



Chieftain PRIDE

**Chickasaw City School System
Parent - Student Handbook
2024-2025**

Chickasaw City School System Board of Education

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OCR Non-Discrimination Statement

Chickasaw City Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Title IX Director (251) 380-8114.

Chickasaw City School Vision Statement

Chickasaw City Schools is preparing ALL students for the day after graduation.

School System Mission Statement

Establishing a culture within faculty, staff, and students who demonstrate the Chieftain Values of PRIDE.

Pledge of Students

Today, I pledge to be a responsible, respectful, and dedicated student who is prepared to learn and meet the high expectations of my school, family, and community.

Guidelines for Success Chieftain PRIDE

A graphic with a dark blue background and red borders at the top and bottom. The word "Chieftain" is written in a red, stylized font at the top. Below it, the letters "P R I D E" are written in large, white, bold, sans-serif font. Underneath each letter is a corresponding value in red text, followed by a list of actions in white text.

P	R	I	D	E
Prepared	Respect	Integrity	Determination	Excellence
* Be On Task * Be On Time	* Value Yourself and the School Campus * Respond to Greetings from Others * Be Considerate and Treat Others with Care	* Be Honest * Apologize * Take Responsibility for Your Actions	* Do the Right Thing * Make Good Choices * Follow Through	* Do Your Best * Set High Goals

Colors

Red
White
Navy Blue

Mascot

Chieftain

Table of Contents

Section 1: Communication.....4

Section 2: Uniform Requirements..... 5

Section 3: Attendance Procedures.....6-7

Section 4: Student Behavior Procedures.....8-11

Section 5: Special Education Programs; Child Find, 504, Gifted12-13

Section 6: Jamari Williams Student Bullying Prevention Act.....14

Student 7: Promotion and Retention.....15

Section 8: Health and Safety Information.....16-20

Section 9: Additional School Information.....21-23

Acknowledgment.....24

Section 1 Communication

Chickasaw City School System utilizes the following communication with stakeholders:

1. Chickasaw City Schools website - www.chickasawschools.com
2. Email
3. Text Messages
4. Phone Calls / Messages
5. Social Media
 - a. Facebook: Chickasaw City Schools
 - b. Twitter: @ChickasawSchool
6. U.S. Mail
7. Letter via Student
8. Conferences

The majority of parent communication will take place through the district communication platform. **Please do not block Chickasaw School messages.**

School Hours

- Arrival 7:45 a.m.
- Tardy bell 8:15 a.m.
- Dismissal begins at 3:00 p.m.
- All car riders need to be picked up by 3:20 p.m.

Section 2 Uniform Requirements

CHICKASAW CITY SCHOOLS UNIFORM POLICY 2023-2024

***No dress or appearance should be distracting to the educational environment.*

Grade Level	Bottoms	Shirts	Belts/Jewelry/Hair Accessories	Shoes	Outwear
Pre-K-6	<p>Navy blue pants and shorts</p> <p>Shorts may not be more than 2” above the knee.</p> <p>Pants are to remain pulled up at all times. No sagging allowed.</p> <p><u>Girls only:</u> Navy blue jumpers, skirts, or skorts</p> <p>Solid white or solid navy tights with feet may be worn.</p>	<p>Red polo only.</p> <p>School t-shirt on Fridays</p> <p>Undershirts plain white, red, or navy blue (No writing, logos, or pictures)</p> <p>Shirts must be tucked in.</p>	<p>Any solid color belt may be worn with a standard buckle.</p> <p>No gauges or facial piercings are allowed.</p> <p>Students may wear any school-colored ribbons or hairbands.</p> <p>No hats, wave caps, or bandanas are allowed.</p> <p>Clear backpacks</p>	<p>Any type of tennis shoe is permissible.</p> <p>The following is not permissible: heeled shoes, open-toe or open-heel, Crocs, boots.</p> <p>Socks must be worn at all times.</p> <p>Pre-K students will wear velcro type shoes.</p>	<p>Solid navy blue, red or white sweaters or sweatshirts may be worn. Outerwear may button, zip, or be a cardigan sweater.</p> <p>Jackets may have hoods, but the hoods cannot be worn on the student’s head on the bus or once on the school campus.</p> <p>During extremely cold weather, a heavier coat may be worn that is navy blue, red, or white.</p> <p>Anything written on the outerwear must be in school colors, logo, etc. Nothing offensive can be on the outerwear.</p>

***Administrators may allow for variances for special events.**

Section 3 Attendance Procedures

Responsibility of Parent

Students are required to be on time for school. It is the parent or guardian's responsibility to ensure their children arrive on time each day. *Pre-K parents refer to the Pre-K attendance procedures.*

Any time a student is absent, the parent or guardian must send a written note to the school

explaining the absence. A satisfactory note from a parent or guardian meets the following state guidelines: illness, death in the immediate family, inclement weather (as determined by the Superintendent) which would be dangerous to the life and health of the child,

legal quarantine, emergency conditions as determined by the principal, and prior permission of

the principal and consent of the parent or guardian. To be counted as an excused absence, the

note or doctor's excuse must be received by the school within three (3) days of the student's

return to school.

- After the third (3rd) consecutive absence a home visit may be conducted and/or parent contact will be made to check on the child's well-being.
- After the fifth (5th) unexcused absence, the parent/guardian may be required to meet with the school principal or his/her designee.
- After the (7th) unexcused absence the parent/guardian will receive a letter from the District Attorney's Office and be referred to the Early Warning Truancy Program.
- After the tenth (10th) unexcused absence, the parent/guardian will be referred to the Mobile County Juvenile Court System.
- A written note from a parent or guardian, as described above, will excuse absences for up to but not to exceed eight (8) absences. Further absences will require a doctor's note to be coded excused.
- Once a student reaches the eighteenth (18th) day of absenteeism, regardless of the reason (unexcused, excused) that student counts against the school on the state report card.
- Prior permission must be obtained from the principal for excused absences due to out-of-town trips.
- Students must be in attendance one-half of the instructional day to be counted present.
- An early dismissal before ½ day (3 ½ hours) or a tardy after ½ day is counted as an absence.
- To participate in extracurricular activities after school, students must have attended school that day.

Early Dismissals

Early dismissals occur when a student reports to school and leaves the campus before the end of the school day. *The following early dismissal policies and procedures are in place:*

- No student will be allowed to leave the campus with anyone other than a parent/guardian unless that person is listed on the student's emergency contact list as stated in the Student Information System.
- Parents, guardians, or someone listed as a contact must sign the student out before leaving campus. Any adult wanting to check out a student must be prepared to show a valid ID to office personnel.
 - Students will NOT be allowed to leave campus after arrival without a parent checkout.
- Parents are requested to schedule all appointments for their children after the regular school day.
- No early dismissals are allowed after 2:30 p.m.

Under Alabama law (§16-28-12, §13A-13-6, Code of Alabama), parents/guardians are required to:

- Enroll the child in school.
- Make sure the student is well-behaved while in school.
- Make sure they are on time, attend school, and remain at school once there.

Out-of-district students must adhere to the following criteria:

1. A minimum of 95% attendance rate
2. Appropriate classroom, school, and extracurricular conduct. Specifics are at the principal's discretion.
3. Passing Grades

Make Up Work

Make-up work is defined as any assignment or test, which was assigned when a student was not present in class due to an absence or early dismissal. Students and parents should remember that much of the instruction a student misses when absent (notes, class discussion, and teacher explanation) cannot be made up.

The following make up work policies and procedures are in place:

- It is equally the teacher's, student's, and parent's responsibility to request make-up work and tests from the teacher within three (3) days of their return to school. Arrangements are made at the teacher's discretion.
- For administrator-approved advance-notice absences (field trips, school activities on or off campus, etc.), the student/parent may request the make-up work **before** the absence occurs and return to class with all work completed.

Section 4 Student Behavior Procedures

Chickasaw City Schools are designated Safe and Civil Schools.

The faculty and staff at each school are trained on best practices for:

- Managing behavior in common areas and with schoolwide policies
- Foundations of behavior support, and improve processes
- Providing a safe and civil school climate
- Responding to misbehavior through an instructional approach

Student Rights and Responsibilities

The City of Chickasaw Board of Education possesses the responsibility to offer an education that shall be provided in an orderly, healthy atmosphere, both firm and fair in all matters about school life.

Every student shall comply with all rules and regulations of both the State and the Board pertaining to pupil behavior. Codes of student conduct shall be based on maintaining within each school a proper atmosphere for learning. Code of conduct shall be consistent with the policies of the Board, which, in turn, shall be in full compliance with State and Federal statutory provisions.

Positive Behavior Supports (PBS), a framework for establishing the social culture and behavioral supports needed for the school to be an effective learning environment, both academically and behaviorally for all students, is used throughout Chickasaw City Schools. We work diligently to proactively teach students appropriate behaviors through positivity. For the majority of students, a proactively managed school/classroom will provide adequate structure for behavioral success.

Other characteristics of Positive Behavior Supports include:

- A broad range of systematic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior with all students.
- A basis for understanding why problem behaviors occur.
- Altering environments, teaching skills, and focusing on positive behaviors.
- Prevention of problem behaviors from escalating with **early intervention** if problems do occur.
- Organized in tiered levels of behavior and academic support for students, and works hand in hand with the Problem Solving Team (PST)/Response to Instruction (RTI) framework. Our goal is to teach and learn proactive behaviors and promote optimal social and academic outcomes for everyone.

Alabama Multi-Tier System of Supports (AL-MTSS)

This is a comprehensive and prevention-based framework that encompasses the academic, behavioral, and foundational wellness needs including physical and mental health to support the whole child and is aligned with the Alabama Achieves Strategic Plan.

The MTSS framework is comprised of four essential components: 1) screening, 2) progress monitoring, 3) multi-level prevention system, and 4) data-based decision-making.

Student Code of Conduct

Proper behavior by students is essential for the establishment of a school environment that is conducive to academic learning, safety, and social development of students. The Student Code of Conduct is designed to acquaint students and their parents/guardians with the specific behaviors prohibited in the school system's schools and the disciplinary measures that will be administered for violations of the code. It is the intent and desire of the Board and School System personnel to provide a safe and cooperative learning/teaching environment where students and teachers work together in their best interest. To this end, students should recognize that teachers and school administrators have both the authority and responsibility to maintain classroom discipline and to deal with general school disturbances. Only when the action taken by the teacher is ineffective, or the disruption is sufficiently severe, should the student be referred to the principal or designee. Students who consistently disrupt class and/or exhibit poor work habits will be referred to an administrator and/or a guidance counselor.

When a student is referred for a violation of the Code of Conduct, the principal or designee will hear the student's explanation, investigate, and determine the disposition.

Behavior Standards for Students

Students will follow all local school policies and the Chickasaw City School System Code of Conduct at all sponsored activities during and after school hours on the school campus or other locations.

Violations of the Code of Conduct are grouped into three classes: Minor, Major, and Severe. Each class is followed by a disciplinary procedure, which will be implemented by the principal or designee. Disciplinary actions may include revoking of automobile and/or parking, break detention, after-school detention, Saturday school, in-school suspension, out-of-school suspension, placement in an alternative school setting, or recommendation for expulsion. Parental/guardian contact will be made as soon as possible. Law enforcement and/or juvenile court personnel will be contacted when appropriate.

Class A Minor Offenses:

Disobedience
Unauthorized Absence
Unauthorized Communication Device
Disruptive

Class B Major Offenses:

Repeated Minor Offenses
Defiance
Profanity/Vulgarity
Trespassing
Inciting a Disturbance
Harassment
Inappropriate Use of Technology
Trespassing
Gambling
Other Incident

Class C Severe Offenses:

Repeated Major Offenses
Possession/Use/Sale Alcohol
Possession/Use/Sale Drug
Firearm Component/Possession/Sale/Use
Handgun Possession/Sale/Use
Knife Possession/Sale/Use
Other Weapon Possession/Sale/Use
Other Unknown Weapon Possession/Sale/Use
Homicide
Kidnapping
Tobacco Possession/Sale/Use Including Vape
Arson
Theft/Larceny
Theft Motor Vehicle
Threat/Intimidation
Criminal Mischief
Fire Alarm Abuse/Tampering
Bomb Threat
Sexual Battery
Sexual Harassment
Sexual Assault
Sexual Offenses/Other
Robbery
Disorderly Conduct
Fighting / Assault

Bus Behavior

School rules apply on the bus/bus stop and behavior is subject to disciplinary action. Behavior that results in a distraction of the bus driver will be tolerated. Obey the driver at all times for

student safety. Bus drivers are not able to have conversations during bus route transportation. Any questions or concerns for the driver need to be addressed through school administration.

It is unlawful for any unauthorized person to enter upon the school bus.

Disciplinary Actions

1st Offense: Parent contact and possible (3) school day suspension and/or bus suspension

2nd Offense: Parent contact and possible (5) school day suspension and/or bus suspension

3rd Offense: Parent contact and possibly suspension from the bus for the remainder of the school year.

Cell Phones / Communication Devices

Any wireless communication devices brought to campus will be placed in a lockbox or secured in another manner.

The use of personal wireless communication devices is prohibited on the school campus and/or bus during school hours.

The Board assumes no responsibility for theft, loss, or damage to personal communication devices. Failure to comply will result in disciplinary action including confiscating the device.

- **1st Offense** - The device will be held by the administration to be picked up by a parent/guardian at the end of the school day. Refusal to relinquish the device will result in further disciplinary action.
- **2nd Offense** - This may result in loss of the privilege of having a device at school and/or suspension.

Grievance Procedures:

Chickasaw City Schools' staff will treat all students and parents / guardians with respect and our expectation is for students and parents/guardians to return the courtesy. After meeting with the administrator, if the parent/guardian does not agree with the disciplinary decision of the administrator, the following process can be followed:

1. Request and complete a complaint form at the Central Office (201 North Craft Hwy, 36611).
2. Request a meeting with the Superintendent or designee.
3. Request a hearing with the Chickasaw City Schools Board of Education.

Special Education:

The following procedures shall apply to the disciplining of students identified with a disability as defined in the Individuals with Disabilities Education Improvement Act of 2004. A special education student who commits an act of misconduct that warrants suspension may be placed on short-term suspension following the same procedures that apply to other students. A short-term suspension is defined as a suspension for up to, but no more than ten school days in a school year. The school system is not required to provide educational services for the first ten school days in a school year. After the student has been removed for ten school days in a school year, for any subsequent removals, the school administrator must follow the procedures below:

- The Individualized Education Plan (IEP) Team must convene to determine whether the student's misconduct had a direct and significant relationship to his/her disability (manifestation determination). Once the student has been suspended for ten days, a manifestation meeting must be held before the decision for another suspension is made.
- If it is determined that the behavior is a manifestation of the student's disability, conduct a functional behavior assessment (unless one was conducted within 18 months) and implement a behavior intervention plan. If a behavior intervention plan has been developed, it should be reviewed and modified as necessary to address the behavior and the student is returned to the placement from which the student was removed.
- If it is determined that the behavior is not a manifestation of the student's disability the same procedures used for other students may be applied, except that the student should continue to receive educational service
- In special circumstances due to a weapon, illegal drugs, or serious bodily injury, school personnel may remove a student to an interim alternative educational setting (IAES) for not more than 45 days without regard to whether the behavior was determined to be a manifestation of the disability. On day 46, the student returns to the school environment from where he/she was
- removed, unless the IEP Team determines another least restrictive environment is appropriate.

Section 5 Child Find, 504, Gifted Students

What is Child Find? Child Find is a statewide effort by the State Department of Education and the Department of Rehabilitation Services to locate, identify, and evaluate children with disabilities from birth to age 21.

How Does Child Find Work? Early Intervention and Special Education Services work closely with community service agencies, parents, and local school systems to locate children with disabilities. Telephone numbers are provided for parents or other persons interested in information about referring a child from birth to age 21.

Why is Child Find Important? Child Find helps the child, the family, and the provider plan appropriate services for students meeting eligibility requirements in a disability area.

Contact Information

Chickasaw Elementary School (251) 452-6452
Special Education Support Specialist (251) 380-8383
Alabama State Department of Education (800) 392-8020

Section 504 is a part of the Rehabilitation Act of 1973 that prohibits discrimination based on disability. Section 504 is an anti-discrimination, civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled are met.

Section 504 states that: “No otherwise qualified individual with a disability in the United States, as defined in section 706(8) of this title, shall, solely because of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...” [29 U.S.C. §794(a), 34 C.F.R. §104.4(a)].

Section 504 requires schools to provide students with disabilities with appropriate educational services designed to meet the individual needs of such students to the same extent as the needs of students without disabilities are met. An appropriate education for a student with a disability under the Section 504 regulations could consist of education in regular classrooms, education in regular classes with supplementary services, and/or special education and related services.

Gifted Students

The Chickasaw Schools District is in search of students who display gifted characteristics. If your child or a child you know may be considered gifted, please contact your school guidance counselor, or contact the Chickasaw City Schools Special Education Support Specialist at 201 N. Craft Hwy, Chickasaw 36611 or (251) 380-8383.

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

Identification of Gifted: Students may be referred for consideration for gifted services by teachers, counselors, parents or guardians, peers, self, or any other individuals with knowledge of the student’s abilities. All second grade students will be observed as potential gifted referrals.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered into a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

Eligibility Determination: An Eligibility Determination Team will determine eligibility based on the results of aptitude/creativity test scores, student products, portfolios, work samples, and grades.

Section 6 Jamari Williams Bullying Prevention Act (Excerpt)

Bullying, Intimidation, Violence, and Threats of Violence Prohibited

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

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

- (a) "Bullying" means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following: Place a student in reasonable fear of harm to his or her person or damage to his or her property. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student. Have the effect of substantially disrupting or interfering with the orderly operation of the school. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student
 - (b) "Hostile environment" means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.
 - (c) "Violence" means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
 - (d) "Threat" means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention handbook may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.
 - (e) "Threat of violence" means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.
 - (f) "Intimidation" means an unjustified threat or other action that is intended to cause fear or apprehension in a student.
 - (g) "Student" as used in this policy means a person who is enrolled in the public school system.
- Helpful resources: "Best Practices in Bullying Prevention," found at <http://stopbullyingnow.hrsa.gov>.

Section 7 Student Promotion and Retention

Grades K-6

The authority for determining promotion and retention rests entirely with the teacher(s) and the principal, except that a kindergarten student may be retained only upon approval/agreement of the student's parent(s) or guardian(s).

Passing reading and math in grade levels (1-6) is required for promotion to the next grade. For a student to be promoted to the next grade level, he/she must have earned a total of 240 points at the end of the 4th quarter.

Students who are not proficient in reading in grades 1-3 will have the opportunity to attend the summer reading camp. Fourth and 5th grade students who are not proficient in math will have the opportunity to attend summer math camp.

Sixth grade students who do not have a total of 240 points in the areas of language arts, or science, or social studies will be required to attend summer school at the middle school. Students who do not have 240 points in reading and/or math will be retained in 6th grade. They have the opportunity to attend summer school but must pass the summer course to be promoted.

Section 8 Health and Safety Information

The Health Services Department assists students and staff in the areas of health services, health education, and a healthy environment.

Emergency Information

A health information form is completed for each student who enrolls at Chickasaw City Schools (CCSS) during the registration process. The form indicates the address, telephone numbers, and person to contact in the event of an emergency. Parents are requested to keep the form up-to-date by notifying the school of any changes. Chronic illnesses should be reported to the school nurse or the Nursing Supervisor.

Medication Protocol

All medications require a complete Alabama State Department of Education School Medication Prescriber/Parent Authorization (PPA) form. New forms must be renewed at the beginning of every school year and any time the doctor changes prescribed medication. Only the prescriber (MD, NP, PA) can change a medication order (dose, frequency, specific time, etc.). Changes to the medication orders by a parent/guardian will not be accepted.

Note: Only one medication per Prescriber/Parent Authorization (PPA) form is acceptable. If a student has multiple medications, a separate PPA must be completed and signed for each medication.

Medication Guidelines

- All medications must be hand delivered by the parent or guardian to the school nurse. This includes all students who "Self-Administer" and/or "Self Carry" medications.
- The school nurse must verify all orders before students are allowed to carry and self-administer their medications.
- The school nurse will count all medications in the presence of the parent or guardian. The parent/guardian and the nurse will sign a form that indicates the medications were received, counted, and secured by the school.
- All medications are locked in a secure medication container/cart at all times except those with permission to carry their medication.
- The parent or guardian will be notified when their child's medication is completed or becomes out of date. Expired medications will not be given at school.
- No more than a 30-day supply of controlled medication should be supplied for the student to take at school. The parent/guardian will be responsible for updating that supply monthly.
- All student medications must be picked up by the last day of school, before summer break, or the medications will be destroyed per federal regulations (in the presence of a witness, as indicated). No medications will be kept at school over the summer.
- The parent/guardian will provide the school nurse with a list of possible side effects for medications taken over 30 days.

- Any medications found on a student without adhering to all appropriate procedures, must be held in the nurse's station by the nurse until a parent can pick them up.

Prescription Medications

- Should be in the original container with a current pharmacy prescription label attached.
- Should have the correct student's name on the prescription label, be identical to the PPA form, and have a valid date of expiration. Expired medications will not be accepted.
- Should not be mixed with any other medications (unless indicated on the label).
- Should have a completed PPA form signed by a doctor and parent/guardian per prescription.

Over the Counter Medications

- Requires completion of the PPA form signed by the parent/guardian and physician.
- Must be provided by the parent/guardian in the original sealed container identifying the medication name, dosage, and manufacturer's labeling.
- Distributed according to manufacturer's recommendations/physician's order.
- **Inhalers** - All students with inhalers must have a copy of the prescription label attached to the inhaler or the inhaler should be in the original prescription labeled box.
- **Epi-Pens (TwinJect, Epinephrine, Adrenalin)** - All students with Epi-Pens, TwinJects, and other pre-filled single-use epinephrine auto-injectors must have a copy of the original pharmacy prescription label attached to the cartridge holder or the original box.
- Students may only carry medications indicated for a "chronic" health condition (asthma, diabetes, seizures, etc.). The doctor must indicate the "chronic" condition on the PPA and check the "kept on person" and/or "self-medication" box on the PPA. This must be approved by the school nurse.

Allergy Guidelines

If a student has a severe allergy or intolerance, the parent/guardian needs to indicate this condition on the Health Assessment Form and notify the school nurse by providing the “**Diet Prescription for Meals At School**” form completed by their physician.

Allergies to peanuts and peanut products are not uncommon. Anaphylaxis is a severe allergic reaction that could occur due to such allergies. To ensure a safe environment for our students, do not bring peanuts or peanut products to school

Communicable Diseases

CCSS follows the Mobile County Health Department guidelines for communicable disease control and prevention. Listed below are a few of the common communicable diseases that nurses encounter in the school setting.

Head lice – Pediculosis, more commonly known as head lice, is routinely found in early education, elementary, and middle school student age groups. Children with live bugs will not be allowed in school until their heads have been treated and the nits removed. All nits must be removed to prevent re-infestation. The nurse will need to check your child’s head to ensure there are no remaining live lice or nits before your child returns to his/her classroom.

Pinkeye – Conjunctivitis can be very contagious. If the white of your child’s eye is red and has a thick yellow or **greenish-colored** drainage, you should keep your child at home. Drainage due to allergies is usually clear and involves both eyes simultaneously. Pinkeye may involve only one eye at a time. Children with pinkeye are usually light sensitive and complain of itching, burning in the eye(s), swollen eyelids, and dried discharge on eyelids upon awakening. Children will not be allowed to return to school until the pinkeye has cleared up and documentation of release from a healthcare provider.

Impetigo – Impetigo are sores that have become infected and can be found anywhere on the body including the face. The sores can drain infected material before becoming crusty. If the sores have not dried, they will need to be covered while the student is in school. Your child can return to school once treated by a physician, and it has been at least 24 hours. Upon returning to school, the parent will need to provide a written statement from the treating physician.

Ringworm – **Tinea Corporis** (ringworm) is a fungal infection of the skin, hair, and nails. Ringworms must be covered with a clean dressing while the child is at school. Ringworm of the head (**scalp** hair – Tinea Capitus) will need to be evaluated by a physician and documentation must be provided.

Strep throat – If your child has been diagnosed as having strep throat (this requires a special test by a health care provider), your child should stay home for 48 hours after antibiotic therapy has been started by a physician. A physician’s note will be required upon the student’s return.

Illness Guidelines

The First Aid room is for the temporary relief of minor aches and pains of students. Students with minor illnesses will be treated within the guidelines and sent back to class. Any student who is sick will be sent home. If you receive a call to pick up your child due to an illness, it is your responsibility to make arrangements within 2 hours of notification. Failure to respond may result in notification of DHR.

Many parents are concerned about when to keep children who have been ill home from school. These are a few of the most common reasons children should stay home or may be sent home from school.

Fever – Your child should stay home if he/she has a fever of 100 degrees (orally) or higher and should remain home for a minimum of 24 hours or more if deemed necessary by the school nurse after the fever has gone without medication.

Sore throat – Sore throats are very common and can be caused by sinus drainage, mouth breathing, viruses (colds), bacteria (Strep), dehydration, and anything that can irritate tissue (such as food, hot liquids, etc). When a student has a fever with a sore throat, the student should

see a healthcare provider before returning to school. A student who has a sore throat with a fever of 100 degrees or more will be sent home.

Vomiting and/or diarrhea – A student should stay home from school if he/she has vomited or has had diarrhea (more than two or three loose stools) just before the start of the school day and remain at home for 48 hours after the vomiting/diarrhea have subsided. If one or two loose stools are present along with vomiting or fever, your child should remain at home. If diarrhea continues for more than 48 hours, your child will need a doctor’s written statement to return to school.

Cough/nasal drainage – A chronic cough can spread germs and be disruptive in a classroom. Please consider this when deciding to send a student to school. The school nurse may evaluate a student with a cough, and if determined to be excessive, may be sent home. Your child should not come to school with excessive coughing, sneezing, and nasal drainage. If the child has been kept awake at night with these interruptions, please allow the child to recover at home. For a student to have cough medicine at school, the student must have a Prescriber/Parent Authorization Form (PPA) completed and signed by both a doctor and a parent/guardian. The parent/guardian must bring the medication to the school nurse.

Rash – There are all types of rashes. Some are nothing more than irritated skin, while others are very contagious. Any child who has an undiagnosed rash should not attend school. A child should be taken to their physician for evaluation of rashes, especially if there is an association with fever, sore throat, or cough. When the child is sent home from school with a rash, a physician’s note is required for the child to return to school.

Health Screening, Assessment, and Care

The school nurse may provide screenings such as vision, hearing, dental, scoliosis, blood pressure, and various other assessments/referrals. The school nurse also provides chronic disease management and education for students, along with identification, assessment, intervention, and evaluation of student health concerns. Vision screening is performed with all K, 2nd, and 4th grade classes. **Vision** and hearing screenings are performed at all schools upon request. Scoliosis screening is offered to all 5th grade students upon request. The school nurses perform all screenings for referrals from special education and other intervention programs. If a parent/guardian would like to request a vision and/or hearing screening be performed on their student, please send a request to the school nurse. All health screenings require written parental consent.

CCSS complies with the offering of immunizations and influenza clinics in the school setting. In the fall, influenza clinics are offered. In the spring, the clinics are offered for Tdap, Meningitis, and HPV.

CCSS has partnered with Franklin Primary Health Center to offer a variety of medical services on campus. These include medical, dental, and vision care, immunizations, and behavioral health. Parents must complete a consent form for their child to receive these services.

Immunization

Alabama law requires all students to have a current Immunization Card (Blue Card). The original Blue Card is kept in the student's health file at the student's school and must be updated per state guidelines.

The certificate may be obtained from the physician or clinic that administers the vaccine or may be completed by any county health department in the state if the parent/guardian presents a vaccine record from the provider. For students who are moving to Alabama, out-of-state vaccine records must be transferred to the Alabama Certificate of Immunization before school enrollment. This may be accomplished by taking a vaccine record from the provider to the local county health department, or, if the family has chosen a physician in Alabama, the physician may transpose the record.

The state of Alabama does not recognize philosophical, moral, or ethical exemption from vaccination. A physician may issue a medical exemption or an Alabama Certificate of Religious Exemption may be obtained from the local county health department.

Parents/Guardians are recommended to go to [cdc.gov](https://www.cdc.gov) and type in meningococcal disease in the search box for information on awareness, prevention, and vaccination of Meningococcal Meningitis.

Sunscreen Use at School

Students will be allowed to possess and use Federal Food and Drug Administration-regulated over-the-counter sunscreen at school and school-based events. Any student, parent, or guardian requesting a Board employee to apply sunscreen to a student shall present the nurse with a Parent Prescriber Authorization Form. The student, parent, or guardian is responsible for providing sunscreen. Sunscreen must be: 1) safe for the age of a particular child; 2) in the original container; 3) within the expiration date noted on the product; and 4) properly labeled and with the child's full name.

Backpack Awareness Policy

Information on Backpack awareness shall be provided to parents, guardians, students, and school system employees. Backpack Act (2017-19) provides awareness of the dangers of heavy backpacks. Go to www.bacsupport.com for more information.

Accidents

Any accident that occurs on school property, in school-sponsored transportation, or school-sponsored events must be reported immediately to the school nurse, lead nurse, and school administrator.

COVID-19 Guidelines (includes guidelines for health screenings at home, protocols, and masks)

CCSS has a comprehensive pandemic plan to address issues surrounding COVID-19. CCSS's framework is by local government health orders, Alabama Department of Public Health/Mobile County Health Department guidance, Alabama State Department of Education guidance, and a continuum of decisions that must be made to safely operate schools. Successful implementation will require a community effort. As scientific-based protocols evolve, CCSS will remain committed to complying with the Centers for Disease Control (CDC) and Alabama Department of Public Health (ADPH) recommended guidelines.

If your child has received a positive diagnosis for Covid, he/she may attend school if:

- They have been fever-free (100 degrees or higher) without medication for at least 24 hours.
- Their symptoms are improving overall for at least 24 hours.

Students will be evaluated according to the individual symptom/illness policies in the Parent/Student Handbook.

Masks are available at school.

It is recommended that people who are recovering from Covid or other respiratory viruses take additional precautions for five days. They include wearing well-fitting masks, washing their hands, limiting close contact with others, improving ventilation in their spaces, and testing as needed.

Parents, guardians, and students will need to help assist with the following protocol for monitoring symptoms before reporting to school.

- Parents/guardians are directed to keep the child home if they are sick.
- Monitor student health the evening before school and the morning of school.
- Do not send students to school if he or she has one or more of the following symptoms:
 - Fever of 100 or higher the day before or the morning of the school day.
 - Cough, runny nose, and/or trouble breathing,
 - Diarrhea and/or vomiting,

Section 9 Additional School Information

Schedule Changes

All schedule and homeroom changes must be approved by the administrator.

Progress Reports

Progress reports will be issued to all students throughout the school year between report cards.

Parent Conferences

Parent/guardian conferences are welcome at Chickasaw City Schools. Appointments made in advance enable teachers and staff members to plan more productive conferences. The teacher's planning period is the ideal time for these conferences. All parents are to report to the office for the scheduled conference.

Student/Parent Responsibilities for the Care of Textbooks and Library Books

All textbooks issued are the property of the State of Alabama and Chickasaw City School System and shall be retained for normal use only during the time students are engaged in the course of study for which textbooks are selected.

Textbooks issued to students may be used in the same manner and to the same extent as though such textbooks were owned by the student. Each student must recognize their responsibility for the proper care of textbooks checked out to them by observing the following practices:

- Keep the textbook clean outside and inside.
- Refrain from marking in the textbook.
- Avoid turning down, tearing, or otherwise damaging pages.
- Refrain from placing the textbook where it may become soiled or damaged by water or the weather.
- Parents and students may be held responsible for any LOSS, ABUSE, or DAMAGE that exceeds what would result from normal use.
- All textbooks must be returned to the issuing school by the student when he/she is promoted or transferred and when he/she terminates his/her attendance for any reason.

Internet Usage

The Chickasaw City School System intends to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use only information that is appropriate, beneficial, and/or required for his/her various curricular or extracurricular activities or staff duties. Internet access is provided to allow students, faculty, and staff to conduct research. Users will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner. Students must provide written permission from legal custodial parents and a signed copy of permission to use Internet resources for each

student in the household. Students will not be allowed to conduct independent research on the Internet until receipt of the signed form.

Student Responsibilities: Students will abide by all school/system rules and policies, including this policy and Code of Student Conduct. Use of the device will only be allowed when permissible according to a school administrator or designee. Students are not permitted to transmit or post any photographic images or videos of any person on campus on any public and/or social networking sites without prior approval from a school official. Students will only be allowed access to websites and resources that are relevant to the curriculum and content in the classroom. Students must understand that infecting the network with any virus designed to damage, alter, destroy, or limit the network's effectiveness is a violation of the Acceptable Use Agreement and this policy, which will result in disciplinary actions. The school/system has the right to confiscate and examine any device that is suspected of causing problems or is the source of an attack or virus infection.

Campus/Parking Lot

Upon arrival at school, students should refrain from walking through the parking lot.

Parents are not allowed to walk through the car line to drop off and pick up students. Parents should only drop students off in front of the school.

As a safety precaution, any requests to change the mode of transportation for students must be in writing. Phone calls to change transportation will not be authorized as a general procedure.

Visitors to Campus

All visitors/parents entering the school campus are to report to the school office, sign in on the visitor's log, and obtain a visitor pass. Visitors are requested not to park in front of the school where the curb is painted red. The Fire Marshall may issue a citation to those who park in a fire lane or handicapped zone.

Section 10 Extracurricular Activities and Athletics

All school-sponsored clubs and organizations shall be under the supervision of school officials. Such clubs and organizations shall not be affiliated or associated with any political organization or any organization that denies membership based on race, creed, color, or political beliefs. All school-sponsored clubs and organizations shall be sponsored by a member of the faculty approved by the school's principal.

Acknowledgment

Students & Parents/Guardians:

Please sign and return to the Homeroom Teacher.

I have received a copy of the Parent and Student Handbook which includes requirements for uniform policy, attendance, discipline, and school policies for the 2024–2025 school year.

Student Signature **Date**

Student Printed Name

Parent Signature **Date**

Printed Parent Name