Dear Students and Parents/Guardians:

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

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

Our education efforts across the nation have shifted with recent world events. Choctaw County Schools are committed to supporting our students, families, and communities in learning and growing in new and exciting ways.

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

Sincerely,

Dorothy Banks

Dorothy Banks, Superintendent
Choctaw County Schools

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

MISSION STATEMENT

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

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

The administration, teachers, parents, and the community share the responsibility for the success of our students:
1. Parents will participate and support the school.
2. Parents will attend PTA/PTO meetings.
3. Parents will respond to requests for conferences.
4. Parents will be informed of financial responsibilities of students/parents.
5. Parents will support curricula and extracurricular activities.

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

It is the schools’ responsibility to insure that students are in an environment that promotes positive learning:
1. The administration and teachers will implement policies and rules consistently and equitably.
2. The administration will promote an atmosphere that respects the confidentiality of students.
3. The administration will monitor and support classroom instruction by frequent visits to classrooms and visits with students.

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

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

Dorothy Banks, Superintendent of Education
James Studdard, District 1
Isaac Johnson, District 2
David Lewis, District 3
Vivian Heartfield, District 4
Randy 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
Wanda Blakely, Principal
201 Tom Orr Drive
Butler, Alabama  36904
(205) 459-3520
(205) 459-7406 (Fax)
www.choctawal.org

Choctaw County High School
Eddie Armstead, Principal
277 Tom Orr Drive
Butler, Alabama  36904
(205) 459-2139
(205) 459-2277 (Fax)
www.choctawal.org

Southern Choctaw Elementary School
Jonathan Johnson, Principal
10935 Highway 17
Gilbertown, Alabama  36908
(251) 843-2461
(251) 843-4646 (Fax)
www.choctawal.org

Southern Choctaw High School
Vol Newsome, Principal
10941 Highway 17
Gilbertown, Alabama  36908
(251) 843-5645
(251) 843-5649 (Fax)
www.choctawal.org
# Choctaw County Schools
## 2020 – 2021 School Year

### First Semester

<table>
<thead>
<tr>
<th>DATE</th>
<th>STUDENT CALENDAR</th>
<th>DAY OF WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 4, 2020</td>
<td>Professional Development Day</td>
<td>Tuesday</td>
</tr>
<tr>
<td>August 5, 2020</td>
<td>Professional Development Day</td>
<td>Wednesday</td>
</tr>
<tr>
<td>August 6, 2020</td>
<td>Professional Development Day</td>
<td>Thursday</td>
</tr>
<tr>
<td>August 7, 2020</td>
<td>Teacher Institute</td>
<td>Friday</td>
</tr>
<tr>
<td>August 10, 2020</td>
<td>First Day of School for Students</td>
<td>Monday</td>
</tr>
<tr>
<td>September 7, 2020</td>
<td>Labor Day</td>
<td>Monday</td>
</tr>
<tr>
<td>October 12, 2020</td>
<td>Professional Development Day</td>
<td>Monday</td>
</tr>
<tr>
<td>November 11, 2020</td>
<td>Veteran’s Day</td>
<td>Wednesday</td>
</tr>
<tr>
<td>November 23-27, 2020</td>
<td>Thanksgiving Holidays</td>
<td>Monday-Friday</td>
</tr>
<tr>
<td>December 18, 2020</td>
<td>Christmas Holidays Begin at 3:00 p.m.</td>
<td>Friday</td>
</tr>
</tbody>
</table>

### Second Semester

<table>
<thead>
<tr>
<th>DATE</th>
<th>STUDENT CALENDAR</th>
<th>DAY OF WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 4, 2021</td>
<td>Professional Development Day</td>
<td>Monday</td>
</tr>
<tr>
<td>January 5, 2021</td>
<td>Students Return</td>
<td>Tuesday</td>
</tr>
<tr>
<td>January 18, 2021</td>
<td>Martin Luther King Day</td>
<td>Monday</td>
</tr>
<tr>
<td>February 15-16, 2021</td>
<td>Mini Break</td>
<td>Monday-Tuesday</td>
</tr>
<tr>
<td>March 11, 2021</td>
<td>Students Dismiss at 12:00 p.m.</td>
<td>Thursday</td>
</tr>
<tr>
<td>March 22-26, 2021</td>
<td>Spring Break</td>
<td>Monday-Friday</td>
</tr>
<tr>
<td>April 2, 2021</td>
<td>Good Friday</td>
<td>Friday</td>
</tr>
<tr>
<td>May 26, 2021</td>
<td>Student’s Last Day at 3:00 p.m.</td>
<td>Wednesday</td>
</tr>
<tr>
<td>May 27, 2021</td>
<td>Teacher’s Last Day</td>
<td>Thursday</td>
</tr>
<tr>
<td>May 31, 2021</td>
<td>Memorial Day</td>
<td>Monday</td>
</tr>
</tbody>
</table>

### Reporting Periods

<table>
<thead>
<tr>
<th>REPORTING PERIODS</th>
<th>REPORT CARDS</th>
<th>PROGRESS REPORTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/10/2020 – 10/8/2020</td>
<td>43</td>
<td>10/15/2020</td>
</tr>
<tr>
<td>10/9/2020 – 12/18/2020</td>
<td>44</td>
<td>1/7/2021</td>
</tr>
<tr>
<td>1/5/2021 – 3/12/2021</td>
<td>46</td>
<td>3/18/2021</td>
</tr>
</tbody>
</table>

### Graduation and Promotion Dates

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southern Choctaw High School</td>
<td>Thursday, May 20, 2021</td>
</tr>
<tr>
<td>Choctaw County High School</td>
<td>Friday, May 21, 2021</td>
</tr>
<tr>
<td>Southern Choctaw Elementary School</td>
<td>Monday, May 24, 2021</td>
</tr>
<tr>
<td>Choctaw County Elementary School</td>
<td>Tuesday, May 25, 2021</td>
</tr>
</tbody>
</table>
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 Response to Instruction (RTI) framework.

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

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

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

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 being taught by a private tutor. An accurate record of attendance for each pupil shall be maintained by the classroom or homeroom teacher or other designated person. This record shall be kept in the official register, or through other officially approved documentation provided or approved by the State Department of Education.

Parents and guardians are responsible for enrolling their children in school and ensuring that the children attend school and obey behavior policies adopted by the board. Parents failing to enroll students and ensuring their attendance and proper behavior are subject to fines and imprisonment under Alabama state law. Section 16-28-12, Code of Alabama (1975) states that each parent, guardian, or other person having control and custody of a child that is required to attend school will face a misdemeanor charge, a fine of up to $500.00 and up to 90 days in the county jail for failure to ensure that the child attends school on a regular basis and abides by the written policy on student behavior adopted by the Board.

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

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

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

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

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

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

**State Attendance Requirements**

All students in grades 7-12 must have on file a certified birth certificate and a social security card. The originals will be returned. However, the absence of these documents will not be used as barriers to the enrollment of homeless students and youth. An Alabama Immunization Certificate ("Blue Slip") is also required and kept on file at the school. Every student is required to have a signed affidavit attesting to residence within the zone on file in the office with the exception of students classified as homeless.

<table>
<thead>
<tr>
<th><strong>ABSENCES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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 4 unexcused absences and are between the ages of 6 and 17 will be referred to the Early Warning Program.</td>
</tr>
<tr>
<td>Work, truancy, parental neglect (taking children shopping, etc.), and vacations are not excused absences.</td>
</tr>
<tr>
<td>Students who are away from school because of participation in official school sponsored activities shall be marked present and be allowed to make-up missed work.</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>
Students may receive released time from school during a regularly scheduled school day for the purpose of participating in instructional activities co-sponsored by the school, outside agencies for participating in educational activities not offered by the school and for hardship employment.

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

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

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

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

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

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

Excused Absences

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

1. Illness
2. Death in immediate family
3. Inclement weather which would be dangerous to the life and health of the child as determined by the principal
4. Legal quarantine
5. Emergency conditions as determined by the principal
6. Prior permission of the principal and consent of the parent or legal guardian
If a student is absent for any excused reason as defined above, the student shall be allowed to make up schoolwork and/or examinations missed during said absence or absences. The student shall be responsible for contacting the teacher or teachers to arrange for makeup work. Said student shall contact the teacher or teachers within three (3) days to arrange a time within a two (2) week period to 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 fifteen 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 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 ACCEPTED AFTER THE THIRD DAY THE STUDENT RETURNS TO SCHOOL.
If a student has a medical condition that may exceed the number of absences, a doctor statement is requested to determine if available services are needed.

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

<table>
<thead>
<tr>
<th>TRUANCY</th>
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</thead>
<tbody>
<tr>
<td>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 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.</td>
</tr>
</tbody>
</table>

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

**Fifth Truancy**
The parent and/or guardian shall be notified that the student was truant and the dates of the truancy.
Student who have consecutive unexcused absences totaling five or more will receive a letter and notice to appear in Early Warning Court.

**Seventh Truancy**
The attendance officer shall file a complaint/petition against the parent and/or student, if appropriate.
Students who accumulate seven (7) unexcused absences may have a complaint/petition filed against the parent and/or student, if appropriate.
1. CHILD UNDER PROBATION
   a. The school attendance officer should be notified of all children in the school system under probation supervision by the juvenile court.
   b. When a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

Students who are 17 years old or older and withdraws from school and are 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 approved person. The student then must check out with the secretary. If the student returns during the day, he/she must check back in with the secretary.

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

RULES FOR THE CAFETERIA

1. No soft drinks in bottles or cans are allowed in the cafeteria. Thermos bottles are allowed.
2. No loud talking.
3. Good table manners will be used at all times.
4. Students should be courteous to all lunchroom personnel.
5. No running, pushing, shoving, or playing will be permitted.
6. Students will sit in designated area.
7. Food will not be taken out of the cafeteria.
8. Before leaving the cafeteria, students should clean the area around their eating place (table and floor).
9. Students should not skip line.
10. Trash barrels are conveniently placed and should be utilized.
11. Other than lunches brought from home, no outside food or drinks are allowed. No food deliveries or franchise containers are allowed.
12. Breakfast and lunch are now served to students at no cost. Schools are now under Community Eligibility Provision. (CEP).

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 $3.75 for employees. Visitors (children and adults) pay $3.75. These prices are subject to change. Notice of any change 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 and click link titled “USDA Program Discrimination Complaint Form instructions” for USDA instructions on HOW to complete and mail a complaint form.

**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.

**General Rules**

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

1st Infraction: Parent/Student Conference
2nd Infraction: 1 day off bus
3rd Infraction: 3 days off bus
4th Infraction: 5 days off bus
5th infractions: 1 week off bus plus one week off per each infraction over 4

**Class III Bus Infractions (See Class III Infractions on Pages 16-17)**

Note: If a parent refuses to allow his/her child to be sent to an alternative setting for Class III Bus Infractions, the child will be suspended until a board hearing can be held for the child.

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**DISCIPLINARY CODES OF CONDUCT AND ACTIONS**

**CLASSIFICATION OF VIOLATIONS AND PROCEDURES**

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

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

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**INCIDENT CODES AND DESCRIPTIONS:**

**(Minor Offenses) Class I**

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

First Offense:
In-school conference, 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 Electronic pagers/unauthorized communication devices
26 Profanity or vulgarity
31 Threats/intimidation
32 Tobacco or electronic smoking devices and supplies, possession
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)

DISCIPLINARY ACTIONS/INTERMEDIATE OFFENSES - CLASS II

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 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.
### CLASS III OFFENSES

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
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<th>Description</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Alcohol Possession</td>
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<td>Sexual Offenses – Other</td>
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<tr>
<td>2</td>
<td>Alcohol Sale</td>
<td>37</td>
<td>Handgun, Possession</td>
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<tr>
<td>3</td>
<td>Alcohol Use</td>
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<td>Arson</td>
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<td>Handgun, Use</td>
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<td>5</td>
<td>Assault</td>
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<td>6</td>
<td>Bomb Threat</td>
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<td>7</td>
<td>Burglary/Breaking &amp; Entry</td>
<td>42</td>
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<td>8</td>
<td>Criminal Mischief (Vandalism)</td>
<td>43</td>
<td>Firearm Component, Possession</td>
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<tr>
<td>13</td>
<td>Drugs, Possession</td>
<td>44</td>
<td>Firearm Component, Sale</td>
</tr>
<tr>
<td>14</td>
<td>Drugs, Sale</td>
<td>45</td>
<td>Firearm Component, Use</td>
</tr>
<tr>
<td>15</td>
<td>Drugs, Use</td>
<td>46</td>
<td>Explosive/Incendiary or Poison Gas, Possession</td>
</tr>
<tr>
<td>17</td>
<td>Fighting</td>
<td>47</td>
<td>Explosive/Incendiary or Poison Gas, Sale</td>
</tr>
<tr>
<td>18</td>
<td>Fire Alarm, Tampering with or setting off</td>
<td>48</td>
<td>Explosive/Incendiary or Poison Gas, Use</td>
</tr>
<tr>
<td>19</td>
<td>Gambling</td>
<td>49</td>
<td>Other Weapon, Possession</td>
</tr>
<tr>
<td>20</td>
<td>Harassment, including cyberbullying</td>
<td>50</td>
<td>Other Weapon, Sale</td>
</tr>
<tr>
<td>21</td>
<td>Homicide</td>
<td>51</td>
<td>Other Weapon, Use</td>
</tr>
<tr>
<td>22</td>
<td>Inciting other students to create a disturbance</td>
<td>52</td>
<td>Knife, Possession</td>
</tr>
<tr>
<td>23</td>
<td>Kidnapping</td>
<td>53</td>
<td>Knife, Sale</td>
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<tr>
<td>24</td>
<td>Larceny/Theft/Robbery/ Possession of stolen property</td>
<td>54</td>
<td>Knife, Use</td>
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<tr>
<td>25</td>
<td>Motor Vehicle Theft or Unauthorized Use of a Motor Vehicle</td>
<td>55</td>
<td>Other/Unknown Weapon, Possession</td>
</tr>
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<td>27</td>
<td>Robbery</td>
<td>56</td>
<td>Other/Unknown Weapon, Sale</td>
</tr>
<tr>
<td>28</td>
<td>Sexual Battery</td>
<td>57</td>
<td>Other/Unknown Weapon, Use</td>
</tr>
<tr>
<td>29</td>
<td>Sexual Harassment</td>
<td>58</td>
<td>Other Incidents Resulting in a State Defined Disciplinary Action</td>
</tr>
</tbody>
</table>

### DISCIPLINARY ACTION/MAJOR OFFENSES – CLASS III

Disciplinary action for such offenses will be placement in an alternative setting and/or referral to law enforcement. 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.

Any person who violates policies concerning **illegal drugs, alcohol, weapons policies shall be arrested on the appropriate warrant**. The student shall be suspended immediately and have a hearing at the earliest possible date. If the student is found to be guilty of violating 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 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.

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**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

Note: If a parent refuses to allow his/her child to be sent to an alternative setting for Class III Infractions, the child will be suspended until a board hearing can be held for the child.

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**TEXTBOOKS**

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Percentage of Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st year</td>
<td>Original Cost</td>
</tr>
<tr>
<td>2nd year</td>
<td>75% of Original Cost</td>
</tr>
<tr>
<td>3rd year</td>
<td>50% of Original Cost</td>
</tr>
<tr>
<td>4th year and thereafter</td>
<td>25% of Original Cost</td>
</tr>
</tbody>
</table>

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

Reimbursement will be made to students who relocate textbooks in good condition after payment is made to the school district and upon presentation of payment receipt. Books will not be issued until a “Book Issue Form” has been signed by the parent or legal guardian. No books will be issued to a student, for take home use, who owes money.
When books are turned in at the end of the year, evaluation of those books will be made. If they have been abused, the student will be fined. If lost, the student will pay the replacement cost of the book.

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

### SCHOOL INSURANCE

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

### SUPPLY STORE

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

### DUE PROCESS

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

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

When a student is facing possible long-term suspension or expulsion, the Board shall afford the student the following:
1. The right of a hearing before the Board of Education;
2. The right of counsel;
3. The opportunity for cross-examination of witnesses;
4. A written record at the hearing;
5. A written record of the decision; and
6. The right of appeal.

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

### STUDENT COMPLAINTS AND GRIEVANCES

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

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

**SCHOOL VISITORS**
In order to maintain a safe and organized learning environment within the schools of the School District, all visitors are required to report immediately to the 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.

**ELECTRONIC DEVICES/CELL PHONES**
No student may have an electronic device/cell phone. If a student violates this policy, he/she will be subject to disciplinary actions as follows:

1st offense – Device confiscated and parents notified to pick up
2nd offense – Corporal punishment (1 day suspension if Corporal Punishment not allowed)
3rd offense – 3 day suspension or alternative school at the discretion of the principal
4th offense – cannot be readmitted to school until parent and student meet with superintendent

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Alabama State Department of Education Cell Phone/Digital Device Test Security Policy

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

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

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

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

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The rights to request the amendment of the student’s educational record the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the
school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

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

**PUBLIC USE OF STUDENT RECORDS**

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

**COMPREHENSIVE SAFE SCHOOL AND DRUG-FREE SCHOOL POLICY**

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

**ACT 94-793**

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

**ACT 94-784**

The principal shall notify appropriate law enforcement officials when any person violates policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any crime has been committed, the principal is authorized to sign the appropriate
warrant. The student shall be immediately suspended from attending regular classes. A hearing shall take place within five school days. If a student is found to have violated a Board policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, he/she may not be readmitted to the public schools of this state until (1) criminal charges or offenses arising from the conduct have been disposed of by appropriate authorities and (2) the student has satisfied all other requirements imposed by the Choctaw County Board of Education as a condition for readmission.

**ACT 94-820**

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

**File JCAA**

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

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

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

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

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

**UNSAFE SCHOOL CHOICE OPTION**

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

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

3. **Step 1.** Notify parents/guardians of each student attending the school within ten (10) working days that it has been identified as a transfer option school and offer students the opportunity to transfer to a safe public school within the Choctaw County School District if another school is available.

4. **Step 2.** Complete the transfer for those students who opt to do so within 20 working days.

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

6. **Step 4.** Implement the corrective action plan.

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

### SCHOOL SAFETY

#### Emergency Closing Procedures

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

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

#### Severe Weather

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

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

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

#### Fire Drills

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

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

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

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

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

**Severe Thunderstorm Watch**
Those in charge are to review the severe weather plan of operation.

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

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

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

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

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

### ALCOHOL AND TOBACCO USE

Beginning with the 1987-88 school year, 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.

**DRUG USE**

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

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

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

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

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

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

**JAMARI TERRY WILLIAMS STUDENT BULLYING PREVENTION**

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 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
Embellishing 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


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

<table>
<thead>
<tr>
<th>POSSESSION OF A FIREARM</th>
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<tr>
<td>No student shall be permitted to possess a firearm or other weapon in school buildings, on school grounds, on school buses, or at any other school-sponsored function.</td>
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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.

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

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

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

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

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.

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).

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**INTERROGATIONS AND SEARCHES**

**Search of Property**

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

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

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

The content of this policy shall be communicated to all students and staff at the beginning of each year.
Search and Seizure
Choctaw County School System officials shall be authorized to search a student and the student’s property including vehicles under the following conditions:

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

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.

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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.
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 teacher.
5. Restroom facilities should be used only at recess, breaks, and lunch or in the case of an extreme emergency.
6. No advertising of non-school activities will be allowed.
7. Students will remain in designated area while at recess and physical education.
8. Students are not allowed in the bus loading area or parking lot before school or after school until all buses leave.
9. No physical contact while on school grounds. Examples: wrestling, tackle football, pitch up and tackle, etc.

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

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.:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Action</th>
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<tbody>
<tr>
<td>1st</td>
<td>Referral to social worker</td>
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<tr>
<td>2nd</td>
<td>DHR and/or local law enforcement will be notified</td>
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</tbody>
</table>

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.

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

**DISMISSAL PROCEDURES**

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

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

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

**DRESS CODE**

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

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

Grades K-6
Walking Shorts/Skorts – Khaki or Black (No more than 2” above the kneecap)
   The following styles are **NOT** in compliance and may not be worn at school:
   
   - Bicycle shorts

Pants – Any khaki or black pants properly sized (slack style or Capri) may be worn. The following styles are **NOT** in compliance and may not be worn at school:
   
   - Jogger Pants or any pant with elastic at bottom of the leg
   - Leggings/stretch knit
   - Sweat pants

Blouse – White (long or short sleeve)
Blouses or shirts must be worn with jumpers.

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

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

**All shirts should be long enough to tuck in—no fitted body shirts are allowed.
*Visible logos on shirts shall be no larger than the size of a quarter.

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

Socks shall be worn at all times.

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

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

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

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

SHOES
Students must wear shoes; shoes that mark or damage floors will not be permitted; shoes that have wheels or other attachments may not be worn. Tennis shoes may be worn. **Sandals, slides, heels (or any variation of skate shoes) and crocs are not allowed. No boots or shoes over the ankle. No “work” style boots are allowed.**
**All shoe straps must be strapped—all laces must be tied at all times. Shoe laces must be the same color.**

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

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

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

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

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

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

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

13. All uniform items must be worn as purchased.

14. **Any dress or personal appearance that the administration believes is disruptive and interferes with a safe and secure learning environment will be dealt with on an individual basis. School administrators will use their discretion to determine the appropriateness of students’ dress.**

15. Ear piercings are allowed if they do not distract or draw unnecessary attention. No student shall be on the school property with any other visible body piercing, including but not limited to tongue piercing, facial piercing, and any visible piercing of the stomach.

**K-6**

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

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

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

1st offense - Counselor referral and parent contacted
2nd offense - Counselor contacts parent to acknowledge violation and tells parent of next step
3rd offense – Counselor contact school social worker to schedule meeting with parents
4th offense - Student loses special privileges (i.e., field trip, ballgame, out of uniform day)
5th offense - Parent/student meeting with Superintendent or a designee

<table>
<thead>
<tr>
<th>ACADEMIC GUIDELINES</th>
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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: Tests 50%, Classwork 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 must pass four of the five academic subjects (reading, language arts, math, science, and social studies) to be promoted to the next grade.

Reporting Student Progress

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

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.

PARENT CONFERENCES

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

PTO AND PARENT VISITS

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

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 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. All materials and equipment will be documented by the librarian and/or library staff.

### 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. More than three tardies may result in a student being suspended from school.

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 – loss of exemption in that class
- Second unexcused tardy – loss of all exemptions
• Third unexcused tardy – one day detention
• Fourth unexcused tardy – two days detention
• Five or more unexcused tardies – one day suspension for each tardy

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

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

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**DISMISSAL PROCEDURES**

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

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

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

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**LOCKERS**

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

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

Lockers shall not contain:

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

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

<table>
<thead>
<tr>
<th>FEES</th>
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<tbody>
<tr>
<td>Driver’s Ed</td>
<td>$30.00 per semester</td>
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<tr>
<td>Parking Decal</td>
<td>$10.00 annually</td>
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<td>FBLA Membership</td>
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<td>FFA Membership</td>
<td>$20.00 annually</td>
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<td>FCCLA Membership</td>
<td>$20.00 annually</td>
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<tr>
<td>Beginner Band</td>
<td>$10.00 per semester</td>
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<tr>
<td>High School Band</td>
<td>$150.00 for one student</td>
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<td></td>
<td>$250.00 for two students (immediate family)</td>
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<td></td>
<td>$300.00 for three students (immediate family)</td>
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<tr>
<td>Beta Club</td>
<td>$20.00 to join</td>
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<tr>
<td>Honor Society</td>
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<td>Parent-school personnel</td>
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<td>authorization from the</td>
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<td>principal or assistant</td>
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<td>The library belongs to all</td>
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<td>students. It is a resource</td>
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<td>center designed to meet</td>
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<td>student’s needs by providing</td>
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<td>materials for their pleasure</td>
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<td>and instruction. In order</td>
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<td>that all students may derive</td>
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<td>the greatest possible benefit</td>
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<td>from the library, acceptable</td>
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Students are expected to handle all materials with care. Books may not be checked out between classes without special permission from the librarian. However, books may be returned at this time. Students shall assume full responsibility for all books that are taken from the library and shall pay for damage or loss of books. A fine is charged for books that are overdue. The fine is .05 cents per school day. All materials and equipment will be documented by the librarian and/or library staff.
STUDENT PUBLICATIONS
Local schools may permit student publications provided they are approved by the local school principal. A professional staff member shall serve as advisor and consultant to students in the preparation of student publications.

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

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 work place.

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

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

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

The Choctaw County Board of Education shall not be responsible for the purchase of school uniforms for indigent students; however, the board may authorize programs to promote donations of funds and/or uniforms to assist indigent students.
The mandatory inform policy will be reviewed at the end of each school year. The guidelines are as follows:

**Grades 7-12**

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

The following style is NOT in compliance and may not be worn at school:
- Bicycle shorts

**Pants** – Any khaki or black pants *properly sized* (slack or capri style) may be worn. The following styles are **NOT** in compliance and may not be worn at school:
- Jogger Pants or any pant with elastic at bottom of the leg
- Leggings/stretch knit
- Sweat pants

**Blouse** – Long or short sleeve

**Shirts** – Oxford (long or short sleeve). Any two or three front button knit shirt with a collar (long or short sleeve) school uniform tee shirts (sold only at school) or turtlenecks in the following colors:
- Choctaw County High School White, Black or Gold
- Southern Choctaw High School White, Red, or Black

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

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

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

**Socks** – Solid black, white, khaki, or school colors are required.

**Socks must be worn at all times.**

**Belts** – Black, brown, or khaki are required.

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

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

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

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

**Shoes**

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

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

**Outerwear**

The following items (full length/no half-coats) will be acceptable in solid school colors, brown, and gray. (no printed fabrics or designs) *Visible logos on outerwear will be no larger than the size of a quarter.*
- Cardigan sweater
- Long-sleeve pull-over sweater
- Wind breaker
• Vest (full length; not suit style)
• Sports jackets
• Band jackets
• Sweatshirts
• Other school related outerwear

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

Accommodations will be made for maternity wear.

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

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

1. All clothing must be properly fitted. Sagging and excessively tight clothing are prohibited.
2. Any article worn which draws undue attention or disrupts classes will not be allowed (e.g. grills, large necklaces, medallions, chains).
3. Combs or picks are not to be worn in hair. **No metal combs or picks are 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. No sagging pants or shorts for any student: belt tabs are to be worn snapped or buttoned.
5. No unauthorized head coverings allowed.
6. No oxford shirts may be worn as jackets; they must be buttoned and tucked into pants/shorts, skorts and or skirts.
7. Trousers with holes or handwriting on any clothing items are not allowed.
8. Bandannas or du-rags of any color are not to be worn on any part of the body nor carried in or tied on book bags or other bags. These and other articles, which may be deemed inappropriate by the principal, will be confiscated. Long key chains or other articles should not be hanging from the pockets.
9. Students may not wear hairstyles that distract from the learning process or cause disruptions.
10. Shirts must be tucked in so that the belt is visible.
11. No student will be allowed to bring a book bag or any other type of “string” bag to the classroom if lockers are provided.
12. Additional restrictions may be placed upon students participating in extra-curricular activities including any restrictions enforced by the State Athletic Association or other governing organization.
13. All uniform items must be worn as purchased.
14. **Any dress or personal appearance that the administration believes is disruptive and interferes with a safe and secure learning environment will be dealt with on an individual basis. School administrators will use their discretion to determine the appropriateness of students’ dress.**
15. Ear piercings are allowed if they do not distract or draw unnecessary attention. No student shall be on the school property with any other visible body piercing, including but not limited to tongue piercing, facial piercing, and any visible piercing of the stomach.
Jumper or skirt – Khaki or one of the school plaids listed below:
Royal Park Plaids
Choctaw County High School #8B
Southern Choctaw High School #56
*Blouses or shirts must be worn with jumpers.

If a student fails to follow the dress policy, he/she will be subject to disciplinary actions as follows:
1st offense – Counselor conference/parental contact
2nd offense – One day after school detention
3rd offense – Three days after-school detention
4th offense – One day suspension from school
5th offense – Parent/student meeting w/superintendent prior to readmission to school

CURRICULUM

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

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

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

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

GRADE AVERAGING METHOD
All 7-12 course grades shall be computed by the following method:
Category Points: Tests 50%, Classwork 30%, Daily/Homework 10%, 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).
### Alabama High School Diploma Course Requirements

<table>
<thead>
<tr>
<th>AREAS OF STUDY</th>
<th>REQUIREMENTS</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts</td>
<td>English 9, 10, 11, and 12 English Language Arts-credit eligible options may include: AP/IB/Postsecondary courses/SDE - Approved Courses</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Algebra I or its equivalent, Geometry or its equivalent, Algebraic Connections, Algebra II Mathematics-credit eligible options may include: AP Computer Science Principles*, Career Technical Education approved courses, and AP/IB/post-secondary courses/SDE-approved courses</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>Biology, a physical science (Chemistry, Physics, Physical Science), and two credits from Alabama Course of Study: Science or science-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses</td>
<td>4</td>
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<tr>
<td>Social Studies</td>
<td>World History, United State History I, United History II, United States Government (.5 Credit), Economics (.5 Credit) Social Studies-credit eligible options may include: AP/IB/Postsecondary courses/SDE-Approved Courses. Students are required to pass the Civics Test in the United States Government class effective the 2018-2019 school year.</td>
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<tr>
<td>Civic Test Requirement</td>
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<tr>
<td>Physical Education</td>
<td>Beginning Kinesiology or one JROTC Credit</td>
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<td>Health Education</td>
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<tr>
<td>Career Preparedness</td>
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<tr>
<td>CTE and/or Foreign Language and/or Arts Education</td>
<td>Career and Technical Education (CTE) and/or Foreign Language and/or Arts Education</td>
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<tr>
<td>Electives</td>
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<tr>
<td><strong>Total Credits Required for Graduation</strong></td>
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<td><strong>24</strong></td>
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* AP Computer Science Principles can count as a credit in **one** of the following pathways: math, science, or CTE.
AREAS OF STUDY | REQUIREMENTS | CREDITS
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English Language Arts | English 9, 10, 11, and 12 English Language Arts-credit eligible options may include: AP/IB/Postsecondary courses | 4
Mathematics | Algebra I or its equivalent, Geometry or its equivalent, Algebra II w/Trigonometry, Pre-Calculus or AP Computer Science Principles*. Mathematics credit options may include AP/IB, post-secondary courses | 4
Science | Biology, Anatomy & Physiology, Chemistry, Physics or AP Computer Science Principles*. Science credit options may include AP/IB or post-secondary courses | 4
Social Studies | World History, United States History I, United States History II, Government/Economics, Social Studies-credit eligible options may include: AP/IB/Postsecondary Courses/SDE- Approved | 4
Civics Test Requirement | Students are required to pass the Civics Test in the United States Government class effective the 2018-2019 school year | 
Foreign Language | 2 Years of the Same Foreign Language | 2
Physical Education | Beginning Kinesiology or one JROTC Credit | 1
Health Education | Health Education | 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 can count as a credit in one of the following pathways: math, science, or CTE.

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 and leadership organizations 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 Valedictorians and Salutatorians. Any student(s) late to graduation exercises practice will be placed at end of 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, and English 12 or college equivalent, first semester (3 ½ credits)
- World History, US History I, US History II or AP US History, and Government, one semester (3 ½ credits)
- Biology, Chemistry, Physical Science, Anatomy and Physiology, AP Computer Science Principles*, Physics, or state-approved science equivalent courses (3 ½ credits)
- Algebra I, Geometry, Algebraic Connections, Algebra II with Trigonometry, Pre-Calculus, AP Computer Science Principles*, Algebra II, or college equivalent 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: Algebra II with Trigonometry, 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.

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, must meet college entrance requirements for the state of Alabama, and must not have been suspended in grades 11-12.
Any extraordinary situations or circumstances that may arise in class ranking, selection of valedictorian, and/or selection of salutatorian shall be resolved by the school principal in consultation with the Superintendent.

**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.

**HOMEWORK POLICY**

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

**PROMOTION/RETENTION POLICY**

**Grades 7-8**

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

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

**Grades 9-12**

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

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

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

Twelfth Grade – students who have earned seventeen (17) Carnegie units will be classified as twelfth graders. **Students must be deemed eligible to graduate in May of his/her senior year in order to be placed in a senior homeroom.**

**Summer School Options**

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

**Credit Recovery**

The Choctaw County Board of Education in accordance with the Alabama Department of Education will offer students who have received failing grades in courses that are required for graduation an opportunity to recover the lost credit through a standards-based approach that will target specific knowledge and skill deficits instead of requiring the student to repeat the entire course. Such students must meet eligibility requirements to apply, and the Credit Recovery Program must be
operated under the guidelines established by the Choctaw County Board of Education. A student must have a semester average of 40 or above 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.

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

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

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

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

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

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

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

Students who must take an exam must report to school at regular opening time. If a student does not report to school by 8:00 a.m., he/she will not be allowed to take his/her exam. He/she will receive a ZERO (0) on that exam. If a student’s name appears on the absentee list, he/she will not be allowed to take an exam without permission from the principal or assistant principal. No excuse without prior clearance from the principal will be accepted. Any exception will be determined by local school administration.
Non-participation in any class may cause a student to lose all exemptions he/she may have earned for the semester. This loss will be determined by the administration. Students in grades 7-12 will be exempt by meeting the following criterion:

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

<table>
<thead>
<tr>
<th>PROCEDURE FOR DETERMINING SEMESTER AVERAGE</th>
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<tbody>
<tr>
<td>The following procedure is to be followed for determination of the first and second semester averages:</td>
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<table>
<thead>
<tr>
<th>EXEMPT</th>
<th>NOT EXEMPT</th>
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<tbody>
<tr>
<td>1st 9-week average</td>
<td>1st 9-week average</td>
</tr>
<tr>
<td>2nd 9-week average</td>
<td>2nd 9-week average</td>
</tr>
<tr>
<td>Divide the total by 4</td>
<td>Semester Exam</td>
</tr>
<tr>
<td>Divide the total by 5</td>
<td></td>
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<tr>
<th>SENIOR MAKE-UP SEMESTER EXAM POLICY</th>
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<tbody>
<tr>
<td>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:</td>
</tr>
</tbody>
</table>

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.

<table>
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<tr>
<th>STATEMENT OF POLICY</th>
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<tbody>
<tr>
<td>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:</td>
</tr>
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</table>

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

- Special Education Director
  107 Tom Orr Drive
  Butler, AL 36904
  205-459-3031 ext. 2025
Dear Parent:

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; and

- 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 contact the principal of your child’s school.

Sincerely,

[Signature]

Dorothy Banks, Superintendent

"Equipping and Inspiring all Learners to Reach their Highest Potential."
Choctaw County Schools
Complaint Form

School System: ___________________________________ School Name: ____________________________

Student Name: ___________________________________ ID#: ___________________

<table>
<thead>
<tr>
<th>INFRACTION REPORTED BY: <strong>STUDENT</strong> PARENT/GUARDIAN</th>
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</thead>
<tbody>
<tr>
<td>Date of Incident</td>
</tr>
<tr>
<td>Specific Location of Incident</td>
</tr>
</tbody>
</table>

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.
PARENT’S SIGNATURE

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

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

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

Student’s Signature ________________________________

Parent’s Signature ________________________________

Date _______________________________________

"Equipping and inspiring all learners to reach their highest potential!"
STUDENT'S 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 sole 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.