

# CHOCTAW COUNTY SCHOOL DISTRICT

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



**2025 – 2026**

## STUDENT HANDBOOK

*The Choctaw County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. Glen C. Blaine, Choctaw County Central office has been designated as the Title IX Coordinator and Title VI Coordinator. Maureen Power has been designated as the Section 504/ADA Coordinator. Inquiries regarding the non-discrimination policies may be sent to P. O. Box 398, 19 East Main Street, Ackerman, MS 39735. 662.285.4022, or Email to [glenblaine@choctawsd.ms](mailto:glenblaine@choctawsd.ms) or [maureenpower@choctawsd.ms](mailto:maureenpower@choctawsd.ms)*

## **CENTRAL OFFICE STAFF**

Mr. Stewart G. Beard, Jr., Superintendent	285 – 4022
Mr. Glen C. Blaine, Assistant Superintendent, Title IX Coordinator, Curriculum, Policies, Parent Liaison, Textbooks, Computer Programs, Data Monitoring	285 – 4022
Ms. Maureen Power, Federal Programs Director, MSIS, Section 504, Gifted	285 – 4022
Ms. Melody McKenzie, Business Manager	285 – 4022
Ms. Alicia Garner, Special Education Director	285 – 4022
Ms. Judy Black, Accounts Payable / Child Nutrition	285 – 4022
Mr. Stan Lester, Technology Coordinator	285 – 4022
Ms. Lauren Boone, Special Education Case Manager	285 – 4022
Ms. Christy Jernigan, Human Resources / Payroll	285 – 4022
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## **SCHOOL LEVEL ADMINISTRATORS**

Ms. Samantha Kelly, Ackerman Elementary Principal	285 – 4052
Ms. Lexi Taylor, Ackerman Elementary School Assistant Principal	285 – 4052
Mr. Dudley Vance, Career & Technology Center Director	285 – 4152
Mr. James Catchot, Choctaw County High School Principal	285 – 4101
Dr. Christina Reynolds, Choctaw County High School Asst. Principal / Opportunity Center Director	285 – 4101
Mr. Christopher Pettit, Choctaw County High School Lead Teacher	285 – 4101
Ms. Amber Vowell, French Camp Elementary School Principal	547 – 7102
Dr. Juasita Patterson, Weir Elementary School Principal	547 – 7079

## **SCHOOL COUNSELORS**

Ms. Alison Brasher, Ackerman Elementary	285 – 4052
Ms. Suzanne Crider, Choctaw County High	285 – 4101
Ms. Jerene Parker, French Camp Elementary	547 - 7102
Ms. Allyn Williams, Weir Elementary	547 – 7079

## **CHOCTAW COUNTY SCHOOL BOARD MEMBERS**

Mr. Michael Thomas, President, Beat 5

Dr. Nola Bryant, Beat 4

Ms. Becky Orr, Beat 1

Mr. Patrick Thomas, Beat 3

Mr. Clint Huffman, Vice-President/Secretary, Beat 2

School Board Attorney—Adams and Reese, LLP

## ***Department of Education***



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August 1, 2025

Dear Parent/Guardian:

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

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

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

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

Sincerely,

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

## **TABLE OF CONTENTS**

<b>Heading</b>	<b>Page Number</b>
Accident Policy	34
Asbestos Notification	35
Athletic Guidelines	28
Attendance	7-8
Building and School Property and Grounds Before and After School	35
Bullying	36
Bus Transportation	19-21
Cafeteria	9
Calendar	70
Change in Student Address	33
Child Abuse/Neglect	35
Communication/Conferences	10
Corporal Punishment (Paddling) (Appendix E)	50-51
Credit Recovery / Correspondence Courses	11
Curriculum and Scheduling	10
Delay School Start—One/Two Hour Delay	8
Deliveries	10
Disaster Drills	35
Discipline (Pre-K through 6 <sup>th</sup> —Pages 12 & 17 7 <sup>th</sup> through 12 <sup>th</sup> —pages 13-16 &18)	12-18
Dismissal from an Extracurricular Activity	28
Distance Learning and Advanced Placement Courses	10
Dress Code	21-22
Drug and Alcohol Testing Policy	23-27
Early Dismissal from Class	9
Early Work Dismissal from Class	9
Eligibility Requirements to Attend Choctaw County Schools (Appendix B)	42-44
Eligibility for Extracurricular Activities	28
Emergency Contact	33
Enrollment of New Students	27
Exemption Policy	31-32
Expedited Graduation	11
Extracurricular Activities	27
Fees and Fines	28-29
Financial Hardship Waiver Policy	29
Five-Year High School Students	28
Grades	30
Grading Scale	31
Graduation Credits	32
Graduation Requirements	32 and 57-68
Graduation with Honors	32-33
Head Lice Procedures	35-36
Instructional Day for All Schools	69
Library	29
Literacy Based Promotion Act (Appendix H)	54-55
Media/Acceptable Use Policy (Appendix D)	49-50
Medical Form/Student Health Form (Appendix A)	39-41

**Heading**

	<b>Page Number</b>
Messages	10
Method of Averaging Grades	31
Mission Statement	6
Parent Engagement Policy (Appendix G)	52-53
Parent Note Excuse Form (Appendix I)	56
Privacy Rights of Parents and Students	34
Promotion and Retention	30
Publication of Student's Picture/Work Permission (Appendix F)	51
Report Cards	32
Residency Registration (Appendix B)	42-44
Schedule Changes	11
Schedules	11
School Dismissal Time	8
School Visitation Policy	36
School Schedules (Daily Times)	69
Senior Awards	32-33
Sexual Harassment	37
Student and School Health and Safety	34
Student Elections	33
Student Fees	28-29
Student Grievances	33
Student Information	33
Student Vehicles	38
Suspension and Expulsion	15-16
Tardies (See Assertive Discipline Policy)	14
Textbooks	29
Transcripts	33
Transportation	19-21
Violence Act S.B. 3349 (Appendix C)	44-47
Walking Students	38
Weapons	47-49



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

### **MISSION STATEMENT**

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

#### **Educational Goals**

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

#### **Facility Goals**

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

#### **Operational/Organizational Goals**

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

## ATTENDANCE

### **ABSENCES**

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

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

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

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

1. Parents/ legal guardians may exercise parental discretion in taking their children out of school for illness or other valid reasons. **However, after 3 parent excuses per semester, a doctor's excuse will be required for illness.** Parent excuses may cover multiple consecutive days of illness (3-day limit). It is the duty of the school official to determine whether any absence is to be excused or unexcused. Every absence must have a valid excuse.
2. A student must be in school 63% of the day to be considered a full day by the attendance officer. If a student misses 63% or more of any period, they are counted absent for that period.
3. In order to get an excused absence, an acceptable excuse must be given. Students must report to the designated attendance officer at their school to get an admit slip. All makeup work must be completed. Time allowed to complete makeup work will be equivalent to days missed unless an extended illness is involved. **It is the student's responsibility to see the teacher and make arrangements so that all makeup work is completed.** Incomplete makeup work on any graded material will result in a zero.
4. A day missed due to late registration will be counted as unexcused.
5. A doctor's excuse, lawyer's excuse, or proof of a death in the immediate family will be necessary to make up a semester exam.
6. Students who receive an unexcused absence may not be allowed to make up work for credit and will be given a zero for any graded work missed. Students missing school on the days prior to dismissal for a holiday or the day after a holiday must have a doctor's excuse. Students who go away on a vacation and cannot get back on the day school resumes may not be excused. Although credit will not be given for all makeup work, students will be advised to complete all work, as future grades will be determined in part, on the material missed during the absence. **An absence will be considered unexcused if an excuse is not turned in within 5 school days of returning to school.**
7. All school sponsored extracurricular activities that cause a student to miss classes will be considered excused and the student must make up all work missed as stated in #3. If a student is failing any subject at the time of a trip, has excessive absences, or unsatisfactory conduct, he or she may not be allowed to attend and may remain at school at the discretion of his principal or teachers.
8. In case of special or unusual circumstances, parents must make arrangements with the school principal at least one (1) day before the planned absence. In cases of serious illness or death within the immediate family,

absences may be excused if the principal is notified by way of telephone or personal contact by a parent of the student involved. **Vacations will not begin until exams are over.**

9. Students who are placed in an in-patient facility (such as Brentwood, CARES, Alliance, Diamond Grove, etc.) will be counted present if the facility offers educational services and notifies the school of the child's placement.
10. If a parent is called to sign a student out of school due to illness, the student is still considered absent if the student has not been present 63% of the day/period. A parent or doctor's excuse will be required.

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

### **STATE LAW DEFINES EXCUSED ABSENCES**

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

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

### **SCHOOL DISMISSAL TIME**

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

**(Individual School Schedules on page 64)**

### **DELAY START FOR WEATHER—ONE/TWO HOURS**

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



## **EARLY WORK DISMISSAL FROM CLASS (Students must be classified as juniors or seniors)**

Early work dismissal pertains only to those junior or senior students who have completed their academic schedule and are maintaining regular attendance, 3.0 GPA or higher, and have passed all state graduation requirements. **Withdrawal of a work permit can be made by the principal at any time that seems necessary.** Prior arrangements for transportation to work **MUST** be made before a work permit is approved. The school phones may NOT be used for this purpose. Employers and parents must sign a form requesting a particular student to work and must notify the school when employment ends. **Unannounced verification of continued employment will be made periodically! If a student is not working, the work permit may be withdrawn.**

## **EARLY DISMISSAL FROM CLASS / CHECK OUT POLICY–**

Parent/Guardians or person authorized by the parent that is over the age of 21 must come to the school to sign a student out and present a parental note excusing the check-out. **School personnel that are not parents/guardians will not be authorized to sign students out of school.** Students must leave campus immediately after they have been signed out unless their stay is approved by a principal for sports and other related school events.

If the check out is not for a medical appointment (doctor's note would be given the following day), the reason for the check out must be stated in the note presented to the attendance clerk at check-out time. Upon check-out, a student shall not return to campus without first reporting to the office to sign in. Students must also report to the office to sign in if they are returning to school or if they are tardy to school. If classes are counted by period, a student who leaves prior to 50% of the class will be counted absent for that period. This work shall be made up and turned in the following day.

**Students are not allowed to check out to go to lunch and then return to school or a school/sponsored activity.**

Lunch is NOT considered an emergency. Parents will not be allowed to sign their child out for lunch and return them after lunch. This is a disruption in the instructional day and cannot be allowed. Any student who is in ISD and signs out prior to 2:00 p.m. must make up the entire day the following school day.

A student will be released, with an excused check-out for:

1. Student sickness; Doctor/Dentist appointment;
2. Illness, Death, or Marriage in immediate family;
3. Students taking care of sick or illness in immediate family;
4. Any School-sponsored event;
5. Family emergencies/circumstances that may occur which are cleared with the School Administration.

LEGAL REF: MS CODE 1972 Section 37-13-91

## **CAFETERIA**

The school cafeteria is operated on a non-profit plan in cooperation with the State and Federal Lunch Room Programs. The meal served each day will be nutritious and well balanced, more than meeting the State and Federal requirements. Each pupil will receive a plate lunch and one carton of milk. The price charged per meal will be the lowest possible price for which we can serve a good wholesome meal.

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

## **COMMUNICATION**

### **CONFERENCES**

Conferences between teachers, students, and parents/guardian are encouraged and may be arranged with teachers.

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

### **MESSAGES**

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

### **DELIVERIES**

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

## **CURRICULUM AND SCHEDULING**

### **DISTANCE LEARNING**

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

## **SCHEDULE CHANGES**

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

## **SCHEDULES**

A student may not take two English courses in one school year unless that student has failed a high school English course. That student will be classified as a Junior throughout that school year. Students that fail English III are encouraged to take 11<sup>th</sup> grade English during Summer Credit Recovery to be classified as a Senior. ALL Seniors must take a Math and English course their final year to prepare for college or career.

Students must enroll in seven (7) classes that offer credit each day unless the student is enrolled at a community college or junior college meeting all requirements of the Dual Enrollment Policy of the district or the student is a senior and has a pre-approved work permit or other extenuating circumstances exist as identified by the principal.

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

## **CREDIT RECOVERY, CORRESPONDENCE COURSES**

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

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

## **EXPEDITED GRADUATION**

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

## **DISCIPLINE PLANS**

*There are separate discipline plans for Pre-Kindergarten through 6<sup>th</sup> grade and 7<sup>th</sup> through 12<sup>th</sup> grade.*

## ELEMENTARY DISCIPLINE

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

**Abbreviations:** **PN** – Parental notification    **OCP** – Opportunity Center Placement    **ISD** – In school detention (Less than ½ day)    **ISS**—In School Relocation (Full Day)    **OSS** – Out of school suspension

- Discipline slips are to be sent home for parent signature when there is a problem. Corporal punishment administered by a teacher or principal may be substituted for ISD/ISS at the discretion of **school administration**.
- Any student with 8 referrals may be referred to the Disciplinary Committee.
- If a student is suspended by the school, it is their responsibility to make up the work (3 days' suspension = 3 days to make up work).
- If a student, parent, or guardian refuses to have their child report to ISD, the student will be suspended from school the same number of days and will not be allowed to make up missed work.
- While a student is suspended (OSS), they will not be allowed to participate or attend extracurricular activities, including ballgames.
- If a student is in possession of any medication other than a prescribed Epi-pen or asthma inhaler, the medication will be confiscated and kept in the office until a parent/guardian is called to pick up the medication.
- A student who has more than 3 discipline referrals should be considered for Tier II behavior intervention. A student who has 6 discipline referrals in all should be considered for a Functional Behavior Assessment and a Behavior Intervention Plan.**
- Students who have continued to display disruptive behavior may not be allowed to attend field trips.

## CHOCTAW COUNTY HIGH SCHOOL DISCIPLINE (7<sup>TH</sup> – 12<sup>TH</sup> GRADE)

Unwanted Action		Consequence				
Classroom violations: chewing gum, excessive talking, littering, not following classroom rules, cheating/plagiarism, misbehavior with a substitute, inappropriate materials (possession, drawing, or viewing), etc. Teachers shall have their classroom rules posted and maintain appropriate classroom discipline		Classroom Discipline or 1 day ISD				
Unauthorized area, creating a disturbance (horseplay, gambling, etc.), Loitering on campus after school, school event, or when signed out or crowding in stalls		CP or 3 days ISD for 1 <sup>st</sup> and 2 <sup>nd</sup> offense, 3 or more will be 3 ISS				
Inappropriate romantic display of affection (severity of infraction may increase consequence)		1 <sup>st</sup> offense--CP or 3 days ISD; 2 <sup>nd</sup> —CP or 2 days ISS; 3 <sup>rd</sup> —3 OSS; 4 <sup>th</sup> offense—OCP				
Profanity, racial slurs, vulgar or rude language, obscene gestures (severity of infraction may increase consequence)		CP or 2 days ISD				
Violation of Technology Policy or misuse of computers (Also, see Acceptable Use Policy for further consequences)		CP or 2 days ISD				
Disruptive behavior (angry confrontation, etc.) on campus/hallway/school event/provoking a fight/threatening/filming fights or inappropriate activity		5 days ISS or 3 days OSS (could be greater based on severity), 3 <sup>rd</sup> offense will result in OCP				
Insubordinate or defiant behavior toward school employee		1 <sup>st</sup> offense—2 days ISS; 2 <sup>nd</sup> —5 ISS; 3 <sup>rd</sup> —3 OSS; 4 <sup>th</sup> offense—OCP				
Lying or forgery (severity of infraction may increase consequence)		3 to 5 days ISD				
Possession of pepper spray/mace/Taser/any device that could harm another and/or which disrupts educational learning environment.		3 to 5 days ISS				
Possession of toy weapon		5 days ISS or 3 days OSS				
Verbal threat/threatening behavior toward school employee		Referral for OCP				
Under the influence of drugs. Possession of drugs or drug paraphernalia. Legal authorities notified. (School Violence Act) (Includes THC / Delta Variant Vapes)		Referral for OCP for 1 year with Possible Recommendation for Expulsion				
Under the influence or possession of alcohol		Referral for OCP for 90-day placement				
Improper Use of Vehicle on Campus		1 <sup>st</sup> Offense Warning		2 <sup>nd</sup> Offense: Revoke driving on campus		
Sexual Harassment/Assault, Bullying, Hazing – Including through social media both on and off campus if in negatively impacts the educational process		Severity determined after investigation (Contact Glen Blaine, Title IX Director)				
Assault on school employee		Recommendation for Expulsion				
Possession of a Weapon (School Violence Act) (See Appendix C)		Referral for OCP with Possible Expulsion Recommendation				
Use of cell phone/smart watch or another electronic device* In each instance, phone will be confiscated with SIM Card and only returned to parent. Bluetooth ear buds/headphones of any kind are prohibited.		1 <sup>st</sup> --CP or 2 Days ISD	2 <sup>nd</sup> --2 Days ISR	3 <sup>rd</sup> -3 Days ISR	4 <sup>th</sup> -3 Days OSS	5 <sup>th</sup> —OC Placement
Sexual activity		1 <sup>st</sup> -OCP (45 days)	2 <sup>nd</sup> -OCP (1 year)		Expulsion 1 year	
Possession/Use of tobacco or related electronic devices on school property/function (lighter, vape, etc.)		1 <sup>st</sup> Offense--5 days OSS	2 <sup>nd</sup> Offense: 10 days OSS		3 <sup>rd</sup> Off.: OCP	
Possession of own prescription medication (except students who have permission to carry asthma inhaler &/or Epi-pen) (failure to turn it into the office) **		CP or 2 days ISD				
Student in possession of over-the-counter medication**		1 <sup>st</sup> Offense: Warning	2 <sup>nd</sup> Off.--CP or 1 day ISD		3 <sup>rd</sup> Off.--CP or 2 days ISD	
Student giving prescription medication to another student**		Recommendation for Expulsion				
Student giving over the counter medication to another student**		5 days ISD or 3 days OSS				
Tardies ***		3 <sup>rd</sup> Tardy: CP or 2 days ISD	4 <sup>th</sup> tardy: CP or 2 days ISD	5 <sup>th</sup> Tardy: CP or 1 day ISS	6 <sup>th</sup> Tardy: 3 days ISS	

Skipping Class or Leaving Campus		1 <sup>st</sup> Off.--5 days ISS	2 <sup>nd</sup> Off.--5 days ISS or 3 days OSS	3 <sup>rd</sup> Off.—5 days OSS	4 <sup>th</sup> Off.—OCP
Defacing School Property		Minor Infraction: CP or 3 days ISD, Pay for Damages, Clean up Damages		Major Infraction: 5 days ISS or 3 days OSS, Pay for Damages, Clean up Damages	
Stealing (including failure to turn in fund raising money) Parent must pay for damages. Law enforcement will be notified. All consequences are subject to change based on the severity/value of stolen object.		1 <sup>st</sup> Off.--3 days ISS	2 <sup>nd</sup> Off.--5 days ISS	3 <sup>rd</sup> Off.—3 days OSS with possible referral for OCP	
Dress Code Violation	Students in violation of dress code will receive corporal punishment or spend 2 days in ISD. If the student cannot immediately become compliant with the dress code, the student will be placed in ISR for the remainder of the day without the option of corporal punishment.				
Fighting/Assault (physical contact with intent to cause bodily harm) will result in immediate disciplinary action.		1 <sup>st</sup> Offense: 5 days of OSS	2 <sup>nd</sup> Offense: OSS until intake meeting for OCP	3 <sup>rd</sup> Offense: Recommendation for expulsion for 1 full school year	

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

1. Discipline slips are to be sent home for parent signature when there is a problem.
2. Corporal punishment administered by a teacher or principal may be substituted for ISD at the discretion of school administration.
3. Opportunity Center placement is for 45-day period with review after 30 days for possible dismissal.

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

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

**\*\*\* Tardies:** Students do not come to the office for an admit slip for period-by-period tardies. Teachers record these tardies in the classrooms. If a student is late for school, they should come to the office for an admit slip. Corporal punishment will not be offered for students who are tardy to school. The discipline record will be written by the teacher and the punishment will be given the next day. The number of days of ISD/ISR assigned will increase with the number of tardies received by the student. Tardies reset at the beginning of 2<sup>nd</sup> semester.

Additional Information: (For Elementary and High School)

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

A "**suspension**" shall be the denial of the privilege of attending all schools in the district not to exceed ten (10) consecutive school days imposed upon any student at the direction of the administrative head of the school in which the student is enrolled.

An "**expulsion**" shall be the denial of the privilege of attending all schools in the district for a period in excess of ten (10) consecutive school days imposed upon any student enrolled in a school in the district at the direction of the Choctaw County School Board upon the recommendation of the principal.
  - b. Any student expelled, suspended, or arrested may be denied any school honor, privilege, or the participation in any school activities for the remainder of the school year. Students who are expelled or suspended at the end of the school year may be denied any honor, privilege, or participation the next fall semester. If misconduct occurs during the participation of an

extracurricular activity the student may be denied admission to extracurricular activities for the remainder of the school year.

- c. Students who are suspended are advised to complete all assignments they missed. Students or parents should request make-up work on the day the student is suspended and may be asked to pick up assignments on the next school day. All assignments are due on the day the student returns to school. Any assignments not completed and turned in on the day the student returns to school will result in a grade of "0".
- d. Any student who has been suspended three times shall be brought before the disciplinary committee for possible alternative school placement/possible expulsion hearing.

#### 10. Release from Opportunity Center

A student who has been released from the Opportunity Center is on probation for a period of 45 school days. During the probationary period, if the student receives 1 MAJOR or 3 MINOR office referrals, the student will return to the Opportunity Center for an additional 45-day placement with no possibility of early release. A student who has been expelled is on probation for a period of 1 calendar year. If that student receives 1 MAJOR or 5 MINOR office referrals, the student will be placed in the Opportunity Center for a 45-day placement with no possibility of early release.

#### 11. Opportunity Center Placement Request

An OC placement will be based on discipline referrals that occur in the school setting according to the CC student handbook. A Parent request for placement in the Opportunity Center **may** be discussed among a committee (see OC Handbook for committee members), but the request will not be honored just because it was petitioned by the parent to the school. The committee will look at all areas including but not limited to academic performance, discipline, and attendance.


#### 12. Discipline Conference

Parents/legal guardians should feel free to keep in touch with teachers and ask for conferences.

Conferences may be scheduled during a teacher's non-instructional time or after school Monday through Thursday. A school official may request a parent/legal guardian conference. If the parent/legal guardian does not attend a discipline conference that has been requested by a school official for his/her child, such parent/legal guardian shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed \$250.00 (Two-hundred fifty dollars) as provided by Senate Bill No. 3031 of the Mississippi Legislature, 1994, Section 37-11-53.



# Elementary Discipline Report

Student's Name			Reporting Staff	Homeroom	Date Report Sent
Time of Incident	Date of Incident		Principal Signature		Location of Incident

**Notice To Parents**  
 1. The purpose of this report is to inform you of a disciplinary incident involving your child.

**REASON(S) FOR REFERRAL** (Item from Elementary Discipline Sheet in Handbook)

\_\_\_\_\_

\_\_\_\_\_

**ACTION TAKEN PRIOR TO REPORT**

☐ Held conference with student                      ☐ Consulted with Counselor                      ☐ Changed student's seat  
☐ Sent previous report home                      ☐ Held conference with parent  
☐ Telephoned Parent: Date(s): \_\_\_\_\_

**PRESENT ACTION AND RECOMMENDATION(S):**

☐ Corporal Punishment administered: \_\_\_\_\_ Witness: \_\_\_\_\_ Number: \_\_\_\_\_  
☐ In-School Detention      From: \_\_\_\_\_ To \_\_\_\_\_ Return to Class: \_\_\_\_\_  
☐ In-School Suspension      From: \_\_\_\_\_ To \_\_\_\_\_ Return to Class: \_\_\_\_\_  
☐ Out-of-School Suspension      From: \_\_\_\_\_ To \_\_\_\_\_ Return to Class: \_\_\_\_\_  
☐ Bus Suspension      From: \_\_\_\_\_ To \_\_\_\_\_ Return to Bus: \_\_\_\_\_  
☐ Bus Warning      \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parent Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# CHOCTAW COUNTY HIGH SCHOOL ASSERTIVE DISCIPLINE REPORT

Student's Name: \_\_\_\_\_

Referring Teacher(s): \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Reason for referral:

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Disciplinary Action Taken	
<input type="checkbox"/> Corporal Punishment      Number: _____ Administered by: _____ Witness: _____	
<input type="checkbox"/> In-School Suspension (Full Day) <input type="checkbox"/> In-School Detention (2 period placement) Date: _____ Begin Time: _____ End Time: _____ Periods for In-School Detention _____	
<input type="checkbox"/> Out-of-School Suspension From _____ through _____ May return to school on _____ <input type="checkbox"/> Parent conference required with Administrator before students returns to school.	
<input type="checkbox"/> Refused In-school Detention/Relocation and Chose Out-of-school Suspension* From _____ through _____ May return to class on _____ *Days of OSS are considered unexcused absences. No make-up work is allowed.	
<input type="checkbox"/> Warning for Bus Actions <input type="checkbox"/> Suspension from Bus From _____ through _____ May return to bus on _____	
<input type="checkbox"/> Referred to Choctaw County Opportunity Center Parent Conference required with Opportunity Center placement when child returns to school.	<input type="checkbox"/> Referred to Choctaw County School Board for Expulsion

Students who receive OSS, OCP, or are expelled, may not be on any school campus at any time. Presence on any school campus may result in further consequences. Students in alternative school may only be at the alternative school setting and no other part of campus or school functions. Your child has received a discipline referral. My signature (student and parent) signifies that I have received a copy of this report. **Forms not returned signed will result in student being placed in ISD until the form is returned.**

Student Signature: \_\_\_\_\_ Administrator Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date/Time Leaving Office: \_\_\_\_\_

Students with 10 or more discipline referrals may have their discipline reviewed by administration and possible referral to the Opportunity Center or expulsion.

Recorded by: \_\_\_\_\_ Date returned: \_\_\_\_\_

## **TRANSPORTATION**

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

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

### **Bus Conduct Regulations**

Students who are privileged to ride the bus are expected to respect the bus driver and other passengers. Student passengers are under the supervision and authority of the bus driver, and unacceptable behavior may result in suspension from bus and other consequences according to the category of the violation. Elementary students will not be allowed to ride to the high school to ride home with a CCHS student/family member. Bus offenses are divided into three categories in CCSD:

#### **Category I:**

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

#### **Consequences for Category I violations:**

First violation: Warning for elementary, 7<sup>th</sup> – 12<sup>th</sup> results in 1 day bus suspension

Second violation: 1 day bus suspension

Third violation: 3 day bus suspension

Fourth violation: 5 day bus suspension

5<sup>th</sup> violation: Student will be suspended from bus for a calendar year.

#### **Category II:**

1. Intimidation or threat (Based on severity—could go to Category III)
2. Fighting/Angry Confrontation
3. Lighting matches/smoking on bus (Tobacco Related Products)
4. Bringing fireworks on bus
5. Insubordination/Defiant behavior on bus

#### **Consequences for Category II violations:**

First violation: Bus suspension up to 5 days AND school discipline plan

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

Third violation: Bus privileges suspended for a calendar year AND school discipline plan

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

**Category III:**

1. Assault on bus driver
2. Possession and/or use of alcohol or drugs
3. Possession of weapons of any description aboard the bus
4. Using fireworks on bus

**Consequences for Category III violations:**

First violation: Student suspended from riding bus for a calendar year and recommendation for expulsion.

**Student Conduct on Buses:**

**Loading and Unloading Buses:**

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

**While in the Bus:**

1. Do not talk to the driver while the bus is in motion, except in an emergency.
2. Talk in a normal tone of voice. Do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.
3. Keep head, hands, and articles inside the school bus.
4. Do not bring unauthorized articles on the bus (pets, combustibles, large articles, weapons).
5. Do not smoke or use profane language or vulgar gestures.
6. Do not fight or scuffle.
7. Be courteous to and follow directions of bus driver.
8. Do not eat or drink while on the bus. (water allowed)
9. Do not damage the bus. Parents will be required to pay for damage caused by their child.
10. Do not bother or harass other passengers in any manner, physically or vocally.
11. Do not throw objects inside the bus or out of the windows.
12. After boarding, go directly to assigned seat and be seated. Remain seated on assigned seat while bus is in motion.

**The following regulations of a general nature pertain:**

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

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

## **DRESS CODE**

### **PRE-KINDERGARTEN THROUGH 6<sup>TH</sup> GRADE DRESS CODE** (Exceptions for school sponsored activity)\*\*

1. No slogans or words should be on seat of pants. Patches, emblems, written slogans, obscene pictures, or symbols or lewd, profane or suggestive language or any clothing/accessories in poor taste will not be allowed.
2. Clothing must cover front and back of midriff completely as well as show no cleavage.
3. Students may wear short pants to school. If shorts are worn, the shorts need to reach at least the middle of the student's thigh.
4. Pants must be worn at waist level. NO SAGGING! Holes 4 ½" above the kneecap must be permanently patched.
5. Parents/legal guardians should label all coats and jackets with the student's name.
6. No house shoes allowed. Headgear, bandanas, and hoods will not be allowed on campus. \*\*
7. No inappropriately sized attire shall be allowed by either gender. For example, clothing should not be several sizes too large or too small.
8. No pajama pants, sleepwear, or lounge-wear outer clothing will be allowed. \*\*
9. In grades 3 – 6, only 2" wide or wider straps from the neck to the shoulder on short sleeve shirts will be allowed (off shoulder sleeves are not allowed). No sun-back or spaghetti strap dresses or shirts, muscle sleeve or mesh shirts will be allowed.
10. Dress/top with leggings may be worn if the bottom hem of the top reaches the ends of the child's fingertips when arms are extended by the child's side.
11. Hair must not cover eyes or eyebrow area at any time. Hair must be kept clear of the face area.
12. Items will not be allowed that administration deems poor taste or disruptive to the school setting.

### **7<sup>TH</sup> THROUGH 12<sup>TH</sup> GRADE DRESS CODE**

1. No slogans or words should be on seat of pants. Patches, emblems, written slogans, obscene pictures or symbols or lewd, profane or suggestive language or any clothing/accessories in poor taste will not be allowed.
2. Only 2" wide or wider straps from the neck to the shoulder on short sleeve shirts will be allowed (off shoulder sleeves are not allowed). No sun-back or spaghetti strap dresses or shirts, muscle sleeve or mesh shirts will be allowed.
3. **Clothing must cover front and back of midriff completely when hands are stretched over the head.** Clothing must always cover cleavage completely at all times.
4. All pants, shorts, skirts, or split skirts will not be worn 4 ½" above the top of the kneecap. Holes will not be allowed more than 4 ½" above the kneecap without a permanent patch.
5. Undergarments **must not show**.
6. Pants must be worn at waist level. If a belt is worn, it must be buckled securely and suspenders must be on both shoulders and snapped or fastened. **NO SAGGING! If the undergarments are above the waist level of the outer pants it will be considered SAGGING.** Overall straps must be buckled properly.

7. **NO** hats, caps, grooming devices, bandanas, or head coverings **OF ANY KIND** are to be worn or visible on campus. **This includes hoods on hooded shirts/sweatshirts.**
8. No sunglasses other than medically necessary prescription sunglasses will be allowed.
9. No gang, occult, or deviate group grooming, related symbols/slogans, and/or related dress will be allowed.
10. Shoes must be worn and fastened or always tied.
11. No inappropriately sized attire shall be allowed by either gender. For example, clothing should not be several sizes too large or too small. Extremely tight clothing will not be allowed. (For example, bike shorts, long bike pants, etc.)
12. No pajama pants, sleepwear, loungewear, lingerie-type outer clothing or blankets will be allowed.
13. Items will not be allowed that administration deems poor taste and disruptive to the school setting.
14. Hair must not cover eyes or eyebrow area at any time. Hair must be kept clear of the face area.

## **DRUG AND ALCOHOL TESTING POLICY**

### **Board Policy JCDAB**

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

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

### **I. PURPOSE**

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

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

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

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

### **II. DEFINITIONS**

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

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

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

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

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

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

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

### III. CONSENT

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

### IV. REASONABLE SUSPICION TESTING

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

### V. IMPLEMENTATION

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

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

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



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

## **VI. PROCEDURES FOR TESTING**

### Quality Control and Confidentiality Assurances

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

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

### Substances to be Screened

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

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

### Drug Screening

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

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

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

## **VII. RELEASE OF TEST RESULTS**

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

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

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

## **VIII. EFFECT OF A POSITIVE RESULT**

The school district will discipline (including suspension from activities) students for any violation of the policy, including refusing to submit to screening, to execute a release or to cooperate in an investigation or search by the administration.

**Any student with a signed consent form who refuses to submit to screening will be considered a positive test result.**

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

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

### **First Violation**

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

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

### **Second Violation**

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

test before being allowed to be reinstated. If the test is positive, then the student will be suspended another calendar year.

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

#### Self-Referral

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

#### Refusal to Drug Test

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

### IX. APPEAL PROCESS

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

### **ENROLLMENT OF NEW STUDENTS**

All new students entering school shall report to the principal's office and show proof of previous enrollment or withdrawal from previous school before he/she can be enrolled. Students must bring an immunization form 121, a certified birth certificate, a withdrawal form from former school along with discipline report, and a Residency Registration Form that verifies legal custody. (Board Policy JBC C-F) Power of Attorney forms do not allow for enrollment in school. After classification, the schedule will be arranged, and the student will be placed in the proper class. **Students who have been expelled from another school will not be accepted. (MS. Code 37-15-9) Students who are facing any disciplinary action at their prior school will face the same disciplinary action in the Choctaw County School District.** Non-transfer students who enroll late will receive unexcused absences. If a child has not been enrolled in school fifteen (15) calendar days after the first day of school, or has accumulated five (5) unlawful absences during the school year, the school district superintendent or designee shall report such absences to the school attendance officer or the youth court or family court. Students will be counted absent each day of late enrollment.

### **EXTRACURRICULAR ACTIVITIES**

#### **EXTRACURRICULAR ACTIVITIES**

**BAND/CHORUS:** Band/Chorus students participate in school and community programs. Band/Chorus are designed to give the student an opportunity to study choral techniques and basic music fundamentals. Attendance at all concerts and programs is mandatory.

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

## **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

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

## **FIVE-YEAR HIGH SCHOOL STUDENTS**

According to a rule of the Mississippi High School Activities Association, a student is eligible to participate in school activities four (4) consecutive years from the date he enters the ninth grade, regardless of when he began to participate. Students that turn the age of 19 on or before August 1<sup>st</sup> are ineligible for participation. A student is only eligible to be elected to a school honor/office for a period of four (4) consecutive years.

## **ATHLETIC GUIDELINES**

1. Student athletes are expected to follow all applicable rules of their sport, participate in applicable off-season programs, attend practice every day, show sportsmanship, and follow all team rules set by their coach. Failure to follow these guidelines may result in dismissal from his or her athletic team.
2. Student athletes must maintain the minimum academic requirements set forth by the M.H.S.A.A.
3. Student athletes will be expected to participate in an athletic strength and conditioning program that has been approved by the head coach of that sport.
4. Student athletes who quit or are dismissed from an athletic team will not be allowed to play another sport until the current season of the sport they quit or were dismissed from is completed.
5. Sports that are in season have priority for any student athletes shared with another sport or activity.
6. Sports that are in season have priority in moving up any student athletes from Jr. High to Varsity sports after Jr. High season is completed

## **DISMISSAL FROM AN EXTRACURRICULAR ACTIVITY**

Students' continued participation in such extracurricular activities, particularly sports, clubs, work programs, and honor societies, may be determined by the principal, who is authorized to consider the recommendation of the athletic coach or sponsor of any extracurricular activity. Reasons for terminating a student's continued participation include a student's failure to comply with minimum standards of (1) performance of physical fitness, especially with regard to organized sports, and (2) behavior or personal conduct, particularly during the course of activities sponsored or in any way supervised by the school themselves. Failure to pay fees and/or turn in fund raising money, etc. may warrant termination of participation and extracurricular activities. No student will be allowed to participate in any school MHSA activity/event on a day/night on which the student is absent 63% or more of the day with the exception absences excused by the school administrator and athletic director. Documentation of excuse must be presented to the school administrator and athletic director. Such absences may include, but are not limited to, doctor visits, physical therapy, and death in the immediate family.

## **FEES AND FINES**

### **STUDENT FEES**

1. This school board hereby authorizes the Superintendent or designee to charge reasonable fees, but not more than the actual cost, in accordance with Senate Bill 2446, provided that proceeds are treated as activity funds and accounted for, and that fund raising activities such as the sale of pictures, rental caps and gowns, etc. which

contain a fee shall also contain a disclosure statement advising that a portion of the sale will be contributed to the activity fund based on the fee policy outlined in Board Policy JS.

2. All fees authorized to be charged under this policy, except those fees authorized under subsection (1) of Board Policy JS, shall be charged only upon the condition that a financial hardship waiver may be granted by the School Board upon request pursuant to the information below.
3. All fees, fines, and owed fundraising money must be paid at elementary school prior to enrolling at CCHS. All fees, fines, and fundraising money owed must be paid at schools prior to withdrawing or at high school prior to graduation.

## **FINANCIAL HARDSHIP WAIVER POLICY**

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

1. Applications for hardship waivers shall be kept in the strictest confidence with all files and personal disclosures restricted from review by the general public.
2. Pupils eligible to have such fees waived as a result of an inability to pay for said fees, shall not be discriminated against nor shall there be any overt identification of any pupil who has received a financial hardship waiver by use of special tokens or tickets, announcements, posting or publications of names, physical separation, choice of materials or by any other means.
3. In no case shall any of this school district's procedures expose any pupil receiving a hardship waiver to any type of stigma or ridicule by other pupils or school district personnel.
4. The confidentiality provisions of this policy shall apply equally to any students who have an inability to pay any fees authorized under Section 3 of the Fee Policy outlined in Board Policy JS.

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

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

## **TEXTBOOKS**

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

## **LIBRARY**

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

## **GRADES**

### **PROMOTION AND RETENTION**

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

## GRADING SCALE

1 <sup>st</sup> and 2 <sup>nd</sup> Grade	3 <sup>rd</sup> – 6 <sup>th</sup> Grade	7 <sup>th</sup> – 12 <sup>th</sup> Grade
<b>A</b> 93 – 100	<b>A</b> 90 – 100	<b>A</b> 90 – 100
<b>B</b> 85 – 92	<b>B</b> 80 – 89	<b>B</b> 80 – 89
<b>C</b> 80 – 84	<b>C</b> 70 – 79	<b>C</b> 70 – 79
<b>D</b> 75 – 79	<b>D</b> 65 – 69	<b>D</b> 60 – 69
<b>F</b> 74 and below	<b>F</b> 64 and below	<b>F</b> 59 and below

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

## METHOD OF AVERAGING

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

1. Tests, daily work, including homework, reports, etc. will represent the total 9-week average.
2. For students in kindergarten through 6<sup>th</sup> grades, the average from the 1<sup>st</sup> 9-weeks term and the average from the 2<sup>nd</sup> 9-weeks term will be averaged to get a first semester grade.
  - For students in kindergarten through 2<sup>nd</sup> grade, no semester exams will be administered in either the first or second semester.
  - For students in 3<sup>rd</sup> through 6<sup>th</sup> grades, no exams will be given at the end of the first semester.
3. For students in 7<sup>th</sup> through 12<sup>th</sup> grades, there will be an exam given at the end of the first semester which will count 1/6 (16.6%) of the 1<sup>st</sup> semester average.
4. For students in 3<sup>rd</sup> through 12<sup>th</sup> grades, an exam will be given at the end of the second semester which will count 1/6 (16.6%) of the 2<sup>nd</sup> semester average. The exam given during each semester should be **comprehensive for that semester**. For example, the 1<sup>st</sup> semester exam should cover material from both the 1<sup>st</sup> and 2<sup>nd</sup> 9-weeks. The 2<sup>nd</sup> semester exam should cover material from both the 3<sup>rd</sup> and the 4<sup>th</sup> 9-weeks.

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

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

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

## EXEMPTION POLICY

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

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

A student in 3<sup>rd</sup> – 6<sup>th</sup> may choose to be exempt from their final exam in a subject with the appropriate average. No other exemptions will be allowed.

**3<sup>rd</sup> – 6<sup>th</sup> grade with a Yearly average of:**

**80-84 No absences**

**85-89 No more than 3 absences**

**90-100 No more than 6 absences**

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

**80-89 No more than 2 absences**

**90-94 No more than 4 absences**

**95-100 No more than 6 absences**

Students who are exempted for exams or for MAP, MST2, MS-CPAS2, MKAS2, or SATP Day Out are exempted for attendance and are not considered absent. Since there are no exams in Pre-K – 2<sup>nd</sup> grades, those students are exempted for final exam week and not considered absent. Technology/library books not returned or unpaid fines of any kind will keep students from being eligible for exemption during the 2<sup>nd</sup> semester.

**REPORT CARDS**

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

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

**Progress Reports will be issued Sept. 10<sup>th</sup>, Nov. 19<sup>th</sup>, Feb. 11<sup>th</sup>, and Apr. 22<sup>rd</sup>.**

**Report Cards will be issued Oct. 15<sup>th</sup>, Jan. 7<sup>th</sup>, Mar. 18<sup>th</sup>, and May 29<sup>th</sup>.**

**GRADUATION REQUIREMENTS**

**Please see Appendix J for Graduation Requirements and Appendix K Graduation Tracks**

**GRADUATION CREDITS (also see Appendix J)**

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

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

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

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

**GRADUATION WITH HONORS**

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

**SENIOR AWARDS**

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

\*Grades will be averaged for these awards at the **END** of the 3<sup>rd</sup> nine weeks' period during the students 12<sup>th</sup> grade year.

\*\* Grades will be averaged for these awards at the end of the 5<sup>th</sup> week of the 4<sup>th</sup> nine weeks period.

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

## **TRANSCRIPTS**

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

## **STUDENT ELECTIONS**

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

## **STUDENT GRIEVANCES**

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

Students' complaints and grievances shall be resolved through orderly processes and at the **lowest possible level**.

However, the Board shall provide channels for eventual hearings, should the circumstances dictate.

**Complaints and grievances shall be approached in the following manner:**

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

## **STUDENT INFORMATION**

### **EMERGENCY CONTACT**

For student protection and safety, all students must have the telephone numbers **of at least two (2)** people on file in the office who can be contacted and who are available to pick the child up in case of an emergency. **NO MORE THAN FOUR** listed for checkout. No school personnel may be listed on student sign out unless they are the parent/guardian. The signing of "in loco parentis" rights is encouraged so that the school administration can handle emergency issues in case no parent or contact person can be reached.

### **CHANGE OF STUDENT ADDRESS**

If at any time during the year a change of address within the attendance zone is made, the parent must provide two (2) proofs of residency to the school counselor and the documentation must be placed in the student's cumulative folder. If at any time during the year a change in phone number occurs the parent/student should report the change to the school office.

## **PRIVACY RIGHTS OF PARENTS/GUARDIANS AND STUDENTS**

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

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

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

## **STUDENT AND SCHOOL HEALTH AND SAFETY**

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

To ensure that this happens, each principal will require information from parents that lists an emergency number where they can be reached and backup numbers of a minimum of two relatives or friends who can be called in case of an emergency if the parent cannot be reached for some reason. The name of the family physician is also requested for medical emergencies. If a child has a medical condition, the school also asks that the school be informed so that proper care can be provided if this problem occurs at school. Before a student can take medication at school the parent/guardian must fill out required school medical form. (Form included in Enrollment Packet or available at school office)

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

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

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

Students should be fever/symptom free without medication for 24 hours before returning to school.

## **ACCIDENT POLICY**

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

## **ASEBESTOS NOTIFICATION**

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

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

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

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

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

## **BUILDING AND SCHOOL PROPERTY AND GROUNDS BEFORE/AFTER SCHOOL HOURS**

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

## **CHILD ABUSE/NEGLECT**

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

## **DISASTER DRILLS**

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

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

## **HEAD LICE PROCEDURES**

During the school year, students may be screened for head lice. Care is taken not to embarrass any student and to assure that no stigma is attached to him/her. If only the lice eggs (nits) are found, the student may remain in class for the remainder of the day. Parents will be notified per phone or letter regarding treatment and may return to school after appropriate treatment has been given and evidence of a receipt for the lice medication is provided to school. If a live louse is found, the parent or guardian will be called to take the student home for treatment. The student may return to school after treatment has been given and a lice medication receipt is provided to school.

According to House Bill 154, passed in the 1997 Legislative Session: "If a student in any public elementary or secondary school has had head lice on three (3) consecutive occasions during one (1) school year while attending school, or if the parent of the student has been notified by the school officials that the student has had head lice on three (3) consecutive occasions in one (1) school year, as determined by the school nurse, public health nurse, or physician, the principal/administrator shall notify the county health department of the recurring problem of head lice with that student."

## **SCHOOL VISITATION AND SAFETY POLICY**

Parents, former students, and other citizens of the community are cordially invited to attend school programs and functions. **HOWEVER, UNAUTHORIZED VISITORS MAY BE SUBJECT TO PROSECUTION. Parents are not allowed to walk their children to class.** Any visitors are to report to the office of the principal upon arrival on campus to receive approval to be on campus. All exterior doors shall be clearly marked with instructions for visitors to report to the principal's office. Visitors for special occasions such as school programs may not be required to go by the principal's office. Visitation may be limited or denied at any time.

## **STUDENT BULLYING**

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

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

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

## **SEXUAL HARASSMENT AND DISCRIMINATION**

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

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

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

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

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

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

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

## STUDENT VEHICLES

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

1. Student will not be permitted to remain in any vehicle on campus.
2. All students bringing vehicles must park on campus in designated areas only and the vehicle must be locked.
3. Vehicles cannot be moved on school grounds or to the baseball or football field during the day except with administrative permission.
4. Students will not be allowed to drive in a careless manner on the campus or street adjoining the campus.
5. Students will not be allowed to go back after items left in their car without administrative permission.
6. Students may not leave campus during the school day in an automobile for any reason without administrative permission. **We are a closed campus.** Students must stay on the grounds from the time they arrive, even if the first period has not started, until dismissal or until they are picked up by the bus or their parents sign them out.
7. A student must have a valid driver's license and proof of liability insurance to bring any motored vehicle on the school campus. Proof of license and liability insurance must be on file in the principal's office before a parking permit will be given.
8. These regulations apply to any other means of transportation furnished by the student. Violation of the above regulations will warrant severe disciplinary action and may result in the student not being allowed to bring automobiles on the campus.
9. Students shall be required to purchase parking permits at a cost of \$25.00. Students parking on campus without a parking permit or parking in incorrect designated area will be issued a fine for the 1<sup>st</sup> and 2<sup>nd</sup> offense.  
1<sup>st</sup> offense--\$30.00      2<sup>nd</sup> offense--\$60.00      If a 3<sup>rd</sup> offense occurs, the vehicle will be towed at the owner's expense and student will lose the right to park vehicle on campus.
10. The school will **not** be held liable for any damage or theft to the vehicle while on campus. The owner of the vehicle must make notification of either incident to the school office.
11. Stereo equipment must be turned down before entering the campus and the streets directly adjoining the campus.

## WALKING STUDENTS

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

## APPENDICES

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

**APPENDIX A** Parents fill this out on page 9 and 10 in the Enrollment Packet at the start of the year.

Choctaw County School District

School (circle one) AES WES FCE CCHS

### Student Health Record

Grade\_\_\_\_\_ Teacher\_\_\_\_\_

(Please complete: Information to be shared with teaching staff as needed.)

Male ☐ Female ☐

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Other Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Transportation (circle one) BUS CAR WALKER

#### Student's Medical History

List of Possible Problem(s)	No	Yes
Allergies to: FOOD		List:
INSECT BITE/STING		List:
MEDICATION		List:
OTHER		List:
Asthma		
Seizures		
Diabetes		
Attention deficit (ADD, ADHD)		
Headaches (migraine)		
Heart problem		
Hypertension (high blood pressure)		
Nose bleeds		
Speech and/or Hearing problems		
Stomach or digestive problems		
Vision -eyeglasses or contacts		

**AUTHORIZATION FOR MEDICATION FORM AND ACTION PLAN COMPLETED BY MEDICAL PROVIDER AND SIGNED BY PARENT IS REQUIRED IF "YES" IS SELECTED FOR ANY OF THE FOLLOWING:**

- ALLERGY TO FOOD, INSECT BITES, OR STINGS
- ASTHMA
- SEIZURES
- DIABETES

Student's Healthcare Provider: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Is the student taking daily medication? No ☐ Yes ☐ If yes, please name medication, dosage, and frequency.

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

Will any of the medication listed be required to be given at school? No ☐ Yes ☐ *If yes, please list medication.*

***(Medication authorization form required for all school medication)***

I give my permission for my child to participate in the school's health program which includes health education and basic screenings (vision, hearing, scoliosis, etc). I also give my permission for my child to receive first aid care listed above as needed. I also authorize /give permission for my child to be transported to a medical facility in case of an emergency either by ambulance or by school staff personnel. I give my consent for pertinent medical information to be shared between the medical provider and the school nurse and/or school personnel directly involved with my child at school. I also agree to hold school personnel harmless in all claims arising from the administration of the above first aid at school or school-related events.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **CHOCTAW COUNTY SCHOOL DISTRICT MEDICATION PROCEDURES**

1. Administration of medication is foremost the responsibility of the parent/guardian. All medications that can be given outside of school hours without serious effects must be given before or after school.
2. The **FIRST** dose of any medication must be given at home in case there is an allergic reaction.
3. School personnel/nurses are **not** responsible for giving missed or late home doses of medication.
4. All medication that the student is receiving in the school setting will be recorded on the student's medication record.
5. Prescription and non-prescription medication will be administered only if:
  - The appropriate school medication administration form is completed including doctor's signature, parent/guardian signature, child's name, name of medication, amount of medication needed, route of administration and time of administration.
  - Any prescription medication that is ordered only once or twice daily must be given at home and will not be administered at school unless the school receives a letter from the physician explaining why the medication must be given at school instead of home.
  - Prescription medication must be in the original pharmacy container with the label that includes the student's name, physician name, name of medication, strength, dosage, time interval and route.
  - Over-the-counter medications (Tylenol, Advil, Tums, etc.) must be in an unexpired original container and all manufacturers' labeling must be clearly legible. All over-the-counter medications must be supplied by the parent/legal guardian. **The school WILL NOT supply any medications.** PLEASE NOTE: All medications to be given at school require a physician's signature on the school form: **NO EXCEPTIONS!**
  - The information on the medical form and on the medication bottle must be the same.
  - Medication will NOT be accepted in household containers, envelopes, or baggies.
6. A new medication form must be completed and signed for each medication or change of medication order. A new form with the doctor's orders and signature must be signed at the beginning of each school year even if the medication is continued from one year to the next.



7. Students' medications, both prescription and non-prescription, must be brought to the school by an adult. All medications and paperwork will be reviewed by the school nurse prior to administration of medication.

8. No CCSD employee/agent of the school will be responsible for administering any medication on field trips or school sponsored events.

9. The proper disposal of unused medications is important, and it is the responsibility of the parent to obtain all unused medication from the school when it is discontinued, the school year ends or the student transfers to another district. All medication left in the school under these conditions will be disposed of by the school nurse or delegate.

10. Students may keep diabetic medications with them at all times if given permission from the parent/legal guardian, physician, school nurse and the school receives all appropriate forms from the parent and physician.

11. Students may keep their asthma inhalers with them at all times, however the parent/guardian must meet the following requirements:

- Provide written authorization for self-administration to the school.
- Provide a written statement from the student's health care provider that the student has asthma and has been instructed in self-administration of asthma medications. The statement should also contain:
  - 1.) the name and purpose of the medication
  - 2.) the prescribed dosage
  - 3.) the time or times the medications are to be regularly administered and under what special circumstances the medications are to be administered.
  - 4.) the length of time for which the medications are prescribed.

CCSD and its employees and agents shall incur no liability because of any injury sustained by the student from the self-administration of asthma medications. Upon fulfilling the requirements of this section, as student with asthma may possess and use asthma medications when at school, at a school-sponsored activity, under the supervision of school personnel or before and after normal school activities while on school properties including after-school programs.

## APPENDIX B

Parents fill this out on page 5 of the Enrollment Packet at the start of the year.

### Choctaw County School District

#### Residency Registration and Documentation Checklist

Name of Student: \_\_\_\_\_

(A separate form is required for each student)

Name of Parent/Guardian: \_\_\_\_\_

Parent/Guardian Address: \_\_\_\_\_

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

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

(Students found to be out of compliance on residency will not be eligible for approval to attend the district via tuition-based enrollment.)

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

---

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

A. Documents provided to me by Parent/Guardian:

**At least 2 of the following**  
*documents:*

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor's Signature

#### APPENDIX B (Continued)

#### ELIGIBILITY TO ATTEND CHOCTAW COUNTY PUBLIC SCHOOLS

#### ADMISSION REQUIREMENTS (See Transfer, Page 21)

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

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

## **RESIDENCY POLICY**

### **I. Policy**

#### **Definition of residency for school attendance purposes:**

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

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

### **II. Procedure**

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

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

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

be out of compliance on residency will not be eligible for approval to attend the district via district release and enrolling with tuition-based enrollment.)

**B. HOMELESS CHILDREN**

When a child is determined to be homeless as defined by the Stewart B. McKinley Act 42 USC Sections 1143(1), 11442(e), (4) and 1302(a), the school district shall consider and take enrollment action that is in the best interest of the child pursuant to 42 USC 11432(e) (3).

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

The non-parent claiming district residency must meet the criteria of subparagraph (A)(1) through (12) above required of a parent or legal guardian. The district resident must provide the school with an affidavit stating his or her relationship to the student, and that the student will be living at his/her abode full time and provide documentation fully explaining the reason(s) other than school attendance zone or district preference for this arrangement. The local school board or its designee will make necessary factual determination under subject section II. 1 (c)(2). Examples of situations where “in loco parenthesis” authority of an adult should be recognized to establish residency of the minor include but are not limited to the following:

- A. Death or serious illness of the child’s parent or guardian;
  - B. Abandonment of the child;
  - C. Child abuse or neglect;
  - D. Unstable family relationship or undesirable conditions in the home of the child’s parents or guardians having a detrimental effect on the child;
2. At a minimum, the district shall maintain in a file, a written instrument identifying the types of documents used to verify each student’s residency, all executed Declaration of Residency forms, and copies of any relevant guardianship petition or decree.
  3. The provisions of this policy do not apply to students who reside outside the school district, but who have legally transferred into the school district.

## **APPENDIX C**

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

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

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

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

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

1. Aggravated assault, including but not limited to:
  - a. Assault resulting in serious physical injury or
  - b. Assault involving use of a weapon;
2. Assault on a school employee, simple or aggravated;
3. Indecent liberties with a minor;
4. Possession of a firearm or other weapon;

5. Possession, use or sale of any controlled substance;
6. Rape;
7. Sexual battery;
8. Other sexual offense;
9. Murder or other homicide,
10. Kidnapping; or
11. Other violent act.

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

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

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

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

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

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

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

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

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

#### **REPORTING OF VIOLENT ACTS- PROCEDURES**

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

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

**Inquiries should be directed to your school principal.**

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

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

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

## **I. PREVENTION OF SCHOOL VIOLENCE ACT**

### **PROHIBITION OF WEAPONS ON SCHOOL PROPERTY ACT      S.B. 3349**

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

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

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

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

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

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

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

## **SCHOOL DISTRICT POWERS AND DUTIES**

### **PARENTAL RESPONSIBILITY**

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

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

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

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

## **MISSISSIPPI SCHOOL SAFETY ACT OF 2001**

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

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

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

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

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

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

## **DISCIPLINE PLAN**

1. A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district shall be responsible financially for his or her minor child's destructive acts against school property or persons.
2. A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in paragraph 1 of this subsection, or for any other discipline conference regarding the acts of the child.
3. Any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in paragraph 2 of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference. (See MS Code 37-11-53)



4. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.

## **APPENDIX D**

**Parents sign approval of this in the Enrollment Packet at the start of the year.**

**ACCEPTABLE USE POLICY (This is included in Enrollment packet for parents/students.)**

Choctaw County School District

Acceptable Use Policy

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

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

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

### **Prohibited actions on Choctaw County School District Network:**

- Installation of unlicensed software. (Request must be made to technology department)
- District computers, printers, or network equipment must not be moved without prior permission from the Technology Coordinator.
- Personal computing equipment must not be added to network. (Laptops, printers, network storage devices, etc...)
- Users must not try to repair District owned equipment.
- Users must not use District network resources for online gaming, chatting, or music.
- Users must not conduct personal business or vendor services (selling products or web developing, etc.)
- Users must not install instant messaging services or weather tracking software.
- Users must not install peer to peer applications (Kazaa, Gnutella, LimeWire, Blubster, etc.) These applications provide the ability to violate copyright laws, steal intellectual property, download pornography, etc...

- Users must not hack or try to hack other users information or confidential information in possession of the Choctaw County School District.
- Users must not practice unsafe behavior on the Internet
- Users must not practice inappropriate behavior while online, on social networking websites, and in chat rooms
- Users must not participate in cyberbullying and must report such behavior if they are aware of it

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

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

I understand that I will be liable for damage or loss to a device issued to my student by the school district. At the time of damage or loss by a student, the technology department will be contacted for the appropriate fee in which to fix or replace the device. (Example—Screens \$50.00 to \$60.00 and Full replacement \$200.00 to \$300.00)

Parents will be responsible for payment to repair or replace.

As a user of Choctaw County School District technology, I have read and agree to comply with the technology acceptable use policy. I agree that inappropriate use or behavior may result in loss of use, disciplinary and/or legal action. I agree that Choctaw County School District is not responsible for any damages that may result from my misuse of technology throughout the school. This policy includes all devices and equipment purchased through the Equity in Distance Learning Act (EDLA) program as they are the property of Choctaw County School District.

## **APPENDIX E**

**Parents sign YES or NO in the Enrollment Packet at the start of the year.**

### **CORPORAL PUNISHMENT POLICY**

Reasonable corporal punishment of a non-disabled student is permitted as a disciplinary measure in order to preserve an effective educational environment which is free from disruption and is conducive to furthering the educational mission of the board. The superintendent shall establish and enforce rules and regulations governing the administration of corporal punishment which are consistent with the following requirements:

1. School personnel is prohibited from using corporal punishment on any student with a disability. A student with a disability is any student who has an IEP or Section 504 plan.
2. Corporal punishment shall be administered only after less stringent measures such as counseling, parental conferences and other forms of discipline have failed to produce the desired results, unless the conduct of a student is of such an extreme nature that corporal punishment is the only reasonable form of discipline under the circumstances.
3. Any corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Such factors as the size, age and condition of the student, the type of instrument to be used, and the amount of force to be used and the part of the body to be struck shall be considered before administering any corporal punishment.
4. Corporal punishment may be administered by the school principal, assistant principal, or a teacher.
5. When corporal punishment is administered, it shall be done in the presence of another certified employee.

Except in the case of excessive force or cruel and unusual punishment, a teacher, principal or assistant principal shall not be civilly or criminally liable for any action carried out in conformity with state or federal law or rules or regulations of the State Board of Education or the local school board regarding the control, discipline, suspension and expulsion of students. The local school board shall provide any necessary legal defense to a teacher, principal or assistant principal in any action which may be filed against such school personnel.

A public school teacher, principal, assistant teacher, or other school personnel shall not be granted immunity

from liability for the use of corporal punishment on a student with a disability.

Corporal punishment administered in a reasonable manner by a teacher, principal or assistant principal acting within the scope of his employment or function and in accordance with any state or federal laws or rules or regulations of the State Board of Education or the local school board does not constitute assault, simple assault, aggravated assault, battery, negligence or child abuse. No teacher, principal or assistant principal so acting shall be named as an individual defendant or be held liable in a suit for civil damages alleged to have been suffered by a student as a result of the administration of corporal punishment, unless the court determines that the teacher, principal or assistant principal acted in bad faith or with malicious purpose or in a manner exhibiting a wanton and willful disregard of human rights or safety.

"Corporal punishment" means the reasonable use of physical contact by a teacher, principal or assistant principal as may be necessary to maintain discipline, to enforce a school rule, for self-protection or for the protection of other students from disruptive students. Corporal punishment in the form of paddling shall be witnessed at all times by at least one (1) school employee, and all other acts of corporal punishment, as defined herein, shall be witnessed at all times, if possible, by a school employee. ' 37-11-57 (1997)

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

## **APPENDIX F**

**(Parents sign YES or NO in the Enrollment Packet at the start of the year.)**

### **Choctaw County School District**

#### **Permission for Publication of Student Work/Photo**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

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

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

**Please circle Yes or No**

Yes

No

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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

## **APPENDIX G**

### **PARENTAL ENGAGEMENT**

### **Policy LA**

This school board reaffirms the school district's strong commitment to the role of parents in their children's education and to effective, comprehensive parental engagement. In this policy, a parent is intended to include parents, guardians, and other family members involved in supervising the child's schooling. Parental/family engagement in a child's learning is a critical link to achieve academic success and to promote a safe and disciplined learning environment.

Schools and families will work together to ensure that the educational process includes quality learning at home, in school, and in the community.

The following steps will be taken to achieve this goal:

1. The superintendent will assess the status of parental engagement, review existing policies and procedures, and develop necessary regulations and procedures to support this policy, including a review of staff and budget support.
2. The Board of Education will support parental engagement by seeking parental input on school system policies, including curriculum, facilities, and funding issues.

#### **STRATEGIES FOR PARENT/ FAMILY INVOLVEMENT**

1. Effective two-way communication between all parents and schools regarding school system policies and regulations, local school policies, and an individual child's progress.
2. Activities to encourage parental volunteer opportunities in schools both in the classroom and in other areas of the school including attendance at local school programs and events.
3. Information and programs for parents on how to establish a home environment to support learning and appropriate behavior.
4. Information and programs for parents about how they can assist their own children to learn.
5. Assistance to develop parental engagement in educational advocacy through PTOs and other organizations, including school system task forces and advisory committees.

#### **ROLE OF LOCAL SCHOOLS**

While each division, office, and school must assess its role and plan of action to meet these goals, all school district employees are expected to convey a commitment to parental engagement. Consistent with this commitment, local schools are expected to:

1. Develop activities and materials that provide for effective two-way communication between parents and the school on local school policies and individual student progress;
2. Support and encourage parental volunteer opportunities;
3. Provide programs that assist parents in learning how they can help children learn, including activities that are connected to what children are learning in the classroom; and,

4. Work with PTO leadership to ensure parental input.

## ROLE OF CENTRAL OFFICE STAFF

In addition to the role of the local schools, appropriate staff in central offices are expected to support local school efforts and, where relevant:

1. Communicate with parents on school system policies and regulations;
2. Provide for the development of parenting programs and materials;
3. Assist in the development of parental leadership through PTOs and other recognized groups;
4. Work with businesses, organizations, and other government agencies which by their policies and activities can provide support and assistance for parental engagement efforts;
5. Provide appropriate teacher and staff training to support effective parental engagement; conduct staff and parent training in ways to communicate and work together including problem solving, conflict resolution skills, and outreach strategies;
6. Identify and publicize promising programs and practices related to parental engagement;
7. Work with colleges and universities that prepare teachers and administrators to support the inclusion of school and family connections in their training programs;
8. Develop methods to accommodate and support parental engagement for all parents with special needs including those with limited English proficiency and individuals with disabilities; and,
9. Develop mechanisms for local schools to use in order to assess the effectiveness of their parental engagement efforts.

## APPENDIX H

### LITERACY BASED PROMOTION ACT, 2013

#### Choctaw County School Board Policy ICHI

### LITERACY BASED PROMOTION

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

This district shall comply with all requirements of the Act, including, but not limited to:

**3rd Grade Reading Summative Assessment** –Beginning in the 2018-2019 school year, students may meet promotion requirements of the LBPA by earning a passing score (level 3 or above) on the multiple-choice portion of the assessment, achieving a passing score (level 3 or above) on either of the two retest opportunities of the assessment, or achieving a composite score of Level 3 or higher after the writing is scored.

**Social Promotion** – A student may not be assigned a grade level based solely on age or any other factor that constitutes social promotion.

### **Public School Requirements**

If a K - 3 student has been identified with a substantial deficit in reading, the teacher will immediately, and with each quarterly progress report, notify parents or legal guardians of the following in writing:

- Determination of a substantial deficit in reading;
- Description of student services and supports presently provided;
- Description of proposed supplemental instruction and support to remediate the student’s deficit areas;
- Strategies for parents to use to help students at home; and,
- Notification that student will not be promoted to 4th grade if reading deficiency cannot be remediated by the end of 3rd grade

Provide intensive reading instruction and immediate intervention to each K - 3 student who exhibits a substantial deficiency in reading at any time.

The intensive reading instruction and intervention must be documented for each student Grades K-3 in an **individual reading plan**, including, at a minimum, the following:

- a) The student’s specific, diagnosed reading skill deficiencies as determined (or identified) by diagnostic assessment data;
- b) The goals and benchmarks for growth;
- c) How progress will be monitored and evaluated;
- d) The type of additional instruction services and interventions the student will receive;
- e) The research based reading instructional programming the teacher will use to provide reading instruction.
- f) The strategies the student’s parent is encouraged to use in assisting the student to achieve reading competency; and,
- g) Any additional services the teacher deems available and appropriate to accelerate the student’s reading skill development.

### **Good Cause Exemptions**

A 3rd grade student who fails to meet the academic requirements for promotion to the 4th grade may be promoted for good cause:

- a) Limited English Proficient students who have had less than two (2) years of instruction in English Language Learner program;
- b) Students with disabilities whose Individualized Education Program (IEP) indicates that participation in the statewide accountability assessment program is not appropriate, as authorized by law;
- c) Students with a disability who participate in the state annual accountability assessment and who have an IEP or Section 504 plan that reflects that the individual student has received intense remediation in reading for two (2) year but still demonstrates a deficiency in **OR** was previously retained in Kindergarten or First, Second or Third grade;
- d) Student who demonstrates an acceptable level of reading proficiency on an alternative assessment approved by the State Board of Education; and
- e) Students who have received intensive intervention for two (2) or more years but still demonstrate a deficiency in reading, and who was previously retained in Kindergarten, First, Second, or Third Grade for a total of two (2 ) years and have not met exceptional education criteria.

If a student's reading deficiency is not remedied by the end of the student's Third-Grade year, as demonstrated by the student scoring above the lowest two (2) achievement levels in reading on the state annual accountability assessment or on an approved alternative standardized assessment for Third Grade, the student shall not promote to Fourth Grade.

#### **Student Handbook**

Provisions required by the Literacy Promotion Act shall be included in the district's published handbook of policy for students.

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

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

**PARENT NOTE EXCUSE FORM**

Student's Name \_\_\_\_\_

Date of Absence(s): \_\_\_\_\_

School: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

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

Please check the absence reason that applies.

1. \_\_\_\_\_ Student Illness or injury
2. \_\_\_\_\_ Serious illness or death of immediate family member
3. \_\_\_\_\_ Student Court appearance
4. \_\_\_\_\_ Other reason (please include explanation below)

Explanation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Signature \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix J

### REQUIREMENTS STANDARD 14 TRADITIONAL DIPLOMA (Entering ninth graders in 2018-2019 and thereafter)

Each student graduating from a secondary school in an accredited school district will have earned the required Carnegie units as specified in the following table. Contents of each required and elective course must include the core objectives identified in the *Mississippi College- and Career-Readiness Standards*. Course titles and identification numbers must appear in the current edition of the *Approved Courses for Secondary Schools of Mississippi*. (See Miss. Admin. Code 7- 3:28.2 and 28.3, State Board Policy, Chapter 28, Rules 28.2 and 28.3.) Students enrolled in grades 7 -12 may be awarded a Carnegie unit credit provided the course content is a Carnegie unit bearing course in the current edition of the *Approved Courses for the Secondary Schools of Mississippi*. Enrollment in online courses listed in this document must have prior approval granted by the principal.

Any student who completes the minimum graduation requirements as specified below and has met the requirements for each of the required high school assessments is eligible to receive a high school diploma. The local school district may establish additional local requirements approved by the local school board as authorized under Miss. Code Ann .

§ 37-16-7.

Beginning school year 2018-2019 and thereafter, all entering ninth graders will be required to have a minimum of 24 Carnegie units as specified below. Student may earn the following endorsements to be added to the traditional diploma: Career and Technical Endorsement, Academic Endorsement, and/or Distinguished Academic Endorsement. The local school district may establish additional local requirements approved by the local school board as authorized under Miss. Code Ann. § 37-16-7.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4	English I English II
MATHEMATICS	4	Algebra I
SCIENCE	3	Biology
SOCIAL STUDIES	3	1 World History 1 U.S. History ½ U.S. Government ½ Economics ½ Mississippi Studies
PHYSICAL EDUCATION	1/2	½ Physical Education
HEALTH	1/2	½ Contemporary Health
TECHNOLOGY or COMPUTER SCIENCE	1	
THE ARTS	1	
COLLEGE and CAREER- READINESS	1	
ELECTIVES	5 1/2	
TOTAL UNITS REQUIRED	24	

**STANDARD 14**  
**TRADITIONAL DIPLOMA WITH CAREER AND TECHNICAL ENDORSEMENT**  
**(Entering ninth graders in 2018-2019 and thereafter)**

Each student graduating from a secondary school in an accredited school district will have earned the required Carnegie units as specified in the following table. Contents of each required and elective course must include the core objectives identified in the *Mississippi College- and Career-Readiness Standards*. Course titles and identification numbers must appear in the current edition of the *Approved Courses for Secondary Schools of Mississippi*. (See Miss. Admin. Code 7-3: 28.2 and 28.3, State Board Policy, Chapter 28, Rules 28.2 and 28.3.) Students enrolled in grades 7 - 12 may be awarded a Carnegie unit credit provided the course content is a Carnegie unit bearing course In the current edition of the *Approved Courses for the Secondary Schools of Mississippi*. Enrollment in online courses listed in this document must have prior approval granted by the principal.

In order to earn the Career and Technical Endorsement, a student must complete the minimum graduation requirements as specified below, meet the requirements for each of the required high school assessments and complete all career and technical endorsement additional requirements. The local school district may establish additional local requirements approved by the local school board as authorized under Miss. Code Ann. § 37-16-7.

Beginning school year 2018-2019 and thereafter, all entering ninth graders will be required to have a minimum of 26 Carnegie units as specified below to earn a Traditional Diploma with a Career and Technical Endorsement. The local school district may establish additional local requirements approved by the local school board as authorized under Miss. Code Ann. § 37-16-7.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4	English I English II
MATHEMATICS	4	Algebra I
SCIENCE	3	Biology
SOCIAL STUDIES	3	1 World History 1 U.S. History ½ U.S. Government ½ Economics ½ Mississippi Studies
PHYSICAL EDUCATION	½	½ Physical Education
HEALTH	½	½ Contemporary Health
TECHNOLGY or COMPUTER SCIENCE	1	
THE ARTS	1	
COLLEGE- AND CAREER- READINESS	1	
CAREER and TECHNICAL	½	
ELECTIVES	3 ½	
TOTAL UNITS REQUIRED	26	

**STANDARD 14**  
**TRADITIONAL DIPLOMA with an ACADEMIC ENDORSEMENT**  
**(Entering ninth graders in 2018-2019 and thereafter)**

Each student graduating from a secondary school in an accredited school district will have earned the required Carnegie units as specified in the following table. Contents of each required elective course must include the core objectives identified in the *Mississippi College - and Career-Readiness Standards*. Course titles and identification numbers must appear in the current edition of the *Approved Courses for Secondary Schools of Mississippi*. (See Miss. Admin. Code 7- 3: 28.2 and 28.3, State Board Policy, Chapter 28, Rules 28.2 and 28.3.) Enrollment in online courses listed in this document must have prior approval granted by the principal.

Any student who completes the minimum graduation requirements as specified below and has met requirements for each of the required high school assessments is eligible to receive a high school diploma. Students enrolled in grades 7 - 12 may be awarded a Carnegie unit credit provided the course content is a Carnegie unit bearing course in the current edition of *the Approved Courses for the Secondary Schools of Mississippi*.

Beginning school year 2018-2019 and thereafter, all entering ninth graders will be required to have a minimum of 26 Carnegie units as specified below to earn a Traditional Diploma with an Academic Endorsement. The local school district may establish additional local requirements approved by the local school board as authorized under Miss. Code Ann .

§ 37-16-7.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4	English I English II Two (2) additional English Courses above English II
MATHEMATICS	4	Algebra I Two (2) additional Math Courses above Algebra I
SCIENCE	3	Biology Two (2) additional science courses above Biology
SOCIAL STUDIES	3 ½	1 World History 1 U.S. History ½ U.S. Government ½ Economics ½ Mississippi Studies
PHYSICALEDUCATION	½	½ Physical Education
HEALTH	½	½ Contemporary Health
TECHNOLOGY or COMPUTER SCIENCE	1	
THE ARTS	1	
COLLEGE-and CAREER-READINESS	1	
ELECTIVES	7 ½	Must Include two (2) advanced electives of the College Preparatory Curriculum requirements (This information is available from Institutions of Higher Learning).
<b>TOTALUNITS REQUIRED</b>	<b>26</b>	

**REQUIREMENTS STANDARD14**  
**TRADITIONAL DIPLOMA with a DISTINGUISHED ACADEMIC ENDORSEMENT**  
**(Entering ninth graders in 2018-2019 and thereafter)**

Each student graduating from a secondary school in an accredited school district will have earned the required Carnegie units as specified in the following table. Contents of each required and elective course must include the core objectives identified in the *Mississippi College- and Career-Readiness Standards*. Course titles and identification numbers must appear in the current edition of the *Approved Courses for Secondary Schools of Mississippi*. (See Miss. Admin. Code 7-3: 28.2 and 28.3, State Board Policy, Chapter 28, Rules 28.2 and 28.3.) Enrollment in online courses listed in this document must have prior approval granted by the principal.

Any student who completes the minimum graduation requirements as specified below and has met the requirements for each of the required high school assessments is eligible to receive a high school diploma. Students enrolled in grades 7 -12 may be awarded a Carnegie unit credit provided the course content is a Carnegie unit bearing course in the current edition of the *Approved Courses for the Secondary Schools of Mississippi*.

Beginning school year 2018-2019 and thereafter, all entering ninth graders will be required to have a minimum of 28 Carnegie units as specified below to earn a Traditional Diploma with a Distinguished Academic Endorsement. The local school district may establish additional local requirements approved by the local school board as authorized under Miss. Code Ann. § 37-16-7.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4	English I English II Two (2) additional English Courses above English II
MATHEMATICS	4	Algebra I Two (2) additional Math Courses above Algebra I
SCIENCE	4	Biology Two (2) additional science courses above Biology
SOCIAL STUDIES	4	1 World History 1 U.S. History ½ U.S. Government ½ Economics ½ Mississippi Studies
PHYSICALEDUCATION	½	½ Physical Education
HEALTH	½	½ Contemporary Health
TECHNOLOGY or COMPUTER SCIENCE	1	
THE ARTS	1	
COLLEGE and CAREER- READINESS	1	
ELECTIVES	8	Must Include two (2) advanced electives of the College Preparatory Curriculum requirements (This information is available from Institutions of Higher Learning).
<b>TOTAL UNITS REQUIRED</b>	<b>28</b>	

**GRADUATION REQUIREMENTS STANDARD 14**  
**ALTERNATE DIPLOMA OPTION**

**This option shall be offered by districts for Incoming ninth graders with significant cognitive disabilities In 2018-2019 and thereafter.**

Only students identified by their Individualized Education Program Committee as having a significant cognitive disability, as defined by the Testing Students with Disabilities Regulations and State Board Policy Chapter 78, Rule 78.1, may be eligible to earn the Alternate Diploma. Each student graduating from a secondary school in an accredited school district with the Alternate Diploma will have earned the required units as specified in the following table. Contents of each required and elective course must include the core objectives identified in the State Board approved Alternate Academic Achievement Standards. Course titles and identification numbers must appear in the current edition of the Approved Courses for Secondary Schools of Mississippi. (See 7 Miss. Admin. Code Pt. 3, Ch. 28, R. 28.2, R. 28.3.) Students with significant cognitive disabilities enrolled in grades 7 - 12 may be awarded a credit provided the course content is a credit bearing course in the current edition of the Approved Courses for the Secondary Schools of Mississippi.

Any student with a significant cognitive disability who completes the minimum graduation requirements as specified below and has achieved a level of Passing or Proficient on the end-of-course alternate assessments, is eligible to receive an Alternate Diploma. Students must participate in the alternate assessments during the year the student is enrolled in the corresponding courses (Alternate Biology, Alternate English II, Alternate Algebra). The local school district may establish additional local requirements approved by the local school board as authorized under Miss. Code Ann . § 37- 16-7.

The Alternate Diploma meets the requirements for graduation rate in the same manner as a Traditional Diploma. Students with this diploma must contact the postsecondary institution to determine eligibility for Ability to Benefit (ATB).

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS	GENERAL EDUCATION COURSE SUBSTITUTION
ENGLISH	4	Alternate English II	• CCR English I
		Alternate English II	• CCR English II
		Alternate English III Alternate English IV	<ul style="list-style-type: none"> <li>• CCR English III</li> <li>• CCR English IV</li> <li>• Broadcast Journalism</li> <li>• Debate</li> <li>• Foundations of Journalism</li> <li>• Mississippi Writers</li> <li>• Oral Communications</li> <li>• Print Journalism</li> <li>• Survey of African American Writing</li> <li>• Technical and Workplace Writing</li> <li>• World Literature</li> </ul>

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS	GENERAL EDUCATION COURSE SUBSTITUTION
MATHEMATICS	4	Alternate Math I	<ul style="list-style-type: none"> <li>• CCR Compacted Math 7</li> <li>• CCR Compacted Math Grade 8 with Algebra I (prior to entering HS)</li> <li>• Foundations of Algebra (grade 9 only)</li> </ul>
		Alternate Math II	<ul style="list-style-type: none"> <li>• CCR Compacted Math Grade 8 with Algebra I (prior to entering HS)</li> <li>• Foundations of Algebra (Grade 9 only)</li> <li>• Advanced Technical Mathematics</li> </ul>

		Alternate Math III	<ul style="list-style-type: none"> <li>Advanced Technical Mathematics (must be taken prior to CCR Algebra I)</li> <li>CCR Geometry</li> <li>CCR Algebra II (contingent on passing CCR Algebra I)</li> </ul>
		Alternate Algebra	<ul style="list-style-type: none"> <li>CCR Algebra I</li> </ul>
		Alternate Biology	<ul style="list-style-type: none"> <li>Biology</li> </ul>
<b>SCIENCE</b>	2	Alternate Science II	<p>Courses worth 1 Carnegie Unit</p> <ul style="list-style-type: none"> <li>Physical Science</li> <li>Earth and Space Science</li> <li>Human Anatomy and Physiology</li> <li>Foundations of Biology</li> </ul> <p><b>OR</b></p> <p>Courses worth 1/2 Carnegie Unit</p> <ul style="list-style-type: none"> <li>Environmental Science</li> <li>Genetics</li> <li>Geology</li> <li>Zoology I</li> <li>Zoology II</li> <li>Astronomy</li> <li>Botany</li> <li>Foundations of Science Literacy</li> </ul>
<b>SOCIAL STUDIES</b>	2	Alternate History	<ul style="list-style-type: none"> <li>US History</li> </ul>
		Alternate Social Studies	<p>Courses worth 1 Carnegie Unit</p> <ul style="list-style-type: none"> <li>World History</li> <li>Community Service-Learning</li> </ul> <p><b>OR</b></p> <p>Courses worth ½ Carnegie Unit</p> <ul style="list-style-type: none"> <li>Economics</li> <li>US Government</li> <li>Mississippi Studies</li> <li>Psychology</li> <li>Sociology</li> <li>World Geography</li> <li>Local Resource Studies</li> </ul>

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS	GENERAL EDUCATION COURSE SUBSTITUTION
<b>HEALTH</b>	½	Alternate Health	<ul style="list-style-type: none"> <li>Contemporary Health</li> <li>Healthcare &amp; Clinical Services I</li> <li>Theory and Application of Health Sciences</li> <li>JROTC I and II</li> </ul>
<b>PHYSICAL EDUCATION</b>	½	Physical Education	<ul style="list-style-type: none"> <li>Physical Education</li> </ul>
<b>CAREER READINESS</b>	4	Career Readiness I-IV	<ul style="list-style-type: none"> <li>Career Readiness was designed specifically for the</li> </ul>

			<b>Alternate Diploma</b>
<b>LIFE SKILLS DEVELOPMENT</b>	4	<b>Life Skills Development I-IV</b>	<ul style="list-style-type: none"> <li>• <b>Life Skills Development was designed specifically for the Alternate Diploma</b></li> </ul>
<b>THE ARTS</b>	1	The Arts	
<b>ELECTIVES</b>	2		<ul style="list-style-type: none"> <li>• <b>Any Carnegie unit credit bearing courses or a combination of ½ Carnegie unit credit bearing courses</b></li> </ul>
<b>TOTAL UNITS REQUIRED</b>	<b>24</b>		

1 Carnegie units earned for Compensatory English courses cannot be included as any of the four (4) English Carnegie units required for graduation; however, Carnegie units earned for these courses may be included in the general elective graduation requirements. Compensatory English may be taken only if a credit-bearing English course is taken in the same school year.

2 Carnegie units earned for Compensatory Mathematics courses cannot be included as any of the four (4) Math Carnegie units required for graduation; however, Carnegie units earned for these courses may be included in the general elective graduation requirements. Compensatory Mathematics may be taken only if a credit-bearing Math course is taken in the same school year.

3 Successful completion in JROTC I and JROTC II may be accepted in lieu of Contemporary Health to meet graduation requirement for one-half (1/2) Carnegie unit in Health. For approved Career and Technical course substitutions see Appendix A-12.

4 The graduation requirement for one-half (½) unit in physical education may include participation in interscholastic athletic activities, choral performance courses for show choir (i.e. Choral, Music-Choral-Ensembles), instrumental performance courses (i.e. Band, Music Instrumental Ensembles, Strings), dance courses or JROTC that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association. Only one (1) elective unit in physical education including participation in interscholastic athletic activities, choral performance courses for show choir (i.e. Choral, Music-Choral-Ensembles), instrumental performance courses (i.e. Band, Music Instrumental Ensembles, Strings), dance courses or JROTC that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association may be applied each year to the minimum 24 required Carnegie units. If a local district has graduation requirements above the state requirements, the district may award additional units as outlined in the local school board policy.

## GRADUATION REQUIREMENTS STANDARD 14

### Certificate of Completion

**Note: This option shall be offered by districts for Incoming freshmen beginning in school year 2018-2019 and thereafter.**

A Certificate of Completion is not a high school diploma or an Alternate Diploma, but rather an acknowledgement of the student's participation in and completion of his/her Individualized Education Program (IEP). Students eligible to receive a Certificate of Completion must fall into one (1) the following categories:

1. Students without a Significant Cognitive Disability at the end of 8<sup>th</sup> grade who:
  - Are 16 years old or older; AND
  - At least three (3) or more grade levels below their peers in reading and math; AND
  - Have a signed statement from the parent acknowledging the Certificate of Completion is not a traditional high school diploma and will not meet the requirements for entry into careers or post- secondary opportunities requiring a diploma.
2. Students without a Significant Cognitive Disability who have not yet turned sixteen (16) by the end of the eighth grade should transition to the ninth grade on a diploma path.
3. Students with a Significant Cognitive Disability at the end of 8<sup>th</sup> grade who:
  - Have extremely limited or no receptive and expressive communication skills AND
  - Have a signed statement from the parent acknowledging the Certificate of Completion is not a traditional high school diploma and will not meet the requirements for entry into careers or post- secondary opportunities requiring a diploma.
4. Students with or without a Significant Cognitive Disability at the end of their third year of high school (6 semesters) who:
  - Have not earned at minimum of 3 English units, 3 math units, 2 science units, 2 social studies units, and 5 electives; AND
  - Have a signed statement from the parent acknowledging the Certificate of Completion is not a traditional high school diploma and will not meet the requirements for entry into careers or post- secondary opportunities requiring a diploma; AND
  - Have evidence of 3 or more years of intensive intervention implemented in middle and/or high school to earn Carnegie units. Evidence may include, but is not limited to:
    - o Progress monitoring data from reading intervention programs or math intervention programs
    - o Documentation of accommodations and modifications provided in the general education courses and assessments
    - o Course schedules outlining dedicated time for intervention.

The student's IEP committee determines the course of study for the Certificate of Completion. Areas of instruction should be developed based on the unique needs of the individual student. Course work shall be appropriate for the student and may include:

- Intensive remediation in deficit area skills
- Career preparation courses
- Life skills courses

Students earning the Certificate of Completion must have completed at least four (4) years of high school and/or be at least 19 years of age at the time of graduation.

Students pursuing a Certificate of Completion are required to participate in the Mississippi statewide assessment program deemed appropriate by their Individualized Educational Plan (IEP) Committee.

Students working toward the Certificate of Completion who meet the criteria for a Significant Cognitive Disability are required to participate in the high school end-of-course alternate assessment during the school year the student is enrolled in the corresponding alternate course (Alternate Biology, Alternate English II, Alternate Algebra).

Students working toward the Certificate of Completion who do not meet the criteria for a Significant Cognitive Disability are required to participate in the regular high school end-of course subject area test(s) during the school year the student is enrolled in the corresponding course(s).



## Appendix K

### Chapter 36: Graduation Requirements

#### *Rule 36.4 Assessments Required for Graduation*

1. All students enrolled in one of the four (4) end-of-course Subject Area Test courses **must** pass the course and participate in the applicable end-of-course Subject Area Test in order to earn the Carnegie Unit.
2. Beginning with school year 2014-2015, students shall graduate by passing the course and meeting *one* (1) of the following options:
  - Passing the applicable end-of-course Subject Area Test, or
  - Using options outlined in Chapter 36, Rule 36.5, or
  - Using the end-of-course Subject Area Test score with the overall course grade based on the Concordance Table for each of the four (4) end-of-course Subject Area Tests as provided to school districts by the Mississippi Department of Education. (Students must be enrolled in order to utilize this option.)
3. Beginning with school year 2015-2016, in addition to number two (2) above, all students enrolled may achieve a combined minimum score from the end-of-course Subject Area Tests to meet the requirement for graduation in lieu of passing the applicable end-of-course Subject Area Test.
4. Any Mississippi public school student who fails to pass a required end-of-course Subject Area Test, prior to school year 2016-2017, will be offered opportunities to retake the test.

#### **Archived Information Regarding Chapter 36, Rule 36.4 for Students Graduating Prior to School Year 2014-2015:**

Academic end-of-course Subject Area Tests were phased in during the 2001-2002 school year to replace the Functional Literacy Examination (FLE) as a requirement for graduation.

1. Students who began 9th grade PRIOR to 1999-2000 must pass the Functional Literacy Examination (FLE).
2. Students who began 9th grade in school year 1999-2000 must pass the Functional Literacy Examination (FLE) plus the Subject Area Test in U.S. History.
3. Students who began 9th grade in school year 2000-2001 must pass the mathematics section of the FLE plus the Subject Area Tests in U.S. History and English II.
4. Students who began 9th grade in 2001-2002 must pass the mathematics section of the FLE plus the Subject Area Tests in U.S. History, English II, and Biology.
5. Students who began 9th grade in 2002-2003 must pass the end-of-course Subject Area Tests in U.S. History, English II, Biology, and Algebra I. Students who began 9th grade in 2003-2004 and each year thereafter must pass all required end-of-course Subject Area Tests in U.S. History, English II, Biology, and Algebra I.

Source: *Miss Code Ann.* §§ 37-17-6 and 37-16-7 (Revised 4/2015, 4/2016, 6/2018)

## Part 3 Chapter 36, Rule 36.5: Graduation Requirements

### Rule 36.5 *Additional Assessment Options for Meeting End-of-Course (BOC) Assessment Requirements.*

*Rule 36.5 Additional Assessment Options for Meeting End-of Course (EOC) Assessment Requirements.* Rule 36.4, Assessments Required for Graduation, outlines the BOC assessment graduation requirements. State Board Policy Rule 36.5 provides approved options for students to meet these high school BOC assessment graduation requirements through approved alternate measures. State Board Policy Rule 36.5 applies to past, current, and future Mississippi students.

While it is possible that a student will meet one of the options below before taking the subject area test, this policy states that a student is eligible to use any of these options once he or she has failed to pass any required BOC assessment one (1) time. Specifically, students may meet the graduation requirements outlined in State Board Policy Rule 36.4 by attaining anyone (1) of the measures outlined below for each of the BOC assessments listed.

#### 1. Algebra I

- a. Obtain a score of **17** or higher on the Math subject sub score of the ACT.
- b. Earn a C or higher in a dual enrollment/dual credit/College Algebra.
- c. Obtain an ASVAB AFQT score of 36 (PICAT prescreen scores are not allowable) **plus one (1)** of the following:
  - i. Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
  - ii. Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and outlined in **Appendix A-5** in the current edition of the *Mississippi Public School Accountability Standards*.
- d. Obtain the Silver on the ACT Work Keys plus one of the following:
  - i. Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
  - ii. Earn an approved Industry Certification as specified in the Career pathway's Assessment Blueprint and in **Appendix A-5** in the current edition of the *Mississippi Public School Accountability Standards*.

#### 2. Biology I

- a. Obtain a score of **17** or higher on the Science subject sub score of the ACT.
- b. Earn a C or higher in a dual enrollment/dual credit/College-Biology I and the corresponding Biology lab.
- c. Obtain an ASVAB AFQT score of 36 (PICAT prescreen scores are not allowable) **plus one (1)** of the following:
  - i. Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
  - ii. Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in **Appendix A-5** in the current edition of the *Mississippi Public School Accountability Standards*.

d. Obtain the Silver Level on the ACT Work Keys **plus one (1)** of the following:

- i. Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
- ii. Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in **Appendix A-5** in the current edition of the *Mississippi Public School Accountability Standards*.

### 3. English II

a. Obtain a score of **17** or higher on the English subject sub score of the ACT.

b. Earn a C or higher in a dual enrollment/dual credit/College English Composition I.

c. Obtain an ASVAB AFQT score of 36 (PICAT prescreen scores are not allowable) **plus one** of the following:

- i. Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
- ii. Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in **Appendix A-5** in the current edition of the *Mississippi Public School Accountability Standards*.

d. Obtain the Silver Level on the ACT Work Keys **plus one (1)** of the following:

- i. Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
- ii. Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in **Appendix A-5** in current edition of the *Mississippi Public School Accountability Standards*.

### 4. U.S. History

a. Obtain a score of **17** or higher on the reading subject sub score of the ACT.

b. Earn a C or higher in a dual enrollment/dual credit/College American History II.

c. Obtain an ASVAB AFQT score of 36 (PICAT prescreen scores are not allowable) **plus one (1)** of the following:

- i. Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
- ii. Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in **Appendix A-5** in the current edition of the *Mississippi Public School Accountability Standards*.

- d. Obtain the Silver Level on the ACT Work Keys plus one (1) of the following:
- i. Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
  - ii. Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in **Appendix A-5** in the current edition of the *Mississippi Public School Accountability Standards*.

Source: *Miss. Code Ann. §37-1-3, 37-17-6, and 37-16-7* (Revised 7/2017, 7/2019)

### MDE Revision to Concordance Tables Effective 2021-2022

Concordance tables, effective beginning with the 2014-2015 school year, provide opportunities for students who do not obtain a passing score on an EOC assessment to utilize a different graduation option, using a combination of the assessment scores with the final course grade. The tables provide the final course grade required to use with the scale score obtained on the EOC assessment. Remember, students must be enrolled in school to utilize the concordance table option.

The Mississippi Department of Education (MDE) has worked with the Technical Advisory Committee (TAC) to develop one universal concordance table that shall be used for each of the four EOC subject area assessments. The concordance tables were developed during each of the EOC test administrations, and the universal concordance table concept will alleviate confusion in determining which concordance table to apply for each test administration.

**Universal Concordance Table**

Concordance Table	Scale Score			
Grade in Course	1049-1048	1047-1046	1045-1044	1043-1042
A	Pass	Pass	Pass	Pass
B	Pass	Pass	Pass	Fail
C	Pass	Pass	Fail	Fail
D	Pass	Fail	Fail	Fail

# Daily Schedules for Choctaw County Schools

## ACKERMAN ELEMENTARY SCHOOL

Drop Off	<b>7:20 – 7:40</b>
Tardy Bell	<b>7:45</b>
Car Rider Dismissal	<b>2:45</b>
Bus Rider Dismissal	<b>2:55</b>

## CHOCTAW COUNTY HIGH SCHOOL

Drop Off	<b>7:15 – 7:35</b>
Tardy Bell	<b>7:40</b>
Dismissal (Bus/Car)	<b>3:10</b>

## FRENCH CAMP ELEMENTARY SCHOOL

Drop Off	<b>7:20 – 7:40</b>
Tardy Bell	<b>7:45</b>
Bus Rider Dismissal	<b>2:45</b>
Car Rider Dismissal	<b>2:50</b>

## WEIR ELEMENTARY SCHOOL

Drop Off	<b>7:10 – 7:30</b>
Tardy Bell	<b>7:30</b>
Car Rider Dismissal	<b>2:30</b>
Bus Rider Dismissal	<b>2:45</b>

# CHOCTAW COUNTY SCHOOL DISTRICT

## 2025 - 2026 CALENDAR

<b><u>Date</u></b>	<b><u>Day</u></b>	<b><u>Activity</u></b>
July 14 – July 25	Staff chosen - 2 days	Staff Professional Development
July 28 – July 31	Monday - Thursday	Staff Professional Development
August 1	Friday	Students' First Day
<i>September 1</i>	<i>Monday</i>	<i>Labor Day HOLIDAY</i>
<b>September 10</b>	<b>Wednesday</b>	<b>Progress Reports (T1)</b>
October 6 - 10	Monday-Friday	<b>1<sup>st</sup> Nine Weeks Report Cards (T1)</b>
<b>October 15</b>	<b>Wednesday</b>	Fall Break
<b>Nov. 19</b>	<b>Wednesday</b>	<b>Progress Reports (T2)</b>
<i>Nov. 24 – 28</i>	<i>Monday – Friday</i>	<i>Thanksgiving Holidays</i>
Dec. 16 – 19	Tuesday-Friday	Exams
December 19	Friday	60% Day
<i>Dec. 22 – Jan. 2</i>	<i>Monday-Friday</i>	<i>Christmas HOLIDAYS</i>
January 5	Monday	Students' First Day
January 6	Tuesday	<b>1<sup>st</sup> Semester Report Cards</b>
<b>January 7</b>	<b>Wednesday</b>	<i>Martin Luther King HOLIDAY</i>
<i>January 19</i>	<i>Monday</i>	<b>Progress Reports (T3)</b>
<b>February 11</b>	<b>Wednesday</b>	<i>President's Day (SNOW DAY)</i>
<i>February 16</i>	<i>Monday</i>	Staff Professional Development
<i>March 9 – 13</i>	<i>Monday – Friday</i>	<i>Spring Break</i>
<b>March 18</b>	<b>Wednesday</b>	<b>3<sup>rd</sup> Nine Weeks Report Cards (T3)</b>
<i>April 3</i>	<i>Friday</i>	<i>Good Friday HOLIDAY</i>
<i>April 6</i>	<i>Monday</i>	<i>Easter Monday (SNOW DAY)</i>
<b>April 22</b>	<b>Wednesday</b>	<b>Progress Reports (T4)</b>
May 11 – 13	Monday-Wednesday	Senior Exams
May 14	Thursday	Last Day for Seniors
May 15	Friday	CCHS Graduation
May 19 – 21	Tuesday-Thursday	Exams
May 22	Friday	Make Up/60% Day/Faculty Last Day

Staff Days—187 Days

Students—180 Days

