



Chieftain PRIDE

**Chickasaw Elementary/Intermediate School
Parent-Student Handbook
2025-2026**

Chickasaw City School System Board of Education

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Jodie McPherson, Superintendent
Michele Hewlett, Chickasaw Elementary School Principal
Christy Amick, Chickasaw Intermediate School Principal
Robin Meadows, Chickasaw Elementary and Intermediate Assistant Principal
Kay Lancaster, Chickasaw Middle/High School Principal

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 person to contact for inquiries regarding the non-discrimination policies is the Title IX Director at (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.

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 bullet points 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

Official School Colors

Red
White
Navy Blue

Mascot
Chieftain

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Section 1: Residency and Enrollment, Communication, School Hours

Residency and Enrollment

The residents of Chickasaw established Chickasaw City Schools for students residing in Chickasaw. Residence means the fixed, permanent, full-time, and primary home of the parent(s), legal guardian(s), court-appointed custodian(s), or DHR foster parent(s) of a student.

To be eligible to attend Chickasaw City Schools, the student must reside within the limits of this school district, with a legal guardian who has two acceptable current proofs of residence. Residence verification may be conducted at any time throughout the school year.

Acceptable Proofs:

- **current copies of the mortgage statement or lease, and one of the following:**
- **utility bill (copy of power, gas, water, sewer) in the parent's name listed on the birth certificate or legal custodian/guardian.**

Communication

Chickasaw City School System utilizes the following communication with stakeholders:

1. Chickasaw City Schools website - www.chickasawschools.com
2. Email
 - a. Attendance: cesattendance@chickasawschools.com
 - b. Technology: technology@chickasawschools.com
 - c. Teacher email addresses: The first letter of the teacher's name and the last name @chickasawschools.com. For example, the teacher's name is Susie Sample. The email address would be ssample@chickasawschools.com
3. Text Messages
 - a. Text messages will come from our district-wide platform.
4. Phone Calls / Messages
 - a. Phone calls will be made mainly through the district-wide platform.
 - b. The school phone number is (251) 452-6452.
5. Social Media
 - a. Facebook
 1. Chickasaw City Schools
 2. Chickasaw Elementary School
 3. Chickasaw Intermediate School
 4. Kindergarten - 6th Grade has their own Facebook page

6. U.S. Mail - Please ensure the registrar has your most up-to-date physical address.
7. Letter via Student
8. Phone Conferences and/or face-to-face meetings

The majority of parent communication will occur through the district's 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 3:15 p.m.
- All car riders need to be picked up by 3:30 p.m.

Section 2: Uniform Requirements

CHICKASAW CITY SCHOOLS UNIFORM POLICY 2025-2026

*****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 or khaki pants and shorts</p> <p>Shorts may not be more than 2” above the knee.</p> <p>Pants must be kept pulled up at all times. No sagging allowed.</p> <p><u>Girls only:</u> Navy blue or khaki jumpers, skirts, or skorts</p> <p>School-colored tights under skirts or jumpers.</p> <p>Denim can only be worn on Fridays with spirit shirts. No rips or holes where skin is visible.</p>	<p>Red polo only.</p> <p>School spirit t-shirts on Fridays</p> <p>Undershirts plain white, red, navy blue, or gray (No writing, logos, or pictures)</p> <p>Shirts must be tucked in.</p>	<p>Any solid-color belt can 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 only</p>	<p>Any type of tennis shoe is permissible. The following is not allowed: heeled shoes, open-toe or open-heel shoes, Crocs, or 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, gray, or white sweaters or sweatshirts may be worn.</p> <p>Outerwear cannot have a hood.</p> <p>During extremely cold weather, a heavier coat can be worn in 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> <p>Any outerwear sold by Chickasaw Schools is acceptable.</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. The parent or guardian's responsible for ensuring their children arrive on time each day. *Pre-K parents refer to the Pre-K attendance procedures.* **Whenever a student is absent, the parent or guardian must provide a written note to the school explaining the absence.** Excuses may be emailed to the email address for the elementary and intermediate schools. The email address is CESattendance@chickasawschools.com.

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 school must receive the note or doctor's excuse within three (3) days of the student's return to school.

- After the third consecutive absence, a home visit may be conducted, and/or parent contact may be made to check on the child's well-being.
- After the fifth unexcused absence, the parent or guardian may be required to meet with the school principal or their 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.
- As described above, a written note from a parent or guardian will excuse absences for up to but not exceeding eight (8) absences. Further absences will require a doctor's note to be coded as 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 attend for at least one-half of the instructional day to be counted as present.
- An early dismissal before ½ day (3 ½ hours) or a tardy after ½ day is counted as an absence.
- Students must have attended school that day to participate in extracurricular activities after school.

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 or guardian unless that person is listed on the student's emergency contact list 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.
- Ensure the student is well-behaved while at school.
- Make sure they arrive on time, attend school, and stay there once they are 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

PLEASE NOTE: Students who live outside of Chickasaw are not eligible to ride Chickasaw City School buses to and from school.

Make Up Work

Make-up work is defined as any assignment or test that was given when a student was absent from class due to an absence or early dismissal. Students and parents should remember that much of the instruction a student misses when absent, such as notes, class discussions, and teacher explanations, cannot be made up.

The following makeup 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 an excused absence 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 or parent may request 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 is responsible for providing an education in an orderly, healthy atmosphere, and it must be firm and fair in all matters related to school life.

Every student must comply with all state and board rules and regulations regarding pupil behavior. Codes of student conduct should be based on maintaining a proper learning atmosphere. The code of conduct shall be consistent with the Board's policies, which, in turn, shall fully comply with State and Federal statutory provisions.

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

This comprehensive and prevention-based framework 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 comprises 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 creating a school environment that fosters academic learning, safety, and the social development of students. The Student Code of Conduct is designed to inform students and their parents or guardians about the specific behaviors prohibited in the school system and the disciplinary measures that will be administered for violating the code. The Board and School System personnel intend and desire to provide a safe and cooperative learning and teaching environment where students and teachers work together in their best interest. To this end, students should recognize that teachers and school administrators have the authority and responsibility

to maintain classroom discipline and 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 their 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 Code of Conduct violation, the principal or their 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 at 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 the principal or designee will implement. Disciplinary actions may include in-school suspension, out-of-school suspension, placement in an alternative school, or a recommendation for expulsion. Law enforcement and/or juvenile court personnel will be contacted when appropriate. Parental or guardian contact will be made in compliance with the Teacher Bill of Rights.

Students assigned to in-school suspension will assist with litter pickup around the campus. The students wear safety vests and gloves and use a litter pickup tool. If this is a concern for a parent, please reach out to an administrator.

Class A Minor Offenses:

- Disobedience
- Unauthorized Absence
- Unauthorized Communication Device
- Disruptive
- Other Incident

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 of Alcohol
Possession/Use/Sale of a 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 of 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
Other Incident

Excursions

Students are expected to show PRIDE and adhere to the Student Code of Conduct. Students must submit a parental permission form to school officials, completed and signed by their parent or guardian, before departing on each school-sponsored field trip. Students who do not submit a signed permission form cannot participate in the activity. Elementary and intermediate school students who have been assigned in-school suspension and/or out-of-school suspension may not be eligible to attend a field trip without a parent or guardian as a chaperone.

CES and CIS Adult Chaperones

Chaperones must be 18 years or older. Chaperones are expected to follow all school rules and regulations, including dress codes, and any other guidelines outlined by the school. Chaperones and volunteers are responsible for always supervising students, ensuring their safety and well-being. Chaperones should not engage in any behavior that could be interpreted as crossing

boundaries with students, including being alone with a student in a private setting. Chaperones are expected to model appropriate behavior, including using respectful language, wearing proper attire, and following school rules. Chaperones should communicate any concerns or issues during the trip to the teacher or lead chaperone.

Bus Behavior

School rules apply on and at the bus stop, and behavior is subject to disciplinary action. Behavior that distracts the bus driver will not be tolerated. Students must obey the driver at all times for student safety. Bus drivers cannot have conversations during the bus route. Any questions or concerns for the driver need to be addressed through the school administration.

It is unlawful for any unauthorized person to get on or off 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.

Personal wireless communication devices are prohibited on the school campus and the bus during school hours.

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

- **1st Offense**—The administration will hold the device until a parent or guardian picks it up at the end of the school day. Refusal to relinquish the device will result in further disciplinary action.
- **2nd Offense**—This may result in the loss of the privilege of having a device at school and/or suspension.
- **3rd Offense** - at the administrator's discretion

Grievance Procedures:

Chickasaw City Schools' staff will treat all students and parents/guardians respectfully, and we expect the same from them. After meeting with the administrator, if the parent/guardian disagrees 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 apply to disciplining students identified as having a disability, as defined in the Individuals with Disabilities Education 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 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 of the 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:

1. 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 a student has been suspended for ten days, a manifestation meeting must be held before a decision is made for another suspension.
2. 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.
3. 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 services.
4. In exceptional circumstances due to a weapon, illegal drugs, or serious bodily injury, the 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, family, and the provider plan appropriate services for students who meet eligibility requirements in a specific disability area.

Contact Information

Chickasaw Elementary and Intermediate School (251) 452-6452

Special Education Support Specialist (251) 380-8383

Alabama State Department of Education (800) 392-8020

Section 504 is part of the Rehabilitation Act of 1973, which 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. A proper education for a student with a disability under the Section 504 regulations could consist of education in regular classrooms, regular classes with supplementary services, and/or special education and related services.

Gifted Students

The Chickasaw Schools District is seeking students who display gifted characteristics. If your child or a child you know may be considered talented, 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 compared to 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. Talented 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 of gifted services by teachers, counselors, parents or guardians, peers, the student themselves, or any other individuals with knowledge of the student's abilities. All second-grade students will be observed as potential referrals for the GLOW (Gifted Leaders of the World) program.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The data 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 and 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, as determined by the investigating school administrator.

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. It has the effect of substantially interfering with a student's educational performance, opportunities, or benefits. It has the effect of substantially disrupting or interfering with the school's orderly operation. It has the effect of creating a hostile environment on school property, on a school bus, or at a school-sponsored function. Has 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 purpose may be communicated through an electronic, written, verbal, or physical act that causes anxiety, mental distress, or interferes with the school environment. The intention handbook may be expressly stated or implied, and the person communicating the threat can 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 refers to a person 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. This information is subject to change for first grade, as we may transition to standards-based report cards. More information will be provided.

Students who are not proficient in reading in grades K-3 will have the opportunity to attend the summer reading camp. Fourth- and fifth-grade students who are not proficient in math will have the opportunity to participate in summer math camp. Camp attendance does not affect promotion or retention.

Sixth-grade students who do not have a total of 240 points in language arts, 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.

The Alabama Literacy Act

The Alabama Literacy Act includes a provision requiring third-grade students to demonstrate grade-level reading skills to be promoted to the fourth grade. This retention policy requires students to pass a reading test to avoid retention.

Key aspects of the Alabama Literacy Act and 3rd grade retention:

- **Requirement:** Students must demonstrate sufficient reading skills, typically by passing a standardized test, such as the Alabama Comprehensive Assessment Program (ACAP).
- **Purpose:** The act aims to ensure all students can read at or above grade level by the end of third grade, creating a strong foundation for future academic success.
- **Retention:** If a student does not meet the reading requirements, they may be retained in third grade to receive additional support and instruction.
- **Intervention:** Schools provide interventions, including summer reading camps, tutoring, and targeted reading instruction to help students reach grade-level reading skills.
- **Early Intervention:** The act emphasizes early identification of struggling readers, beginning in kindergarten, to prevent future retention.
- **Good Cause Exemptions:** The law also includes good cause exemptions, allowing some students who are not reading at grade level to be promoted to fourth grade with continued support.

Alabama Numeracy Act

The Alabama Numeracy Act aims to improve math proficiency among public school students in grades K-5, ensuring they reach or exceed grade-level expectations by the end of fifth grade. It does this by monitoring student progress, providing interventions for those struggling, and offering support for teachers and schools.

Key features of the Alabama Numeracy Act include:

- **Monitoring student progress:** Schools track individual student progress from kindergarten through fifth grade, using various assessments to identify students needing extra support.
- **Interventions for struggling students:** Students identified with math deficiencies receive targeted interventions, which may include summer programs or specialized instruction.

- **Support for teachers and schools:** The act provides training, resources, and support for educators, including K-5 math coaches in every elementary school.
- **Accountability measures:** The act establishes accountability measures to ensure that schools are making progress in improving student math proficiency.

How the Act is implemented:

- **Assessments:** Students are assessed regularly to monitor their progress and identify areas where they may need additional support.
- **Intervention programs:** Schools provide a variety of interventions, including summer math programs and specialized instruction, to address students' specific needs.
- **Teacher training and support:** Educators receive ongoing training and support to improve their math instruction and better support students.

Homework Guidelines for Grades K-6: Students at Chickasaw Elementary and Intermediate School may receive homework.

Section 8: Health and Safety Information

The Health Services Department assists students and staff in areas such as health services, health education, and maintaining 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.

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 guidelines of the Mobile County Health Department for communicable disease control and prevention. Listed below are some of the common communicable diseases that nurses encounter in a 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 dry discharge on the 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 is provided.

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 Capitis) will need to be evaluated by a physician, and documentation must be provided.

Strep throat – If your child has been diagnosed with strep throat (this requires a special test by a healthcare 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.

Parents/guardians are directed to keep students home when sick. Many parents are concerned about when to keep children who are ill at 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 and a sore throat, they should see a healthcare provider before returning to school. A student with a sore throat and 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 has subsided. If one or two loose stools are present, along with vomiting or fever, your child should stay home. If diarrhea continues for more than 48 hours, your child will need a doctor’s written statement to return to school.

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

Respiratory Viruses/Illnesses: including Flu, COVID-19, RSV (Respiratory Syncytial Virus) and other respiratory viruses should be handled in accordance with the Alabama Department of Public Health, Mobile County Health Department, and Alabama State Department of Education. The following precautions and guidelines include:

Remain fever-free (100 degrees or higher) for at least 24 hours without taking fever-reducing medication before returning to school.

- Follow recommendations from the healthcare provider.
- Ensure symptoms are improving overall for at least 24 hours before returning to school.
- Practice good hygiene by covering coughs and sneezes.
- Wash your hands with soap and water frequently.
- Clean frequently touched surfaces.

It is recommended that people recovering from respiratory viruses take additional precautions for 5 days. They include wearing well-fitting masks, washing their hands, limiting close contact with others, improving ventilation in their spaces, and testing as needed. Masks are available at school.

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 whenever the doctor changes the prescribed medication. Only the prescriber (MD, NP, PA) can shift a medication order (dose, frequency, specific time, etc.). Changes to medication orders made by a parent or guardian will not be accepted.

Note: Only one medication is allowed per Prescriber/Parent Authorization (PPA) form. 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 the first time a medication is brought to school and for any changes to the order. A parent-designated adult on the contact list may bring in medication on any existing order. 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 or guardian and the nurse will sign a form indicating that the medicines were received, counted, and secured by the school.
- All medications are always stored in a secure medication container or cart, except for those with permission to carry their medicines.
- The parent or guardian will be notified when their child's medication is finished or becomes outdated. 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 or guardian will be responsible for updating the supply monthly.
- All student medications must be picked up by the last day of school, before summer break, or they will be destroyed in accordance with federal regulations (in the presence of a witness, as required). No medications will be kept at school over the summer.
- The parent or guardian will provide the school nurse with a list of possible side effects from medications taken for over 30 days.
- The first dose of a medication should not be administered at school due to the potential for severe side effects or reactions to the drug.
- CCSS follows the guidelines of the Alabama State Department of Education and the Alabama Board of Nursing for administering medication to students.
- Only school nurses and approved non-licensed personnel authorized to administer

medications are legally allowed to administer medications to students.

- Students may not carry medications, including over-the-counter medicines, on their person without proper documentation from both the provider and the school nurse. 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

To be administered at school, prescription medications require a completed Prescriber/Parent Authorization Form (PPA) signed by both the doctor and the parent or guardian for each medication. Additional requirements include:

- Stored 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).

Over-the-Counter Medications

Any medication requested to be administered at school requires a completed Prescriber/Parent Authorization Form (PPA) signed by the doctor and the parent or guardian for each medication. The PPA must have a valid expiration date. Expired medications will not be accepted.

Additional requirements include:

- Must be provided by the parent or guardian in the original, sealed container, identifying the medication's name, dosage, and the manufacturer's labeling.
- Distributed according to the manufacturer's recommendations/physician's order.

Medications that are “On Person” OR “Self-Carry”

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. The school nurse must approve this.

Note: A parent or guardian must sign, and a physician must approve the “Self-Administration” sections of the PPA.

The following are procedures for medications that students may need to possess for self-medication:

Inhalers - All students with inhalers must have a copy of the prescription label attached to the inhaler or keep it in the original, prescription-labeled box.

Epi-Pens (Twinject, Epinephrine, Adrenaline) - 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.

Health Screenings, Assessment, and Care

The school nurse may provide screenings for vision, hearing, dental health, scoliosis, blood pressure, and other assessments or referrals. The school nurse also provides chronic disease management and education for students, along with identifying, assessing, intervening in, and evaluating 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 students in the 5th through 9th grades. The school nurses perform all screenings for referrals from special education and other intervention programs. If a parent or guardian would like to request a vision and/or hearing screening for their student, please send a request to the school nurse. All health screenings require written consent from parents.

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 provided for Tdap, Meningitis, and HPV. Immunization clinics may also be offered during Summer on-site registration.

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 mental health services. Parents must complete a consent form for their child to receive these services.

Immunizations

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 their school and must be updated according to state guidelines.

The certificate can be obtained from the physician or clinic that administers the vaccine or completed by any county health department in the state, provided the parent or guardian presents a vaccine record from the provider. For students moving to Alabama from out of state, their vaccine records must be transferred to the Alabama Certificate of Immunization before school enrollment. This can 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, by having the physician transfer 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 encouraged to visit 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 sunscreen regulated by the Federal Food and Drug Administration as an over-the-counter product 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. Visit the Health Services resource section on the system website 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.

Mental Health Services (also see COUNSELING SERVICES)

Mental health includes the emotional, psychological, and social well-being of an individual. Mental health and mental illness are often confused terms. Like physical health, everyone has mental health or mental well-being that is based on a person's ability to solve problems, build relationships, and express emotions, thoughts, and feelings. Parents/guardians or school staff may refer students for school-based counseling, or a student may request counseling. The school counselor(s) serve students in all grades in large group (class size), small group, and individual counseling sessions. The school counseling standards include academic, career, and social/emotional development. Contact your child's school counselor for more information about available services.

Section 9: Additional School Information

ACAP (Alabama Comprehensive Assessment Program)

The ACAP is the state-required assessment in elementary and intermediate schools for students in grades 2 - 6. It is administered in the spring of each school year. Students in grades 2, 3, and 5 take the reading and the math portions of the assessment. Students in grades 4 and 6 take the reading, math, and science portions of the assessment. This is the measurement tool for a portion of the Alabama State Report Card for schools.

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 will be held for all students during or at the conclusion of the first nine week period of school. Additional parent conferences may be held on an as needed basis. Parents are asked to schedule appointments in advance in order for a productive conference to occur. 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 the car rider line. Students may not be dropped off on the sidewalk or street in close proximity to 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. Changes to transportation will not be honored after 2:30 pm.
- Weapons, smoking/vaping, and loud music are prohibited on campus.
- Cell phone use is not permitted in the car rider line, office, or during conferences.

Bus Transportation for Kindergarten and First Grade Students

Kindergarten and first-grade students must have a parent or designated adult meet them at their bus stop. If a student does not have an adult present, they will be brought back to school, and a bus suspension may be issued.

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. Volunteers may be subject to other requirements and guidelines.

Other

- **Water bottles:** Clear water bottles with lids, no Stanley-style cups with straws. Clear water only.
- **Drinks for lunch:** water, fruit juice (cranberry, orange, grape, etc.), milk.

- **Lunch items:** Food items from restaurants must be in a container other than the restaurant bag. Having such restaurant items is in violation of the state non-compete law for child nutrition.

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 administrators.

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 2025–2026 school year.

Student Signature

Date

Student Printed Name

Parent Signature

Date

Printed Parent Name