

# South Choctaw Academy

Student Handbook  
2018-2019



## Home of the Rebels

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# South Choctaw Academy

## Handbook

Revised 2018

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# ALMA MATER

*Hail to thee our Alma Mater*

*Faithful we will be.*

*In our hearts we shall adore thee*

*Now and evermore.*

*Hail to the school that's best of all*

*And hail to SCA,*

*Wisdom, hope and inspiration*

*Hail Blue, Red, and Gray.*

*Hail to thee, our faithful Rebels,*

*The school we love so dear.*

*Where our fathers worked and labored*

*Wandered far and near.*

*Hail to our loyal faculty*

*Who helps us understand.*

*May we always do our best*

*For South Choctaw will stand.*

## **TO THE PARENT/GUARDIAN:**

This handbook has been prepared to explain and clarify the procedures, policies, and regulations at South Choctaw Academy. You are urged to contact the Headmaster if you have any questions.

## **TO THE STUDENT:**

On behalf of the faculty, we would like to welcome you to South Choctaw Academy. We are looking forward to a very successful year. Many educational experiences have been carefully prepared in order to provide the proper environment for your spiritual, intellectual, and physical development. We expect you to strive to reach the goals that have been set for you and to follow the rules and regulations of South Choctaw Academy. Learning to respect the importance of rules is an important facet in your educational experience. We look forward to helping you reach your goals and we look forward to your achievement.

## **MISSION STATEMENT**

**The mission of South Choctaw Academy is to provide a college-preparatory and career-oriented curriculum in a Christian environment that challenges each student to excel in academics, character development, and preparation for life.**

**South Choctaw's philosophy is based on the idea that the purpose of education is to provide a continuation of essential learning that provides each student with basic facts and experiences. The educational experiences will address all aspects of the individual: mental, social, physical, and moral. It is the intent of the South Choctaw faculty to lead students toward becoming productive, informed, disciplined, and fulfilled individuals.**

## **ADMISSION POLICY**

A student seeking admission to South Choctaw must be in good standing at the school in which he/she was in former attendance, have a satisfactory score on standardized assessments, and be willing to abide by SCA rules and disciplinary policies. Students and parents must successfully pass a screening by the Headmaster. No student will be admitted who cannot function in a regular classroom setting. SCA does not admit students with serious communicable diseases. South Choctaw Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs. Students entering K5 must be five years old by October 1; students entering first grade must be six years old by October 1.

## DRESS CODE

Students will follow the following dress code:

Monday – Thursday

1. Khaki pants or shorts; Girls may also wear skirts or jumpers. Boys may wear Khaki cargo shorts or pants. Shorts must be no more than three inches above the knee. Cut-off khaki or blue jean shorts cannot be worn.
2. Red, royal blue, gray or white polo or Henley shirts (short and long sleeve) may be worn. **One royal blue polo shirt will be needed for special occasions such as field trips.** A polo shirt is defined as a 2-3 button collar shirt. A Henley shirt is defined as a 2-3 button collarless shirt. Shirts may have a logo no larger than two (2) inches in height and two (2) inches in width.
3. Only uniform t-shirts purchased from the school office may be worn Monday thru Thursday.
4. Leggings or tights of any school color may be worn under jumpers in cold weather.
5. Red, royal blue, gray or white sweat shirts (no logos, unless SCA monogramming).
6. Red, royal blue, gray, black, brown or white jackets with logos may be worn. The logo must be no bigger than two (2) inches in height and two (2) inches in width. NO alcohol, tobacco, or other distasteful logos will be worn. The logo may not cover the entire chest of the jacket.
7. In addition to the daily uniform, students may wear any SCA school affiliated spirit shirt, non-torn blue jeans, khakis or wind/sweat pants on Fridays. Wind/sweat pants must be red, royal blue, gray, white or black. Pajama type pants may not be worn.
8. During assemblies and/or special occasions (Beta Club, NHS, School Pictures, Graduation, Dances, etc.) that require girls to wear dresses; dresses must be no more than three (3) inches above the knee. If dresses are shorter than three (3) inches above the knee, tights or leggings must be worn. No one shoulder, spaghetti strap, or strapless dresses may be worn unless the shoulders are covered. (This does not pertain to formal dresses)
9. Hats may not be worn on campus during school hours.

**JEWELRY:** Necklaces are limited to one chain. Boys are not permitted to wear earrings. Any other forms of body piercing are not permitted.

**HAIR COLOR/STYLES:** Only natural shades of hair color will be permitted (black, brown, blonde, natural shades of red). Spiked and/or other non-traditional hairstyles (anything that is disruptive) will not be permitted. Boys must keep a neat and clean hairstyle that does not cover their eyes in the front or grow below shirt collar length in the back.

**FACIAL HAIR:** Facial hair is not permitted by AISA or SCA.

**SCA Administration reserves the right to enforce, punish, change, or restrict the dress code.**

## **AISA STUDENT APPEARANCE POLICY**

### **I. Body Art**

- Students may not participate in AISA state level events and/or activities with exposed permanent body art (tattoos).
- Students may not participate in AISA level events and/or activities with exposed temporary body art that is insensitive, derogatory, and/or deemed inappropriate by state officials.

### **II. Body Decorations/Piercing**

- Students may not participate in AISA state level events and/or activities with exposed body decorations (piercing). Exemption: Females may wear no more than one earring per ear.  
\*Note! No jewelry or body decorations are allowed at any level in AISA athletics.

### **III. Facial Hair/Hair Styles**

- Students may not participate in AISA state level events and/or activities with:
  1. Facial hair below the lobe of the ear and/or below the nose.
  2. Spiked and/or other non-traditional hairstyles deemed inappropriate by state officials.
  3. Unnatural and/or non-traditional coloration of the hair.

*The SCA Administration reserves the right to enforce, punish, change or restrict the dress code. Parents will be informed of any changes via iNow home portal, facebook or blackboard texting system.*

## **WITHDRAWALS**

No cumulative record will be given to a student or parent. Upon written request from another school in which the student enrolls, copies of all records will be sent. However, if there is an outstanding account owed to South Choctaw Academy, copies of all records will be withheld until all financial obligations have been cleared in the office.

## **CONCERNS or COMPLAINTS**

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person with whom you have a complaint to discuss both sides of the story.
2. If the problem still exists, contact the Headmaster.
3. If the problem is still unresolved, ask the Headmaster to place the complaint on the following months Board of Directors' agenda for further discussion.

## **VISITING CAMPUS**

Visitors, including friends or relatives, with the exception of parents or guardians, will not be allowed to visit the campus except on specific business. All visitors must report to the office to gain permission to see a student. The street in front of the campus is a part of the campus, and the same rules apply.

## **EMERGENCY CLOSING OF SCHOOL**

The TV station (WTOK) will carry all school closing announcements due to inclement weather or other emergencies by 6:00 A.M. when possible. When it becomes necessary to dismiss early during the regular school day, announcements will be made via Blackboard Connect call system, Facebook, iNow Home Portal and TV station.

## **EMERGENCY DISPERSAL OF STUDENTS**

### **Emergency Dispersal of Students When Necessary**

- Students will be sent home at the request of the parent.
- Students will be kept at school under the following conditions:
  1. Parents are not at home.
  2. Students cannot be cared for at any other place, and school is the safest shelter.
  3. There is not adequate time to send students home.
  4. The students cannot be transported home.

## **ATTENDANCE RULES AND FORFEITURE OF CREDITS**

One of the most important habits every student should acquire is that of attending school regularly. Students are expected to meet their responsibility of regular school attendance.

Absence from school will be excused for the following reasons: (1) illness, (2) family emergency, (3) death in the family, (4) dental and medical appointment, when appointment at another time is not possible, (5) court appearance, (6) one-half day for driver's permit (7) or **prior approval** by the Headmaster for extenuating circumstances (**vacations, shopping trips and non-related school absences are not extenuating circumstances and will not be excused**). **Vacations that are educational may be excused at the discretion of the Headmaster.**

Students must present a written excuse to the school office from a parent or guardian, stating the reason for the absence.

- **A student has 24 hours to verify an excuse through the school office.**
- Attendance is monitored through the office and a student's attendance report becomes part of his permanent school record.
- For each unexcused absence, students receive a zero for each day's absence in each class missed.

Every student is to be in his assigned class during the entire class period. Leaving class without proper authorization is defined as "skipping" and will result in disciplinary action.

## TARDINESS

Excessive tardiness indicates either a lack of self-discipline or the poor use of time. Students at South Choctaw Academy must learn the importance of self-discipline and give their best efforts in each of their classes by arriving at school on time.

- Tardiness reports, like absences, become part of a student's permanent school record.
- Unexcused tardies:  
5 Tardies- Pay \$15.00 and serve detention  
6-10 Tardies-Pay \$15.00 and serve detention for each tardy  
Over 10 Tardies-Suspension (3 suspensions in one year will result in expulsion)

## CHECKING OUT

Students and parents should keep in mind that early dismissal from school results in an absence from the classes missed. A total of **five (5)** absences in a given class per semester means credit may not be received in a course. **Any absence over 5 per class per semester must be documented by a doctor's excuse.**

The following procedure will be followed when checking out of school:

1. The student must bring a note to the school office, signed by a parent or guardian, stating the time and the reason for the dismissal.
2. This note must be presented to the office by 8:00 A.M.
3. At the designated time on the early dismissal slip, the student will present the slip to his/her teacher and report to the office to sign out. When a student returns to school the same day after checking out, he/she is to report to the office and sign in.
4. Students whose siblings play sports will be excused only when the parent picks the siblings up and signs them out.

## MAKE-UP WORK

The length of time to make up a test for an excused absence will be equal to the number of days missed. For example: *2 days missed = 2 days to make up tests.*

**However, if student has his/her assignments and knows in advance that he/she is going to be out of school, the student should be prepared to take the test on the day that he/she returns to school.**



## **VEHICLE REGULATIONS**

Students are to follow the regulations below if operating a vehicle on the campus of South Choctaw Academy:

1. Automobiles and motorcycles are to be parked in the student parking lot upon arrival at school.
2. Students are to leave their vehicles immediately and are not to return until the end of the day without permission.
3. All student vehicles will be parked in the student parking lot facing the main road. Backing onto the main road is strictly prohibited.
4. Speeding or careless behavior will not be tolerated.
5. Failure to comply with these regulations will result in forfeiting the right to operate a vehicle on school property.

## **TRAFFIC AND PARKING POLICY**

Students:

- Designated student parking areas are provided on the east side of the campus.
- Backing onto County Road #9 is prohibited.
- Students are not to block any fire lanes.

Parents:

- Parents are to let their children out at the paved circle under the covered drive through.
- **Parents are prohibited from dropping off or picking up their children in the gym parking area.** This is a traffic route for cars to enter the school's Day Care and County Road #9.

Buses:

- The buses/vans will park on the east side of the high school building, away from any other vehicles.
- All loading and unloading of buses/vans will be in this area.

## **BUS/VAN REGULATIONS**

All school rules apply to students riding the bus/van.

While riding the bus/van, students will abide by the rules:

1. Students will be respectful to and obey the instructions of the bus/van driver at all times.
2. Students will observe quiet conduct.
3. Students will remain seated while bus/van is in motion.
3. Arms and hands will remain inside of the bus/van.

## **STUDENT ACTIVITIES AND AUTHORIZED ORGANIZATIONS**

Only those activities and organizations which adhere to the policies of the SCA Board of Directors shall exist.

- All purposes and activities of authorized groups shall be subject to review by the Headmaster.
- All groups shall have a faculty sponsor approved by the Headmaster and all meetings shall be attended by the sponsor or his/her approved substitute.

## **LIBRARY**

The use of the library is a privilege as long as a student exercises common courtesies and uses it for its intended purposes. Books are to be returned on time, or a fine of \$.25 a day will be paid. If a book is lost or damaged, the student is responsible for payment.

## **CLASS TRIP POLICIES**

Educational class trips are encouraged.

- All trips made by any organization must have the approval of the Headmaster.
- The proper release form(s) shall be signed by parents or guardians of students participating in a school trip.
- The supervising teacher will submit a planned agenda and emergency phone numbers to the office before leaving on the trip.

## **GRADING SYSTEM**

Report cards are issued after each nine weeks of school. Report cards are withheld and will remain in the office in the event that tuition and other fees owed are not current.

Progress reports are issued at the middle of each nine week term.

### Grading Scale

A	90-100
B	80-89
C	70-79
D	60-69
F	59-Below

## **FORMULAS FOR COMPUTING GRADES**

Grades 1-12: Daily—25%; Tests—75%

## **HOMEWORK GUIDELINES**

The amount of time needed for students to satisfactorily complete grade level homework will vary depending upon several factors, including but not limited to the student's age, prior academic achievement, capabilities, motivation, and parent support. Within that context, the following parameters are established as general guidelines:

- For K4-1, homework should not normally exceed an average of 10-20 minutes per day.
- For Grades 2-3, homework should not normally exceed an average of 20-30 minutes per day.
- For Grades 4-6, homework should not normally exceed an average of 40-60 minutes per day.
- For Grades 7-12, homework should not normally exceed an average of 1-2 hours per day.

## GRADUATION REQUIREMENTS

Issuance of a high school diploma from an accredited AISA member school recognizes a student's successful completion of an approved secondary educational program of required and elective courses designed to meet students' needs.

All students must meet South Choctaw Academy and AISA requirements to graduate.

Two diplomas are awarded:

- Advanced Honors Diploma requiring 25 Carnegie units
- Standard Diploma requiring 24 Carnegie units

Carnegie units are accumulated in grades nine through twelve (9-12).

The following units must be earned for graduation from South Choctaw Academy, an AISA accredited school:

Subject	Advanced Honors	Standard
English	4	4
Social Studies	4	4
Science*	4	4
Math**	4	4
Physical Education	1	1
Computer	½	½
Health	½	½
Foreign Language	1	1
Fine Arts	½	½
Research & Writing	½	
Community Service	½	½
Electives	4½	5
<b>Total</b>	<b>25</b>	<b>24</b>

\*Science

Advanced Honors--Biology I, Biology II, Chemistry, Physics

Standard--Including Biology and Physical Science

\*\*Math

Advanced Honors--Algebra I, Algebra II, Geometry, Pre Calculus

Standard--Including Algebra I, Algebra II and Geometry

## SELECTION OF VALEDICTORIAN AND SALUTATORIAN

The Valedictorian and Salutatorian will be selected from the Advanced Honors curriculum:

- A student must have been in attendance for four (4) consecutive years, beginning in the freshman year, to be eligible for these positions.
- The numeric grades from the ninth grade through the end of the third nine weeks of the senior year will be used to determine the Valedictorian and the Salutatorian.

## **WEIGHTING OF GRADES**

Courses are weighted in the Advanced Honors curriculum at the end of each nine weeks. **The weighting is added to the nine weeks average.**

## **FIRE PROCEDURES**

In the event of a fire in any school complex, a fire alarm bell will ring and the following procedures will be implemented:

1. Everyone will evacuate the buildings immediately, quietly, and orderly when the fire alarm sounds. (Teachers will take roll book with them.)
2. All classes will go to the designated area in front of the buildings (stay well clear of the buildings).
3. Teachers will check the roll to be sure all students have exited safely; teachers will notify the administration immediately if a student is missing.

## **THREATENING STORM OR TORNADO PROCEDURE**

A threatening storm or tornado will be signaled by a specified bell. The following procedure should be followed:

1. Students should move next to inside walls.
2. Students should drop to a kneeling position, with heads lowered toward knees, eyes closed, and hands crossed behind their heads.
3. Students in the halls should assume the same position against interior walls.
4. Everyone should be kept well away from windows.

## **CELL PHONE POLICY**

Students may bring cell phones to school. Cell phones must be turned off or set to silent and they must be kept in the student's book bag, purse, or pocket while on campus. Phones can only be used during break, lunch, and after school; unless special permission is granted by a teacher or the Headmaster.

**1<sup>st</sup> offense**----- Phone will be taken and phone must be picked up by parent and pay \$15.00 fee.

**2<sup>nd</sup> offense**----- Phone will be taken and phone must be picked up by parent and pay \$30.00 fee.

**3<sup>rd</sup> offense**----- Phone will be taken and phone must be picked up by parent and pay \$50.00 fee. Student will serve one day of in-school suspension.

These rules also apply to students posting to any social networking sites during school hours other than break and lunch. Students who continually violate the school's cell phone policy may ultimately be banned from bringing a cell phone on campus.

## **CONDUCT IN GENERAL**

Any conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes with the health, safety or well-being, or the rights of themselves or others is prohibited.

## **DETENTION**

A student may be assigned detention for the following reasons:

1. Excessive tardiness
2. Cell phone violation – see Cell Phone Policy above
3. Dress Code/Appearance Violations
4. Direct Defiance to authority

Detention will be set by the administration in conjunction with the school calendar. Serving detention can include but is not limited to work detail, and/or loss of PE time or other school day activities. Students who fail to appear for their detention date may be subject to serve in-school detention or suspension.

## **SUSPENSION**

The teacher will handle most disciplinary problems in the classroom. When corporal punishment is assigned and the student refuses corporal punishment, or the parent objects, a five (5) day suspension becomes automatic. Three (3) suspensions in one (1) year will result in expulsion from South Choctaw Academy.

Suspension is the last resort in punishment; however, this method will be used, and the student will not be allowed on campus for any reason during suspension, not even for extra-curricular activities such as ball games or practices.

The preceding is a general standard that should be used as a guide by all students. Not all acts of misconduct can be itemized in this regulation.

The following list, while not exhaustive, is an enumeration of conduct areas which may lead to suspension or expulsion:

- *Damage to school property*
- *Use of tobacco in any form:* smoking, chewing, dipping, sniffing or vaping. Students will also be suspended for having tobacco in their possession while on campus or during extra-curricular activities.
- *Possession of a weapon*
- *Use of intoxicants or drugs:* The use of intoxicants or substances that modify mood and/or behavior will bring immediate suspension. Upon recommendation of the Headmaster, the Board of Directors may expel from school any student who violates this rule.
- *Dishonesty:* cheating, stealing, forgery, etc.
  - First offense for cheating—Student receives a zero on the assignment he/she was caught cheating; in-school detention including work detail; parent will be called
  - Second offense for cheating—Two day in-school detention including work detail; student receives a zero on the assignment he/she was caught cheating; parent will be called

- Third offense for cheating—Two day out-of-school suspension; students receives a zero on the assignment he/she was caught cheating; parent will be called
- First offense for stealing, forgery, etc.-Parent will be notified; in-school suspension including work detail
- Second offense for stealing, forgery, etc.-Parent will be notified; two day in-school suspension including work detail
- Third offense for stealing, forgery, etc.-Parent will be notified; two day out-of-school suspension
- *Gambling*
- *Fighting:* suspension of both parties if both pass licks
- *Possession of pornographic material*
- *Profanity or vulgarity*
- *Defiance of authority and disobedience*
- *General misconduct or behavior unbecoming to a South Choctaw student*
- *Public displays of affection:* hand-holding, hugging, and kissing are not permitted
- *Truancy:* A student is considered truant if he/she is absent without the knowledge of the parents, or if he/she leaves school or class without permission from the proper authorities. If a student is truant, he/she will be suspended and will be required to bring one of his/her parents or guardians with him/her to school before he/she will be readmitted. Records of truanancies are kept on file.

## **WEAPON POLICY**

Students are prohibited from possessing or using dangerous or illegal articles and articles that are a nuisance at school, on school grounds, or at school-sponsored activities.

A student is particularly prohibited from having a weapon of any kind on himself, in his locker or among his belongings at school, on school property, or at a school-sponsored activity. Weapons include, but are not limited to, guns, knives, razors, ice picks, and explosives.

### **Possession of a weapon will result in**

- Suspension from three to five (3-5) days; Grades 7-12
- In-School Suspension of 2 days; Grades K4-6
- Confiscation of the weapon
- A recommendation of possible expulsion and referral to the local law enforcement

## **MARRIED, DIVORCED, PARENT STUDENTS**

Married, divorced, or parent students shall be allowed to participate only in the academic program at South Choctaw Academy.

A married, divorced, or parent student will not participate in extra-curricular activities or elected or appointed honors, but may represent the school in contests that are academic.

## **PREGNANCY POLICY**

A female student, who attends South Choctaw Academy and becomes pregnant, will not be allowed to continue school for the term of the pregnancy.

Male students who attend South Choctaw Academy and are proven or admit to being responsible for the impregnation of any female, whether or not a student of South Choctaw Academy, will not be allowed to attend South Choctaw Academy for the term of the female's pregnancy.

## **SEXUAL HARASSMENT POLICY**

South Choctaw Academy has a strict policy prohibiting any form of sexual harassment of students or staff members.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct, or communication of a sexual nature.

Sexual harassment may include but is not limited to:

- Verbal harassment or abuse
- Subtle pressure for sexual activity
- Inappropriate or unwelcome touching, patting, or pinching
- Intentional brushing against a student's or employee's body
- Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment.

Anyone believing himself to be the victim of sexual harassment by students or an employee of the school should report the alleged acts immediately. Students should report such complaints to a teacher, counselor, or other staff member. Employees should report complaints to the Headmaster.

Individuals who sexually harass either a student or staff member may be subject to civil or criminal litigation or both, as well as discipline by the SCA Board of Directors, including possible suspension, expulsion, leave with or without pay, or termination.

## **CONTRABAND POLICY**

It is the policy of South Choctaw to maintain the highest educational atmosphere possible. We strive to give to our students a safe, efficient, and professional atmosphere in which they can study, work and learn.

We consider the use, possession, sale, or distribution of illegal drugs, drug-related paraphernalia, controlled substances, intoxicating beverages (on or off campus), and possession of fire-arms or weapons as a serious threat to our students, faculty and others. The use and/or possession of these contraband items expose our students, faculty, and others to serious hazards and considerable liability and directly conflicts with the goals and objectives of our educational system.

### **Persons Subject To Policy**

In order for students to participate in extracurricular and co-curricular activities, they will be subject to mandatory testing for illegal substances. All employees of South Choctaw Academy, faculty, administration, auxiliary staff, school board members and students will be subject to periodic searches and/or drug screen urine testing.

Entry into any school vehicle, offices, grounds or facilities of the school by any persons is conditioned upon the school's right to search the person, personal effects and vehicles of any entrant for illicit or controlled drugs, drug-related paraphernalia, intoxicating beverages, firearms or weapons, or possession of unauthorized property or equipment.

### **Scope of Policy**

Searches may include the person, personal effects, lockers, desks, offices, vehicles or any vehicle being used for school purposes, personal baggage or any other items on school premises. Contraband items shall be taken into custody. When such a search finds a person subject to these policies to be in possession of a contraband item, that person shall be considered in violation of these policies.

### **DEFINITION OF VIOLATIONS OF CONTRABAND POLICY**

The following will constitute violations of this policy:

- Possession of prescribed drugs that are not prescribed to the person in possession
- Possession of any drug that is not in a properly identified prescription container or manufacturers container if bought over the counter
- Possession of "Look-Alike" or "Designer" drugs in any form
- Testing which finds an identifiable trace of an illicit or other controlled contraband in the system, regardless of when or where such substance entered the system, or .10 blood alcohol content.
- The refusal to submit to a requested search or a drug screen urine test by a testing agent
- Contraband is considered to be any type of illegal or illicit drugs, drug-related paraphernalia, controlled substance, intoxicating beverage, and firearm and/or weapon.

### **CONTRABAND TESTING & REPORTING PROCEDURE**

South Choctaw Academy Board of Directors shall select an independent testing agency that shall conduct and administer the testing of samples. The testing agency shall report all results to South Choctaw Academy.

The administrator will notify the parents of the results of a positive test, and within seven days of notification, the parent must arrange for assessment and evaluation of the student. The counseling program recommended by the agency must be completed in order for the student to remain enrolled at South Choctaw Academy.

### **CONTRABAND VIOLATION ENFORCEMENT & PENALTIES**

#### **Board Members**

These policies shall be enforced on Board members by resignation from the Board or by any other disciplinary action as determined by the Board.

#### **Students**

These policies shall be enforced as follows:

Any student subject to these policies who has been determined to use, possess, sell or distribute illegal drugs, drug-related paraphernalia, controlled substances, intoxicating beverages (on or off campus), or



be in possession of firearms or weapon, or have possessed prescribed drugs from any other person, or who possesses any drug that is not properly identified or in a proper container, or who possesses “Look-A-Like” or “Designer” drugs shall be subject to disciplinary action, including dismissal, by the Headmaster.

Any student who has been reported by the testing agency to have a second positive test result shall be expelled, unless the Board and Headmaster determine that the objectives of these policies can be maintained by his/her continued enrollment. In making this determination, the board and administrator will consider the student’s record, the recommendations of the counseling agency, and the student/family attitude. Should the student be permitted to remain enrolled, the parent (s) and student shall agree, and complete, the recommended program for treatment as determined by a counseling agency. Upon notification of the non-agreement or non-completion of recommended treatment, the Headmaster shall expel the student.

Any student who has been reported by the counseling agency to have a third positive test result shall be expelled.

### **Other Persons**

These policies shall be enforced on all others, except students and Board members, by immediate termination of employment or association or any other disciplinary action as determined by the Board. Any student, faculty member or employee who refuses to submit to a requested search or a drug screen shall be expelled or terminated, whichever is appropriate.

## **ALABAMA ACT 93-368**

South Choctaw Academy is in compliance with the Alabama ACT 93-368.

### **Purpose**

The purpose of ACT 93-368 is to require school attendance standards as a pre-requisite for a driver’s license or learner’s permit for the operation of a motor vehicle. School attendance standards are met by enrollment in a school or General Educational Development (GED) program or job-training program approved by the State Superintendent of Education. This Act refers to individuals between the ages of 15 and 19 applying for, renewing, or seeking reinstatement of a license.

### **Requirements**

The requirements of the ACT include the following:

- A. Verification of enrollment status by appropriate school personnel on Part I of the Student Enrollment/Exclusion Status form. **South Choctaw Academy administrative staff will complete a form for each SCA student who is seeking a driver’s license or learner’s permit, verifying the student enrollment status.**
- B. The South Choctaw Academy Headmaster will notify the Department of Public Safety when a student has more than 10 consecutive or 15 cumulative days of unexcused absences during a single semester. As required by law, any student 16 years of age or older who withdraws from school without meeting the exclusionary conditions of this legislation will be denied a driver’s license or will have his license revoked.
- C. Students who have documentation that fall into the category “circumstances beyond the control of the student” will be exempt from the requirement of this act. In accordance with Section 16-28-6, Code of Alabama, 1975, such circumstances are limited to the following:
  1. Students who are mentally or physically unable to attend school

2. Students who are regularly and legally employed under the provision of the Child Labor Law
3. Students who, because of the distance they reside from school and the lack of public transportation, are compelled to walk more than two miles to attend a public school  
*Suspension or expulsion from school or imprisonment are not circumstances that qualify for exemption.*

*The Headmaster is the sole judge of whether or not the evidence presented meets the legal requirements of "Circumstances Beyond the Control of the Student."*

### **Appeals Process**

The appeal of a decision from the Headmaster regarding the enrollment status of a student shall be submitted to the Board of Directors. To appeal, the student shall submit to the Headmaster written notification of intent to appeal within 15 days of the issuance of enrollment status, including a statement of reasons for the appeal.

Except as otherwise provided herein, the appeals process shall follow the procedures adopted by South Choctaw Academy Board of Directors for long-term suspension or expulsion.