kindergarten through 3rd grade with an identified reading deficiency is required to have a Student Reading Improvement Plan (SRIP), with parental input in its development through an invitation from the child's school. A reading

deficiency is determined by a consistent deficiency in any of the following areas: letter naming fluency, letter sound fluency, nonsense word fluency, sight words, oral reading accuracy and fluency, vocabulary or comprehension.

Other requirements of the law include:

- Assessment of early literacy skills three times during the school year
- Parental notification within 15 days of identification of a reading deficiency
- Individualized supplemental reading intervention (SRIP)
- Strategies and resources for parents to use at home (available from the school or district website)
- Summer reading camp

Once a deficiency is identified, teachers are required to notify parents. A diagnostic assessment is given to the child, and based on specific needs, teachers will provide intensive reading instruction and interventions for that child. The specific instruction and targeted interventions will be documented in a Student Reading Improvement Plan (SRIP).

Beginning with the 2023-2024 school year, the third-grade retention portion of the Literacy Act will go into effect. This will be based on the following guidelines:

- *Students not scoring 452 on the reading subtest of the ACAP Summative in the spring of the third-grade school year,
- *Students not scoring 452 on the reading subtest of the ACAP Supplemental in the summer of the third-grade school year, or
- *None mastery of the standards included on the Third-Grade Literacy Portfolio that must be signed by the student's third grade teacher, school principal, and district superintendent.

Choctaw County provides the following interventions for all K-3 students to assist in improving any deficiencies detected on any of the three diagnostic tests administered during the school year:

- *After-school tutoring: Monday-Friday, 3:30 p.m. - 5:30 p.m. at each elementary school, and
- *Summer Reading Literacy Camp: during the summer with at least 60-80 hours of instruction.

Additional information can be found at

https://www.alabamaachievers.org/wp-content/uploads/2022/10/ARI_20221011_2022-Literacy-Act-FAQs-for-Families-Flyer_V1.0.pdf.

THE ALABAMA NUMERACY ACT (2021) FOR GRADES K-5

Passed in 2022, the Alabama Numeracy Act requires elementary math teachers in kindergarten through fifth grade offer 60 minutes of classroom math instruction every day. Teachers will also be expected to communicate with parents, looping them in to the progress and the challenges their child may be having. Beginning with the summer of 2023, schools in the bottom 6% of math proficiency will participate in the Alabama Mathematics Summer Achievement Program with support from the state department. The bill requires school districts to offer summer learning in math – 60 to 70 hours total – for students identified as deficient in math.

Students in grades kindergarten through fifth will be tested at least three times a year on a state-approved diagnostic. Any students with an identified math deficit will receive intervention services before or after school as well as during the summer at the district's math camps.

For more information, please use

<https://policy.aplusala.org/wp-content/uploads/2022/03/Numeracy-Act-1-Page-1.pdf>.

High School

SCHOOL ARRIVAL AND PICK UP TIME

No student shall be present on school property prior to 7:25 a.m. or remain on school property after 3:00 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.

TARDIES TO SCHOOL AND CLASS

School begins at 7:50 a.m. Students are expected to be in their classes at this time. If a student arrives at school after 7:50 a.m., he/she is to report to the office with a note from the parent or guardian. The note should include the following information:

- Student's full name
- Date
- Reason for tardiness
- Time of check in
- Parent/guardian signature

Three unexcused tardies to school will result in the loss of all exemptions for a semester.

If a student is late three consecutive school days, or for a total of 5 times per month, or 7 times a grading period, a notice will be sent home to schedule a conference with the principal to discuss the reasons for the continued tardiness. If this does not alleviate the problem then the tardiness will be considered as neglect, and the case will be referred to the school social worker.

The following disciplinary actions will be administered for unexcused tardies to class:

- First unexcused tardy – Verbal warning and explanation of tardy policy
- Second unexcused tardy – loss of exemption in that class
- Third unexcused tardy – loss of all exemptions
- Fourth unexcused tardy – 1 day of after-school detention
- Five or more unexcused tardies – ISS

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

LOCKERS

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

Students will be permitted to go to lockers only at scheduled times. All lockers **MUST** be cleaned by the last day of school.

A fee of \$5.00 will be charged at the end of school term for clean out purposes as necessary.

Lockers shall not contain:

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

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

FEES	
Transcript Requests	\$5.00 Per Transcript (The first transcript is free)
Driver's Ed	\$30.00 per semester
Parking Decal	\$10.00 annually
FBLA Membership	\$20.00 annually
FFA Membership	\$20.00 annually
FCCLA Membership	\$20.00 annually
Beginner Band	\$10.00 per semester
High School Band	\$150.00 for one student
	\$250.00 for two students (immediate family)
	\$300.00 for three students (immediate family)
Beta Club	\$20.00 to join
Honor Society	\$20.00 to join

STUDENT DRIVERS ON CAMPUS

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

CAREER/TECHNICAL COOPERATIVE EDUCATION

The Choctaw County Board of Education recognizes the importance of the school-community linkage in training individuals for specific occupations; assisting individuals with the transition from school to the world of work; providing an environment for developing proper skills, knowledge, work and safety habits, and pride in achievement. As such, Cooperative Career/Technical Education Programs will be provided to the extent possible to strengthen this linkage. These programs will operate in compliance with general career/technical education policies established by the Board and program standards outlined in current administrative code. The cooperative career/technical education program shall provide on-the-job training that:

1. is related to existing employment opportunities which offer promotion and advancement.
2. is related to the student's occupational objective.

Criteria for Participation

The following criteria must be met prior to a student's participation in Cooperative Career/Technical Education Programs:

1. The student and his/her parent(s)/guardian(s) must select the cooperative career/technical course(s) as an elective.
2. The student's parent(s)/guardian(s) must sign a release form authorizing the school to release his/her child from school to travel to and from the educational job site.
3. All transportation costs must be borne by the student and his/her parent(s)/guardian(s).
4. The student meets prerequisites for the cooperative career/technical course.

References: Code of Alabama 16-8-8, 16-37-1, 16-37-4

SAFETY IN CAREER TECHNICAL EDUCATION CLASSES

In order to ensure safety of students and personnel in Choctaw County School System CTE classes, all laws, regulations, and guidelines established by local, state, and federal agencies shall be followed.

Choctaw County School System teachers in CTE classes shall establish safe working conditions and shall promote the development of safety awareness and safe work habits by students. Safety procedures and safe work habits shall be taught and tested in all CTE classes as specified in the Alabama Course of Study for each content area.

A safety plan shall be posted in each CTE classroom and lab and shall include methods for encouraging safe procedures in the following areas:

- Continuous supervision of students in the classroom, laboratory, and/or shop environment
- Ensuring that protection devices are worn by students when appropriate
- Safe storage of toxic, flammable, or hazardous materials
- Safe use of electrical devices and avoiding electrical hazards
- Safety demonstrations, safety instruction, and testing for safety knowledge
- Periodic inspection of materials, equipment, and tools to ensure safe use

The goals of safety instruction are to keep students safe while participating in CTE programs and for transfer of this knowledge to the workplace.

References: Code of Alabama 16-3-12, 16-3-13, 16-37-1, AAC 290-6-1-.04 (6)

LIVE WORK IN CAREER/TECHNICAL PROGRAMS

The Choctaw County Board of Education recognizes live work as being a valuable tool for students in career/technical programs to assist students in developing workplace competencies as a tool for positive community relations. Live work experiences are authorized by the Choctaw County Board of Education in career/technical classes when the following guidelines are followed. Live work is defined as work performed by students as part of the instructional training program. This work may be performed by students at a job site or at school. All live work projects must be pre-approved by the teacher in writing and coordinated with the Career Tech Director. Live work projects are not to be performed in competition with private enterprise. The career/technical education programs assume no responsibility for the results of the work being performed by students. The person or organization for which the live work project is performed shall assume all costs of materials, supplies, and parts associated with the work performed by students. The career/technical teacher is responsible for documenting the live work through a work order, the invoicing of the person/organization for whom the work is performed, and the collection of all charges associated with the live work projects performed by students. School employees shall not receive economic benefit from career/technical education live work projects.

References: Code of Alabama 16-37-1, 16-3-12, 16-3-13, AAC§290-6-1-.04(5)

CURRICULUM

ACADEMIC GUIDELINES

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

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

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

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

Students in grades 7 through 12 are provided class schedules at the beginning of each semester. Students' schedules cannot be changed after the first two weeks of each semester.

Students have the opportunity to participate in online courses. Students must complete assignments for all online classes in which they are enrolled daily. Students who are enrolled in online courses will not be allowed to drop the online class by a school official or ACCESS (per the school's request) after the first two weeks of each semester. Students who do not complete any/all online class assignments and/or have a failing grade during the nine/weeks or semester will receive the online grade assigned by the ACCESS/online teachers. This includes credit recovery classes.

GRADE AVERAGING METHOD

All 7-12 course grades shall be computed by the following method:

Category Points: Daily 50%, Test/Quizzes 30%, Homework 10%, and Participation 10%

HONOR ROLL

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

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

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

REPORT CARDS

Report cards are not to be altered in any manner by students. Any corrections that are needed on report cards should be reported promptly to the applicable teacher(s). All changes to a report card made by a teacher require a "Grade Change Request Form" that must be approved by the superintendent before a grade can be changed on a report card. Once a student's semester grade has been entered on the student's transcript, the transcript grade cannot be deleted or changed. If a student repeats a course again due to failure, the original grade on the transcript will not be removed.

Alabama High School Diploma Course Requirements

AREAS OF STUDY	REQUIREMENTS	CREDITS
English Language Arts	English 9, 10, 11, and 12 English Language Arts-credit eligible options may include: AP/IB/Dual Enrollment Courses/ALSDE -Approved Courses	4
Mathematics	Algebra I with Probability or its equivalent (9th), Geometry with Data Analysis or its equivalent (10th), Algebra II with Statistics (11th), Algebra with Finance (12th), and/or mathematics-credit eligible options that may include AP Computer Science Principles*, Career Technical Education approved courses, and AP/IB/Dual Enrollment Courses/ALSDE -Approved Courses	4
Science	Biology (9th), a physical science (Chemistry, Physics, and Physical Science-10th), Environmental Science (11th), and two credits from Alabama Course of Study: Science or science-credit eligible courses from Career and Technical Education/AP/IB/Dual Enrollment Courses/ALSDE -Approved Courses	4
Social Studies	World History (9th), United States History I (10th), United States History II (11th), United States Government (12th-.5 Credit), Economics (12th-.5 Credit). Social Studies-credit eligible options may include AP/IB/Dual Enrollment Courses/ALSDE -Approved Courses.	4
Civics Test Requirement	Students are required to pass the Civics Test in the United States Government class effective the 2018-2019 school year with a score of 60%.	
Physical Education	Beginning Kinesiology or one JROTC Credit, or substitution approved through ALSDE waiver	1
Health Education	Health Education or approved substitute.	0.5
Career Preparedness	Career Preparedness	1
CTE and/or Foreign Language and/or Arts Education	Career and Technical Education (CTE) and/or Foreign Language and/or Arts Education	3
Electives		2.5
Total Credits Required for Graduation		24

* AP Computer Science Principles may satisfy a student's fourth math credit, third or fourth Science credit, or CTE credit. One Computer Science Principles course may not be used to satisfy more than one credit.

Alabama High School Diploma With Advanced Academic Endorsement

AREAS OF STUDY	REQUIREMENTS	CREDITS
English Language Arts	English 9, 10, 11, and 12 English Language Arts-credit eligible options may include AP/IB/Dual Enrollment Courses/ALSDE -Approved Courses.	4
Mathematics	Algebra I with Probability or its equivalent (9th), Geometry with Data Analysis or its equivalent (10th), Algebra II with Statistics (11th), Pre-Calculus or AP Computer Science Principles (12th)*. Mathematics credit options may include AP/IB/Dual Enrollment Courses/ALSDE -Approved Courses.	4
Science	Biology (9th), Physical Science or Anatomy & Physiology (10th), Chemistry (11th), Environmental Science, Physics or AP Computer Science Principles* (12th). Science credit options may include AP/IB/Dual Enrollment Courses/ALSDE - Approved Courses.	4
Social Studies	World History (9th), United States History I (10th), United States History II (11th), United States Government (12th-.5 Credit), Economics (12th-.5 Credit). Social Studies-credit eligible options may include AP/IB/Dual Enrollment Courses/ALSDE -Approved Courses.	4
Civics Test Requirement	Students are required to pass the Civics Test in the United States Government class effective the 2018-2019 school year with a score of 60%.	
Foreign Language	2 Years of the <i>Same</i> Foreign Language	2
Physical Education	Beginning Kinesiology or one JROTC Credit, or substitution approved through ALSDE waiver	1
Health Education	Health Education or approved substitute	0.5
Career Preparedness	Career Preparedness	1
CTE and/or Arts Education	Career and Technical Education (CTE) and/or Foreign Language and/or Arts Education	1
Electives		2.5
Total Credits Required for Graduation		24

* AP Computer Science Principles may satisfy a student's fourth math credit, third or fourth science credit, or CTE credit. One Computer Science Principles course may not be used to satisfy more than one credit.

DUAL ENROLLMENT

Dual enrollment, also referred to as dual credit, allows current high school students to take college-level classes. If the student passes the class, it will count for both high school and college credit. The types of dual credit classes offered varies within the Choctaw County School District, but may include academic introductory college coursework in subjects such as English 101 and 102 (11th grade), HIS 201 (United States History I) and HIS 202 (United States History II), Introductory to Spanish, Introduction to Art, and Introductory to Biology (BIO 101). Dual enrollment classes also offer students career and technical classes such as welding, computer science, child development, and paralegal studies that may lead to certification in the chosen field of study and licensure for the job market.

Most dual enrollment classes are taken at the student's high school, a local community college or online. Home-schooled students may also take dual credit courses if they meet district and state requirements.

Dual enrollment classes are available for students pursuing a Bachelor's degree, Associate's degree, or Career and Technical Education certificates.

To earn college credit, students must pass a dual enrollment class with a C or higher. The grade earned will be part of the student's college academic record. Unlike AP classes, students do not have to pass an exam to earn college credit. College admissions counselors may consider dual credit grades during the admissions process.

Choctaw County School System allows students entering grade 10 to begin dual enrollment programs who have a 2.5 GPA, parental approval, and school administration approval. Students who do not maintain a 70 average or better during any semester in which they are taking dual enrollment classes will not be allowed to take another class the next semester and have to re-enroll in the program the following term.

FAFSA REQUIREMENT

Beginning with the Class of 2022, students must complete the Free Application for Student Financial Aid (FAFSA) or a non-participation waiver as part of their requirement for graduation.

Alabama Administrative Code, Rule 290-3-1-.02 (21)

Effective with the 2021-2022 school year, the following requirements shall be fulfilled on behalf of the graduating senior as part of the graduating senior's transition into postsecondary education, training, or the workforce:

1. Submit to the United States Department of Education a Free Application for Federal Student Aid (FAFSA); or
2. Certify a non-participation waiver, in writing, to the superintendent of the local education agency if the graduating senior chooses not to complete and submit FAFSA. Certification of the non-participation waiver may be completed by a parent, legal custodian, legal guardian, or a minor legally emancipated or of the legal age of majority.

Non-Participation Waiver

- Must have the recommendation of the school principal and school counselor.
- Only the LEA Superintendent may grant a non-participation waiver.

COLLEGE & CAREER READINESS INDICATORS

Effective for students of the graduating Class of 2028 who will enter Grade 8 for the first time in the 2023-2024 school year, the Alabama High School Diploma—General Education Pathway shall be issued to students who earn the required credits and earn one or more of the following college or career readiness indicators:

1. ACT-Earn a benchmark score on one ACT section = English (18), Math (22), Reading (22), Science (23).
2. ACT WorkKeys-Earn benchmark scores on all ACT WorkKeys sections = Applied Math (4), Graphic Literacy (4), Workplace Documents (4).
3. Advanced Placement Exam-Earn a qualifying score of 3 on an Advanced Placement exam.
4. Apprenticeship-Participate in a registered apprenticeship.
5. Career Technical Education Completer-Earn Completer status within a CTE program by taking three sequenced courses.
6. Career Technical Education Credential-Earn industry-recognized credential within a CTE course.
7. College Credit Attainment-Earn college credit while in high school through a dual enrollment program.
8. International Baccalaureate-Earn a qualifying score on an IB exam.
9. Military Enlistment-Enlist in a branch of the military.

HIGH SCHOOL GRADUATION CEREMONY

Students seeking the Alabama High School Diploma may not participate in graduation activities if they do not meet all state credit requirements. Only those seniors who achieve advanced levels of active school-sponsored honor societies (i.e., Beta Club, National Honor Society, National Technical Honor Society, etc.) and leadership organizations (i.e. HOSA, J.A.G., FFA, etc.) will wear the appropriate honors and/or cords. These organizations must promote academic achievement, leadership, and career preparation. Advisors of those organizations will adhere to district procedures for approval prior to graduation and will assist administration and senior sponsors in monitoring student attire at the graduation ceremonies.

Graduates will be placed in the graduation ceremony line in alphabetical order, with the exception of Valedictorian and Salutatorian. (Graduates will be placed in alphabetical order with the exception of Valedictorian and Salutatorian during all senior-related activities). Any student(s) who is late for graduation exercises practice will be placed at the end of the line. Students participating in senior pranks will be suspended. If the suspension coincides with graduation exercises, students will not be allowed to participate.

RANKING OF STUDENTS

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

In order for a student to be ranked, the senior must have successfully completed the following courses:

- English 9, English 10, English 11, AP Language and Composition or college equivalent, English 12, AP Literature and Composition or college equivalent English courses, first semester (3 ½ credits)
- World History, U. S. History I, US History II or AP US History, and Government, one semester (3 ½ credits)

- Biology, Physical Science, Anatomy and Physiology, Chemistry (not Chemistry of Food for incoming SY 2023-2024 9th-graders), Physics, Environmental Science, AP Computer Science Principles*, or college equivalent science courses (3 ½ credits)
- Algebra I, Algebra I with Probability, Geometry, Geometry with Statistics, Algebra II with Statistics, Algebra with Finance, Pre-Calculus, AP Computer Science Principles*, or college equivalent mathematics courses (3 ½ credits).

* AP Computer Science Principles can count as a credit in **one** of the following pathways: math, science, or Career Technical Education (CTE).

Senior students shall be awarded additional points to the numerical grades for the following advanced core courses: Pre-Calculus, Physics, and all Advanced Placement (AP) courses. Additional points will also be awarded to International Baccalaureate (IB) courses and dual enrollment post-secondary equivalent core courses.

Senior students pursuing a Diploma with Advanced Academic Endorsement shall be awarded the following additional points to numerical grades for the advanced courses:

95-100 = 6 Points
 90-94 = 5 Points
 80-89 = 4 Points
 70-79 = 3 Points
 60-69 = 2 Points

The ranking of seniors receiving diplomas will be determined by numerical average derived to the sixth decimal place. The additional points will be used for ranking purposes only. A list of the top ten students will be announced on May 1.

VALEDICTORIAN AND SALUTATORIAN

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

In order to qualify for these two honors, a student must have attended the school from which he/she will graduate for the duration of the junior **AND** senior years, must have been classified as a senior at the beginning of the school year, and must meet college entrance requirements for the state of Alabama.

The school principal in consultation with the Superintendent shall resolve any extraordinary situations or circumstances that may arise in class ranking, selection of valedictorian, and/or selection of salutatorian.

SCHOOL MARSHALS

Two sophomore and two junior class marshals may be selected to participate in graduation exercises. The two students from the sophomore and junior classes will be school marshals selected based on the highest grade point averages (GPA) in math, science, English, and social studies classes (with no added ranking points). The school counselor will be responsible for calculating the grade point average. The school counselor will submit this information to the school principal and superintendent at least two weeks prior to graduation exercises.

PROMOTION/RETENTION POLICY

Grades 7-8

Students in grades 7-8 receive a first semester grade and a second semester grade. First and second semester grades are averaged to determine a yearly average. Students in grades 7-8 must receive a yearly average of 60 or higher in order to pass a subject area. Students who do not pass the combined total of three (3) of the four (4) required core courses each year will be retained at their current grade level for the next school year unless they successfully meet the requirements in an approved summer school program.

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

Grades 9-12

Students in grades 9-12 will receive semester credits. Yearly averages are **not** calculated for students in grades 9-12.

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

- **Tenth Grade** – students who have earned five (5) Carnegie units will be classified as tenth graders
- **Eleventh Grade** - students who have earned ten (10) Carnegie units will be classified as eleventh graders.
- **Twelfth Grade** – students who have earned seventeen (17) Carnegie units will be classified as twelfth graders.

Summer School Options

A student in grades 9-12 who does not pass coursework in a logical and sequential order is strongly encouraged to attend an approved summer school to earn the required Carnegie unit(s) necessary for orderly progression through the courses required for graduation.

Summer school is an option offered to students in instances where students need the summer classes to be promoted. Students who request to take summer classes for any other reason must receive prior permission from the superintendent as summer school is not considered credit advancement. Students who register for summer school classes must attend classes on a daily basis. Students must complete assignments for all classes in which they are enrolled daily. A student will be counted absent if they are more than 30 minutes late for a class. The summer school facilitator is responsible for creating a summer schedule in which the student can complete assignments for all courses in which the student is enrolled. Students who do not attend summer classes at the designated school in which they have enrolled by the second week of summer school will be automatically dropped from these classes with the superintendent's written approval. Students who remain in summer ACCESS courses will not be allowed the opportunity to drop the class by a school official or ACCESS. Students who do not complete all class assignments and/or have a failing grade will receive the ACCESS grade assigned by the ACCESS teachers. Students who cause distractions to other students due to their disruptive classroom behavior will be removed from summer school classes. This includes credit recovery and ACCESS Distance Learning classes.

Credit Recovery

The Choctaw County Board of Education in accordance with the Alabama Department of Education will offer students who have received failing grades in courses that are required for graduation an opportunity to recover the lost credit through a standards-based approach that will target specific knowledge and skill deficits instead of requiring the student to repeat the entire course. Such students must meet eligibility requirements to apply, and the Credit Recovery Program must be operated under the guidelines established by the Choctaw County Board of Education. A student must have a semester average of 40 or above in a core course only to be eligible to repeat courses via credit recovery. A student cannot attain a grade higher than a 70 for credit recovery course work. The original failing grade(s) shall remain on the student's transcript. Students who are retained must have documentation of the MTSS process.

Grades 9-12 Summer School Credit

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

Special Education Students

Special education students must meet the requirements outlined within their graduation or school completion pathway. Special education students who are earning a regular Alabama high school diploma must meet all relevant criteria including mastery of regular content standards, completion of all required courses of study, and all college and career readiness requirements needed to earn a traditional Alabama high school diploma. Special education services and accommodations, school completion pathway, and least restrictive environment should be outlined in the special education students' Individualized Education Plans (IEPs) and implemented by all persons responsible.

Special education students who are working toward high school completion through the Alabama Alternate Standards pathway must meet all content standards, complete all required Alternate Standard coursework, and all other criteria necessary to earn an Alabama High School Diploma based upon Alabama Alternate Standards. Special education services and accommodations, school completion pathway, and least restrictive environment should be outlined in the special education students' Individualized Education Plans (IEPs) and implemented by all persons responsible.

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

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

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

SEMESTER EXAM EXEMPTIONS

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

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

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

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

1. Have a 90 or above average in a class with no more than 5 absences.
2. Have between 80-89 average in class with no more than 3 absences.
3. Have between 70-79 average with no absences.
4. NO student will be exempt with any unexcused absence
5. Maintain an acceptable record of classroom behavior (determined by principal)
6. Being on time is also important. Three (3) unexcused tardies to homeroom or two unexcused tardies to class will revoke all test exemptions for the semester.
7. Exemptions may only be denied by the administration as a means of policy.

Note: Students who are suspended for any reason will automatically lose their exemption privileges.

Note: Special Education students are not automatically exempt from semester exams. Special education students are expected to meet the same criteria for exemption as their non-disabled peers. Services and accommodations for classroom assessments should be implemented for special education students who are required to take semester exams.

PROCEDURE FOR DETERMINING SEMESTER AVERAGES

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

EXEMPT

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

NOT EXEMPT

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

SENIOR MAKE-UP SEMESTER EXAM POLICY

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

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

STUDENT EXIT INTERVIEW

The Senate Bill 334, Alabama Act 2009-564 requires that students must attend school until the age of seventeen (17) and that a Student Exit Interview must be conducted in an attempt to resolve circumstances impeding a student from staying in school.

Each high school has a designated staff available to meet with a student and his/her parent/legal guardian when the student is attempting to withdraw or to specifically drop out. All Exit Interview protocol will be handled in an Exit Interview meeting.

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:

Dr. Jamara Wright
Title IX Coordinator
107 Tom Orr Drive
Butler, AL 36904
205-459-3031 ext. 2005

Jasmine Henderson
Special Education Coordinator
504 Coordinator
107 Tom Orr Drive
Butler, AL 36904
205-459-3031 ext. 2025



CHOCTAW COUNTY BOARD OF EDUCATION

107 Tom Orr Drive • Butler, Alabama 36904

Jacqui James

Superintendent of Education

(205) 459-3031 • Fax (205) 459-3037

**Choctaw County
Board of Education**

James Studdard
District 1

Isaac Johnson
District 2

Tommy Campbell
District 3

Beverly Skinner
District 4

Gerald R. Gibson
Member at Large

Dear Parent/Guardian:

We are pleased to remind you that you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject matter areas in which the teacher provides instruction
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification degree
- Whether or not the child is provided services by paraprofessionals and, if so, their qualifications
- Information on your child's level of achievement in each of the State academic assessments

If you would like to request any of the above information, please feel free to contact the principal of your child's school.

Sincerely,


Jacquelyn James

Superintendent, Choctaw County Board of Education

Choctaw County Schools Anti-Bullying Complaint Form

School System: _____ School Name: _____

Student Name: _____ ID#: _____

Grade: _____

INFRACTION REPORTED BY: __STUDENT__ PARENT/GUARDIAN		
<i>Date of Incident</i>	<i>Time</i>	
<i>Specific Location of Incident</i>		
DESCRIPTION		
OTHER INFORMATION		

The *Jamari Terrell Williams Student Bullying Prevention Act*, No. 2018-472, defines bullying as a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in the policy adopted by the local board. To constitute bullying, a pattern of behavior may do any of the following:

- a. Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- b. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- c. Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- d. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- e. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment or a student.

Student_ _____ Date: _____

OR

Parent/Guardian _____ Date: _____

Please note that the submission of a complaint does not automatically substantiate that misconduct has occurred. The school administration has the prerogative to investigate any allegations of wrongdoing.

STUDENT AGREEMENT: Acceptable Use and Internet Safety Policy

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

Student Name (PRINT CLEARLY)_____

Address:_____

User (Place an "X" in the correct blank): I am 18 or older ___ I am under 18 ___

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and I agree to abide by this policy.

Student **photo/video** may be posted on ___ District Website, ___ Local Newspaper.

Student **work** may be posted on ___ District website, ___ Local Newspaper.

___ Student **may not** use computers/technology at school to access Internet.

___ Student **may** use computers/technology at school to access Internet.

Student Signature _____

Date:_____

(Parents or guardians of students who are under 18)

Parent or Guardian Name(s) (PRINT CLEARLY):

Parent or Guardian Signature(s): _____

Date:_____

PARENT'S OR GUARDIAN'S AGREEMENT

To be read by parents or guardians of students who are under 18:

As the parent or legal guardian of the above student, I have read, understand, and agree that my child or ward shall comply with the terms of the school district's Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am therefore signing this policy and agree to indemnify and hold harmless the school, the school district, and the data acquisition site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building approved account to access the school district's computer network and the Internet.

Note: A copy of all forms pertaining to this policy can be obtained by contacting your child's school or by visiting the district website and navigating to the Technology Section.

