

Straughn Elementary School

HANDBOOK OF STUDENT RULES AND REGULATIONS 2010-2011



“WHERE THE PROUD STRAUGHN TIGER TRADITION BEGINS”

Straughn Elementary School

29324 Straughn School Road

Andalusia, Alabama 36421

Phone: 334-427-1311 Fax: 334-427-1401

www.straughnelementary.com

School begins at 7:45 a.m. and dismisses at 2:58 p.m.

Covington County Board of Education

807 C.C. Baker Avenue
Andalusia, Alabama 36420
(334) 222-7571

John H. Clark, President
James T. Prestwood, Vice-President
Jeff Bailey
Lynda B. Powell
James L. Rodgers

R. Terry Holley, Superintendent of Education

Straughn Elementary School

Bettye Anne Older, Principal
Barbara Turner, Bookkeeper
Christy Rodgers, Secretary/Attendance Clerk
Charlotte Wallace, Counselor
Jimmy Ponds, Library Media Specialist
Michelle Armstrong, School Nurse

SES Advisory Committee

Michelle Armstrong, School Nurse
Kathy Ammons, Teacher
Christy Cobb, Teacher
Tammie Evans, Teacher
Janice Locke, Speech Teacher
Joyce Mitchell, Teacher
Mandi Morris, Teacher
Jimmy Ponds, Library Media Specialist
Megan Pinckard, Parent
Christy Rodgers, School Secretary
Juni Smith, Teacher
Barbara Turner, Bookkeeper
Charlotte Wallace, Counselor
Julie Windham, Teacher

Welcome to Straughn Elementary School

Dear Students, Parents, and Guardians:

Welcome to Straughn Elementary School! The faculty and staff join me in welcoming you, and in sharing the pride we have in our school and our community. Straughn Elementary School has a long tradition of excellence, and it is our hope that during this year this excellence will result in your child's achievement of his/her highest potential.

The pages of this handbook are filled with important information regarding school policies and procedures. Parents and students should review the information together. If you have questions after reading the handbook, please call the school office at (334) 427-1311. We believe that open and clear communication between school and home is important to the success of our students' educational program.

We welcome your participation and support during the school year, and solicit your membership in the Straughn Elementary School Parent-Teacher Organization (PTO). We look forward to celebrating with you the achievements of our students. Let's have a great 2010-2011 school year!

*Sincerely,
Bettye Anne Older, Principal*

Our Mission

The mission of Straughn Elementary School is to develop a successful student who is motivated to learn, to grow and to care. To ensure this, Straughn Elementary School will provide an effective curriculum presented through the cooperative effort of a dedicated and caring staff. This will be accomplished in an environment that promotes high self-esteem, expects academic achievement, and fosters responsible citizenship for each student.

Accreditation

Straughn Elementary School is accredited by the Southern Association of Colleges and Schools, the Commission on Elementary and Middle Schools, and the Commission on International and Trans-Regional Accreditation. Straughn Elementary School is an Alabama Reading Initiative school and a 21st Century Community Learning Center.

Equal Opportunity Policy: It is the official policy of the Covington County School System that no person shall, on the ground of race, sex, religion, color, creed, national origin, handicap, or age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program, activity, or employment. Inquiries of complaints regarding compliance with federal regulations on 504, Title I, Title II, and Title IX may be directed to Ricky Messick, Covington County Board of Education, 807 C.C. Baker Avenue, Andalusia, AL. 36420, (334) 222-7571.

2010-2011 School Calendar

adopted by the Covington County Board of Education March 2, 2010

Teacher Institute, Professional Development and Teacher In-service	August 4, 5, and 6
First Full Day of School for Students	August 9, 2010
Labor Day Holiday	September 6
Teacher In-service	October 11
Veterans Day Holiday	November 11
Thanksgiving Holidays	November 22-November 26
Christmas/New Year's Holidays	December 20-January 1, 2011
Teacher In-service	January 3
Students Return from holidays	January 4
King/Lee Holiday	January 17
Professional Development Day	February 11
Break	February 14
Break/Severe Weather Make-Up Day	March 18
Break/Severe Weather Make-Up Day	March 21
Spring Holidays	April 11-15
Last Full Day of School for Students	May 26
Teacher In-service	May 27
Progress Reports:	September 9, November 18, February 10, April 21
Report Cards:	October 14, January 6, March 17, June 2
SAT10, ARMT, Science Assessment Testing Window:	March 21-April 6

There are four (4) nine-week **grading periods** during the school year. In the middle of each grading period students will receive a Progress Report (see above calendar for dates) indicating classroom performance.

Each student will receive a **report card** to take home at the end of each nine-week grading period (see calendar for dates) to be signed by the parent/guardian and returned to school the following day.

Students in grades 3-5 are administered the Stanford Achievement Test (SAT10) and the Alabama Reading and Math Tests (ARMT) in the spring. The Alabama Direct Assessment of Writing and the Alabama Science Assessment are administered to fifth grade students, and the Dynamic Indicators of Basic Early Literacy Skills (DIBELS) is administered to K-3 students at the beginning, middle, and end of the school year. Test results are shared with parents.

School Hours

School begins at 7:45 a.m. and dismisses at 2:58 p.m. each day.

The opening and closing of Covington County Schools is fifteen (15) minutes prior to the time students are to report to homeroom (7:45 a.m.) and a reasonable time after school dismisses (no later than 3:05 p.m.). Between these times and throughout the school day, school personnel will be on duty and available to supervise and care for students. However, school system personnel ***should not and are not*** expected to assume responsibility for students whose parents permit them to arrive at school before 7:20 a.m. (breakfast served @ 7:20 a.m.). Students who are not picked up before 3:05 p.m. will be sent to Extended Day and parents will be charged the daily rate of \$3.00.

Procedures for Checking Students In and Out

Students and parents are strongly discouraged from scheduling dental and doctor's appointments during school hours. Vacations taken during the school year are also discouraged. The principal may excuse students for non-school related events. Such absences must be based on written parental request, approved in advance, in order for the absence to be excused. However, the student will not be considered to be perfect in attendance.

Students who report to school at or after 7:50 a.m. are considered tardy and must be checked in through the Office. A parent/guardian must bring the student to the office and sign the student in on the check-in sheet before the student goes to his/her classroom. **Parents are not allowed to walk their child to class.** Tardies are considered unexcused if these procedures are not followed.

Students will only be released to a parent, an authorized guardian, or a person who has been authorized by the parent in writing. I.D. will be required to check-out students.

Checkouts should be kept to a minimum. If a student must be checked out during the school day, the parent/guardian should go directly to the office, request to check out the student, and sign the check-out sheet. **Parents/guardians are not allowed to go to classrooms to get students.** Student checkouts will be monitored.

Transportation Procedures

The Covington County School System provides bus transportation to students, and students are encouraged to take advantage of this service. For students not riding a school bus, the following pick up and drop off procedures must be followed:

Morning Drop-Off Procedures: Students must be dropped off in the **BACK** of the school (off Tiger Drive). **DO NOT drop students off in front of the school building or behind the cafeteria.**

Afternoon Pick-Up Procedures: Students not riding a school bus are to be picked up in the **BACK** of the school. **DO NOT park in the front of the school building or behind the cafeteria.** All parents should remain in their vehicles in the back of the school and teachers/instructional aides will bring students to the vehicles beginning at 2:50 p.m. Students who are not picked up at 3:05 p.m. will be sent to Extended Day and parents will be charged the daily rate of \$3.00 per student.

IMPORTANT: If changes need to be made concerning your child's transportation to and from school, please send a signed and dated note.

DO NOT CALL/FAX THE SCHOOL WITH TRANSPORTATION CHANGES. Written transportation changes, signed and dated, from a parent/guardian, are required.

School Lunch & Breakfast Program

Straughn Elementary School participates in the Federal Lunchroom Program and provides nutritious meals for students. School lunches cost \$1.75 for students, .40 for reduced students, \$2.25 for faculty/staff and \$2.75 for visitors. Breakfast for students is .75; reduced is .30 and \$1.00 for faculty/staff and visitors. Lunch money can be paid daily, weekly or monthly. Applications for free and reduced-priced meals are available to all students. Eligibility is determined according to household income. Students may bring their lunches from home if they desire. In accordance with the Federal Lunchroom Program, candy and carbonated drinks are not allowed in the lunchroom or at school any time except in special situations (parties, etc.).

Students must have lunch money in their lunch account when they go through the line or they will not be allowed to eat. Federal law prohibits the charging of school lunches. (See page 24 of this handbook.)

School Visitors

Visitors must report to the school office upon arrival. In the interest of keeping our school safe, we have implemented the following procedures: Upon entering the school, all visitors must stop in the office, sign in the visitors' book, and pick up a visitors' pass. Our sole purpose for this sign-in procedure is to have knowledge of each visitor's purpose on campus and to ensure the safety of our students. Prior arrangements must be made with teachers to visit their classrooms. If staff members see visitors in the hallways, they should see a visitors' pass. Due to already overcrowded conditions, we discourage the practice of student visitors from other schools. All day visitation is not allowed.

Parental Involvement

The professional personnel of Straughn Elementary School value a strong home/school relationship and understand that students learn best in a team atmosphere where parents and teachers work together for the benefit of the student. Parents of students in Title I schools are urged to sign the parent compact. Parents are urged to attend all public meetings held by the school for parents, to get to know their child's teacher(s) early in the school year, and to schedule individual parent/teacher conferences if they have questions or concerns. Conferences must be scheduled to avoid disruption of classroom instruction. Parents/guardians are not allowed in classrooms unless accompanied by a teacher. Call the school office at (334) 427-1311 to schedule a conference.

Straughn Elementary School hosts a student orientation program for grades K-5 at the beginning of the school year and hosts an Open House in October during evening hours. Through the Straughn

Elementary School 21st Century Community Learning Center, in conjunction with Straughn PTO, evening activities, literacy nights, and evening community education activities are conducted and sponsored.

Grades 3-5 use Student Planners for homework assignments and test date information. The Student Planner is a daily communication tool between teachers, students and parents.

Enrollment Requirements

Students enrolling in Straughn Elementary School must meet enrollment requirements as set by the State of Alabama, Covington County Board of Education, and Straughn Elementary School. The following documentation must be on file:

- Withdrawal slip from previous school with pertinent, identifying information.
- Immunization Requirements: As required by Alabama Law, each pupil shall be immunized against diphtheria, varicella, pertussis, tetanus, poliomyelitis, measles, and mumps, including any other immunization that may be required by state law, before enrolling in any school in the Covington County School district. Such immunizations shall not be required in the case of a child whose health, in the opinion of a reputable physician, would be endangered, or where the parents or legal guardians of the child have filed a written objection to immunizations against non-epidemic diseases based on religious grounds or the student falls under the classification of LEP, Migrant or Homeless. The parent/guardian must present proof of immunization to school authorities.
- Birth Certificate Requirements: Any student entering kindergarten or first grade for the first time is required to present a birth certificate that is registered with the State Board of Vital Statistics.
- Social Security Requirements: Each student enrolling in Straughn Elementary School is required to present his/her original Social Security card.

Enrollment Exemption Policy: Students may qualify for enrollment exemption. The principal and/or school counselor will make the determination.

Withdrawal from School: In order to withdraw a student from school, a parent/guardian must report to the office, pick up an official withdrawal slip and turn in all textbooks, library books, pay any fines/fees owed, etc. All records must be cleared with the office. **PLEASE NOTE: A transcript will not be issued for any student until all textbooks, library books, and any/all other debts have been paid.**

Student Attendance Policy

In Alabama students attend school for 180 days. Students are expected to be in school except in cases of emergency, illness, or school approved absences. The Alabama Legislature passed Act 93-972 stating that parents are responsible for enrolling their children in school, ensuring that they attend school regularly, and that they conduct themselves properly as pupils. Each student must maintain a bonafied residence with the custodial parent(s) or legal guardian(s) within the boundaries of Covington County.

The Covington County Board of Education recognizes that regular attendance is necessary for students to progress in school.

Permits for absences must be turned in **within two (2) days** after returning to school or the absence is unexcused. Permits must be properly filled out and complete or the absence is unexcused. Permits must have students' first and last names, date, reason for absence, times (when needed), and be properly signed, or the absence will be unexcused. **For excused absences, a student will have five (5) days to make up any classroom work.** If a student is checked out early for any reason, that absence from class must be excused in order for school work to be made up. If a student is absent from school that student will not be allowed to participate in any after school extracurricular activities on the day of the absence. Students must attend for four (4) periods of the school day. The *Covington County Schools' Code of Student Conduct 2010-2011* outlines attendance, documentation of absences, tardies, and absence procedures.

School System Truancy Policy

Truancy is defined by the State of Alabama as the absence from school for no legitimate reason. The stages of truancy at Straughn Elementary School are as follows:

- **First Truancy, Second and Third Truancy (unexcused absence):** Teacher shall caution student about truancy and remind student that a written explanation must be submitted by the parent/guardian.
- **Fourth Truancy (unexcused absence):** Parents/guardians shall be notified by the school attendance clerk and/or school principal that said student was truant and provide the dates of truanancies. Students, who have consecutive unexcused absences which make their total unexcused absences four or more, will receive a letter from the principal and a “Notice to Appear” to the Early Warning Truancy Prevention Program.
- **Fifth Truancy (unexcused absence):** 1) The parent/guardian or person having control of said student shall be referred to the Covington County Juvenile Court for Judicial Action.; and 2) Failure to appear at the Early Warning Truancy Prevention Program meeting shall result in the filing of a complaint/petition against the student and/or the parent/guardian.

Other Truancies

Tenth (10th) Absence Coded Excused But Not Satisfactorily Explained

- Students who accumulate ten (10) “questionable” excused absences which have not been satisfactorily explained may also be required to attend the Early Warning Court. This action will require approval of the principal.

Seventh Truancy or Eleven (11) or More “Questionable” Excused Absences Not Satisfactorily Explained

- A complaint/petition will be filed against student or parent/guardian (parent/guardian and student will be required to attend Covington County Juvenile Court).

See the *Covington County Schools' Code of Student Conduct 2010-2011* for additional information on other truanancies.

NOTE: Tardiness: A student is considered tardy when he/she is not in the assigned seat when the tardy bell rings. Students who report to school at or after 7:50 a.m. are considered tardy and must be checked in through the Office. Unexcused tardies result in the loss of perfect attendance for exemption privileges in that class. Excused tardies will not count against perfect attendance. First, Second, and Third tardies will be Class I offenses.

Checkouts: Unexcused checkouts resulting in missed school work may result in the student receiving a zero for any class work and/or tests missed.

Promotion & Retention Policy

Adopted by the Straughn Elementary School Faculty May 2008

The mission of Straughn Elementary School is to develop a successful student who is motivated to learn, to grow and to care. To ensure this, Straughn Elementary School will provide an effective curriculum presented through the cooperative effort of a dedicated and caring staff. This will be accomplished in an environment that promotes high self-esteem, expects academic achievement, and fosters responsible citizenship for each student.

Straughn Elementary School students must be well prepared to meet the rigor and challenge of a new grade level as he/she progresses through the school years. Promotion to a new grade level is an accomplishment for a student because promotion demonstrates that the student has learned the requisite skills and knowledge and is prepared for the next challenge. It is the policy of the Covington County Board of Education that each student successfully complete existing course work and acquire the skills and competencies as required before that student is promoted to the next grade level or course.

The *No Child Left Behind Act of 2001* requires that all public school students reach high standards, attaining proficiency or better in reading and mathematics. Students must be performing on grade level in reading and mathematics by the 2013-2014 school year. Currently the State of Alabama requires schools to administer the following assessments to students to determine proficiency:

- Students in **grades K-3** are administered DIBELS: Dynamic Indicators of Basic Early Literacy Skills, a measure to assess student development of phonological awareness, alphabetic understanding, accuracy and fluency.
- Students in **Grades 3-5** are administered the Alabama Reading and Mathematics Assessments, and the Stanford 10 (SAT10). Students in 5th grade are also administered the Alabama Writing Assessment and the Alabama Science Assessment.

Decisions on promotion, retention, and placement of students shall be made in the best interest of the student after consideration of known factors. These factors include student grades, student performance on state mandated assessments, additional evaluations, portfolio reviews, school attendance, and students' social and emotional maturity and age. If a student is absent over twenty (20) days during the school year he/she may not receive credit for that grade unless all absences after the twenty (20) days are legally excused. The following guidelines will also be considered in determining promotion or retention of a student:

Kindergarten: Kindergarten students must be firm on their letters, sounds, and numbers before promotion to 1st grade. DIBELS scores in the areas of initial sounds fluency, letter naming fluency, phoneme segmentation fluency, and nonsense word fluency may be used to determine promotion or retention.

1st and 2nd Grades: Students may not fail **one or more** of the following subjects: reading, mathematics, and language.

3rd through 5th Grades: Students may not fail **one or more** of all core curriculum subjects.

Response to Instruction (RTI) is a problem solving process that focuses on data-based response and evidence-based intervention. RTI targets improved academic and behavioral achievement for ALL students through research-based instruction/intervention. RTI is the practice of providing high-quality research-based instruction/intervention matched to student needs. A three-tiered model of support provides interventions to students with academic and behavioral needs through whole group, small group and individual instruction. Typically, the RTI system of support focuses on the general education population. However, a special education referral may be necessary if the interventions have not been proven successful.

Realizing the need for academic success before advancing to the next grade level, a conference between the parent/guardian, teacher, counselor, and the principal may be held prior to the end of the school year concerning the status of a student for the next school year. After the conference a decision will be made by the principal to retain, assign, or promote the student.

The Instructional Program at SES

It is the desire and intent of the school administration to operate an educational program in which every student will have the opportunity to learn and grow to the extent that his/her abilities, interests, and motivation permit. The administration is most concerned that individual differences do not affect the quality of education that is available to every student; that individual needs of students can be met; and that the opportunity for success can be achieved.

In order to implement the above, the following shall be the policy of Straughn Elementary School:

- ❑ Every teacher shall make every effort to provide instruction and learning opportunities that are appropriate to individual students.
- ❑ Guidance and counseling will be provided to all students to facilitate their proper placement in courses and programs.
- ❑ Opportunities to succeed will be provided to all students enrolled.
- ❑ Every effort shall be made to challenge bright and gifted students to achieve to the extent of their abilities.

The Administrative Staff will:

- ❑ Continue to work intensively through in-service programs to help teachers become aware of existing programs and materials that facilitate individualized instruction.
- ❑ Provide teachers with materials and equipment necessary for individualization of instruction, including the necessary time and assistance to develop needed materials.

- Develop and implement practices that show promise of improving instructional programs.

Grading Scale Used at Straughn Elementary School

A+	98-100	C+	78-79	F	60 and below (Failure)
A	93-97	C	73-77		
A-	90-92	C-	70-72	G	Good
B+	88-89	D+	68-69	S	Satisfactory
B	83-87	D	63-67	U	Unsatisfactory
B-	80-82	D-	60-62	NI	Needs Improvement

To encourage a higher quality of scholastic achievement, an Honor Roll for Straughn Elementary students in grades 1-5 will be posted after each grading period. These honor students will be recognized at school in various ways. Honor Rolls will be sent to local newspapers and radio stations.

Annual Awards Program

An awards program is held each spring to recognize students for academic achievement, perfect attendance, and citizenship. Grades from the first three-nine weeks and progress reports are figured into the academic average for academic awards. Students must maintain an academic average of 90 to receive an academic award. A student must have attended Straughn Elementary School for at least nine weeks to be eligible to participate in the awards program. Parents are invited and encouraged to attend the awards program. Physical Education Awards are also given on Awards Day.

Textbooks

Students will be issued state-owned textbooks in all classes where textbooks are used. Upon issuance, these books become the responsibility of the student. The parent/guardian, or other person having custody of the student to whom such textbooks are issued, shall be held liable for any loss, abuse, or damage in excess of that which would result from normal use of the textbooks.

Students will be required to pay for any books they lose. If a student pays for a book and the book is found, there will be no refund. Students will also be fined for damaging books in any way, including cutting or tearing pages or the cover; writing in the book (no highlighting, marking, or drawing of any kind); and/or allowing books to get wet. Report cards will be held for students who owe for damaged or lost textbooks.

Straughn Elementary Library

At Straughn Elementary School, assisting students in the library is a collaborative effort between the classroom teacher and the librarian; therefore, the classroom teacher accompanies his/her class to the library and, along with the librarian, assists the student(s) in selecting appropriate reading material(s).

Alabama Virtual Library cards are available upon request by the student to the librarian.

The library will be open from 7:30 – 7:45 a.m. on most mornings for checking in/rechecking library books and/or paying fines. Students should not come to the library during the announcements, the playing of our National Anthem, and/or recitation of the Pledge of Allegiance. In addition to a student's regularly scheduled class library period, a student may check out books during his/her scheduled snack time, thus avoiding the loss of valuable classroom instruction time. These times will be

noted/designated on the library's master schedule. Students should not check out books after 2:30 p.m. each day.

With the teacher's permission, a student may check out up to **two (2) books** for two weeks and the books may be rechecked (renewed) if necessary; however, a student may not check out a book if he/she has an overdue book AND/OR an outstanding fee. In order to recheck a book or books, the student must present the book(s) to the circulation desk. Date due cards are placed inside the book card pocket for the convenience of the student(s). There is a grace period of **three (3) days** during which time no fine is calculated. However, if a checkout remains out past the grace period, the fine is calculated from the original due date. ** No fine is charged for days that the library is closed (See "after" below for exception). As the library door is seldom locked during the school day and for the students' convenience, there is a book drop off located in the library. To avoid a fine and/or upon the receipt of the first overdue notice, the student should come to the library as soon as possible and check in the book(s) OR recheck the book(s). During Book Fairs or other special occasions a student is limited to one check out at a time. **During the month of May and until all books are due, students may check out one book at a time.** After all books are due in May, fines begin immediately and weekends/holidays will be included in the fine(s). **All students' library books will be due on Thursday, May 11, 2011.**

For lost/badly damaged books, the student will be charged the full price of the book; the **minimum cost of a book is \$10.00. There will be a minimum charge of \$2.00 for mildly damaged books, such as the removal of the barcode while checked out in the student's name.** As with other "lost and paid for" school items, the library no longer gives refunds. If the book is found after payment for the book has been made and it is possible to return the book to the student at the time, the book becomes the property of the student. If it is not possible to return the book to the student easily or quickly, the book will be returned to the library's collection. Please contact Mr. Jimmy Ponds, SES Librarian, at (334) 427-1311 if you have questions or need clarification on library procedures.

Accelerated Reader Policy

Adopted by the Straughn Elementary School Faculty February 2008

The primary goal of Accelerated Reader is to improve reading by fostering a love of reading in our students. The computerized testing system is designed to help motivate, monitor, and manage student reading practice. Because the federal *No Child Left Behind Act* requires that all students will be proficient in reading by 2014, Straughn Elementary School utilizes Accelerated Reader Enterprise as part of its instructional program. By subscribing to Accelerated Reader Enterprise, Straughn Elementary students have access to over 100,000 quizzes with new quizzes being added each month. Students may check online to determine if a quiz is available for the books they are reading. This has greatly expanded the number and variety of books available to students. DESTINY, our school's library automation system, assists students with selecting AR books housed in the Library Media Center.

AR is supported by scientifically-based research. An extensive body of research confirms the effectiveness of Accelerated Reader and best classroom practices in helping educators dramatically improve student reading skills. The research consistently demonstrates that Accelerated Reader enables teachers to target instruction and accelerate reading growth for students of all ability levels.

This AR Policy applies to all students in grades K-5. Students will be tested at least three times a year (fall, winter, and spring) using STAR Reading to determine their reading levels, or ZPD, Zone of Proximal Development, ensuring that students are challenged in reading without being frustrated.

The following guidelines will govern the AR Program at Straughn Elementary School:

- All students must log in using their own passwords and key in their own answers.
- Each student should be reading on their ZPD, or reading level, as determined by the STAR Reading test. Grades 3-5 will not be allowed to read more than one grade level below (unless determined by ZPD).
- AR tests are taken at school during school hours.
- Students in grades K-5 must maintain an 80% correct average on comprehension.
- ANY FORM of CHEATING, including pulling up other students' records, will result in the student receiving a zero on all tests taken, tests being deleted, and/or AR privileges being suspended.
- AR will not be used for a grade unless the book has been read together in class, is a component of the adopted reading/science/social studies series, or is at the discretion of the teacher.
- Students who reach their goals each nine weeks and semester will be eligible to participate in AR awards. Students will be recognized at each nine weeks with a field trip and/or other award.
- Points will be cumulative for all students with awards going to top readers in each grade level. Points will not be rounded.

The following AR goals have been established by the Straughn Elementary School faculty:

Grade Level:	9 Week Goals:
1 st Grade	5 points
2 nd Grade	10 points
3 rd Grade	12 points
4 th Grade	14 points
5 th Grade	16 points

Counseling & Guidance Program

The Counseling and Guidance Program at Straughn Elementary School provides comprehensive, preventing, and developmental services for all students. The principal, teachers, parents, or students can make referrals. Counseling and guidance sessions are conducted in small group, whole group, and individual settings. Some of the sessions include, but are not limited to: expressing feelings, cooperation, manners, respect, substance abuse, making good choices, anger management, conflict resolution, improving student habits, and career development. In addition, our program provides assistance in student placement, interpretation of test data, scheduling, program planning, outside referrals, and community awareness. School counselor, Ms. Charlotte Wallace, can be reached through the school office at (334) 427-1311. It is our aim to help students strengthen their career, educational, and social skills by implementing the objectives of *The Comprehensive and Guidance State Model for Alabama's Public Schools*. By reinforcing the students' personal strengths, our goal is to have emotionally healthy students who are happy, socially well adjusted, responsible, and productive. The cornerstone of our program is commitment to the home-school partnership. We encourage home involvement and look forward to your interest and support. Your signature at the end of this handbook indicates your approval of the services described here.

GENERAL INFORMATION

Backpacks

Backpacks are allowed at Straughn Elementary School. Due to safety considerations, rolling backpacks are not allowed without a physician's request.

Chewing Gum

Chewing gum is not allowed at school or on school buses. Please refer to Straughn Elementary School's website @ www.straughnelementary.com for a copy of Straughn Elementary School's 2010-2011 Wellness Plan which lists other foods of minimal nutritional value.

Emergency Drills

Emergency drills such as fire and severe weather will be held monthly and will not be announced. Printed emergency instructions and school evacuation routes are posted in all classrooms, and teachers discuss the procedures with students in each class.

Field Trips

During the school year there are educational experiences provided for students through planned, supervised field trips. Teachers will schedule the field trips. Written parent permission is required for all students who participate in any field trip or activity that requires the student to leave school. We cannot accept verbal approval over the telephone for participation in field trips. Please understand that some school sponsored field trips do not provide for parents to attend (AR field trips, petting zoo, etc.). Students choosing not to attend a school-sponsored field trip are still expected to be in school. Students may be denied participation in field trips by the principal based on discipline (3 or more offenses) and/or attendance.

Flowers, Balloons, Gifts and/or Birthday Celebrations

No flowers, balloons, or gifts will be delivered to students at school for any occasion. Due to safety and security reasons, no parents/guardians will be allowed to celebrate student birthdays by visiting during snack, lunch, or instructional time. If parents/guardians choose to provide one special treat for a student's birthday, only one (1) store-bought, pre-packaged/originally-sealed nutritional treat will be accepted. The treat must be dropped off at the office and inspected by office staff before being shared with students. The office will be responsible for delivering the treat to the teacher.

Lockers for 4th and 5th Graders

Lockers are, and will remain, the property of Straughn Elementary School. Students are allowed to use them without charge. Students may bring a lock to lock their lockers. If students forget keys to unlock lockers and locks have to be removed, students may lose locker privileges for the remainder of the school year. Locks must be removed by students at the end of the school year or upon withdrawal from school. Students should take pride in keeping their lockers cleaned and in good condition. Lockers will be inspected periodically by school officials. Personal items such as jackets, etc., should be marked with the students' name for identification. All school property and other items at school may be searched by school officials with reasonable cause of suspected disruptive or dangerous items.

Personal Property

Care of personal and public property is part of growing up and exercising good citizenship. Each year many articles of clothing remain unclaimed in the school's lost and found. Although name labels on

personal property are helpful in identifying owners of lost items, students are encouraged to be responsible for what belongs to them and others. **The school is not responsible for lost, stolen or damaged possessions.** Valuable items should not be brought to school.

Straughn Elementary School will not allow students to bring items to school that distract other students such as toys, trading cards, video games, computer games, radios, lasers, cameras, play jewelry, etc. Items brought to school without permission will be taken from the student and sent to the principal's office. Items will be returned to the student's parent/guardian on the last day of the school year. Covington County Schools prohibit student possession of electronic communication or recording devices including, but not limited to, cell phones, pagers, beepers, iPODS, and cameras during the school day or on school buses.

Physical Education (Illness or Injury)

According to Alabama Law and School Policy, no student may be excused from physical education classes except in cases where student participation in physical activities present an extreme hardship on the student's well-being. Students may be excused from physical education for a period of up to three (3) days by the parent/guardian writing a letter to the student's homeroom teacher stating this request. If the student needs to be excused from physical education for a period longer than three (3) days, a statement from the student's physician should be sent to the student's homeroom teacher. The letter will be initialized by the principal or teacher and sent to the physical education department.

To prevent injuries, students are expected/required to wear appropriate clothing and shoes for physical education activities. Students will be expected to walk for their exercise if they do not wear the appropriate shoes. Tennis shoes are highly recommended for PE. Shoes worn at PE must have closed toes and closed heels. Flip flops and/or Heelys are not appropriate wear for PE.

Student Insurance Program

Student insurance is available on an optional basis at a reasonable cost. This supplemental and reduced rate insurance is offered to all students. Two forms of coverage are offered: School Day Coverage or Twenty-Four Hour Coverage. Any student participating in any extracurricular activity is encouraged to purchase school insurance.

Telephone

Students are not allowed to use the school telephone. In case of emergency, the school secretary will make the call for the student or deliver the message to the student. Parents are not allowed to call the school to speak directly with their child. The school secretary will take a message for the student only in an emergency situation.

Tobacco

It is the official policy of Covington County Schools that students will not be allowed to bring, use, or possess tobacco products at school or when participating in any school-sponsored activity.

Student Activities

Honor Club

The purpose of the Straughn Elementary School Honor Club is to promote scholarship, leadership, and service. Membership of the group is limited to 3rd, 4th, and 5th grade students who have maintained an 88% academic average in the core curriculum subjects. At the end of the 3rd nine week reporting period, teachers will average grades, without P.E., and if this average is an 88/B or above, students will be considered as a new inductee into Honor Club. Students will not be considered as Honor Club candidates if they 1) have repeated their current grade; and/or 2) have committed a Class III or Class IV offense according to the Code of Conduct for the current year. Dismissal from Honor Club will occur if a student commits a Class III or IV offense, at which time the student will be counseled by the principal and at least one Honor Club sponsor prior to dismissal. Parents will be notified in writing should a dismissal be agreed upon. A failing grade in any subject disqualifies students for membership. Students must have attended Straughn Elementary for a minimum of one full semester prior to induction into the Honor Club. All students wishing to be considered for an office including President, Vice President, Secretary or Treasurer must have at least one written reference form a teacher and one from a non-relative community member in good standing.

Student Council

The purpose of this organization is to serve as a democratic method for all students to have a say in the activities and operation of our school. Representatives will include two (2) students from each homeroom in grades three, four, and five. If for any reason a position is not filled, the advisor may appoint a student to fill the position.

4-H Club

The 4-H Program is part of Straughn Elementary School's Character Education Program and is scheduled for grades four and five. The 4-H extension agent takes complete responsibility for the program, with meetings being held throughout the school year.

Spelling Bees & Math Tournament

Students in grades three, four and five may participate in annual Spelling Bees and the annual Covington County Schools' Math Tournament.

Beginning Band

Fifth grade students may be eligible to participate in the band. All band members are expected to maintain a 70% or higher average in all classes (*No Pass, No Play* rule).

Programs and Assemblies

Special programs and assemblies are held during the school year. Students are notified when a program has been planned. Parents are always welcome and encouraged to attend.

Homework

Homework is an extension of daily class work or newly introduced concepts. Reports or long-range projects may also be assigned and are necessary to reinforce writing and reading skills. If you have any questions concerning your child's homework, please contact the teacher for clarification.

Students at Straughn Elementary School will receive varying amounts of homework depending on their grade level. It is very important that parents check with teachers early in the year to determine their expectations and general class procedures. Nightly extra study is necessary, especially in the upper grades. Daily assignments are designated by teachers and are due according to their guidelines.

Snacks

To comply with state laws on wellness, Straughn Elementary School's Wellness Plan takes a proactive effort to encourage students to make nutritious food choices. Snack time is set aside each day for students, however, participation in snack time is not guaranteed to students who fail to meet their daily obligations for class assignments or behavior. Students denied such participation in snack time may remain in the classroom to complete assignments. Nutritious snack and bottled water or 100% fruit juice can be purchased by students during snack time for .75 each. Prices and snack items are subject to change.

Citizenship

All rules pertaining to student behavior shall apply while a student is attending school or school-related activities on campus. These activities include PTO, fundraisers, ball games, pep rallies, and assemblies of any kind.

Students are expected to conduct themselves in a courteous manner at all times. They should show respect to all school personnel. Obedience is required. A friendly attitude toward other students and teachers is encouraged. Every student should do their part to keep the school buildings and grounds in excellent condition and attractive in appearance.

All students are urged to exercise care in using all school property assigned to them. Any defacing or destruction of property will warrant disciplinary action that will result in the student having to pay for said property and be subject to suspension from school. Running is only allowed during physical education activities. This is a necessary safety precaution. Students should be quiet in the hallways, restrooms, and lunchroom. Loitering on the school campus is not allowed.

Behavior on School Buses

Excellent conduct on the bus is an absolute necessity and is expected. Misconduct will be reported by the driver and handled by the principal. The principal has the authority to revoke a student's bus privileges.

The following safety measures must be followed while students are riding a bus:

- ❑ Students must listen and obey the bus driver.
- ❑ If a student must cross the road to get to or from the bus, he/she must cross in front of the bus, only after it has stopped to load or unload (stop sign with lights flashing will be displayed). Watch for other vehicles that may still be moving.
- ❑ Student must stand six (6) to eight (8) feet off roadway while waiting to board the bus. This applies to students boarding the bus from the side of the road on which the bus stops, as well as those boarding the bus from the opposite side of the road.
- ❑ All students must remain seated while the bus is moving.
- ❑ No profanity, ugly remarks, or gestures are permitted on the bus.
- ❑ Students must not extend parts of their bodies or any other item out of the bus window.
- ❑ No eating, drinking, or chewing gum will be allowed on the school bus.
- ❑ Alcohol, tobacco, and/or drugs of any kind are not allowed on the bus at any time.
- ❑ No sharp objects or weapons are allowed on the bus.

- ❑ No animals (reptiles, mammals, birds, etc.) are allowed on the bus.
- ❑ The emergency door will remain closed except in an emergency.
- ❑ **No one will be allowed to get off of the bus at any location except at school and home without the parent or guardian's written permission which must be approved by the principal and/or school office staff.**
- ❑ In an emergency, students must remain on the bus until an authorized person gives instructions.
- ❑ The students loading the bus first and/or getting off last should sit to the rear of the bus.
- ❑ Seats may be assigned on the bus by the principal or the bus driver.
- ❑ Students must keep feet and knees out of the aisles and seats.
- ❑ Students must face the front of the bus while riding.
- ❑ Objects should not be thrown from or inside the bus.
- ❑ Books should be held on students' laps and not placed on the floor or seat of the bus.

Dress Code

The dress code at Straughn Elementary School will be adhered to as stated in *Covington County Schools' Code of Student Conduct 2010-2011*. Students are expected to be clean and appropriately dressed for school. Dress and appearance must not present health or safety problems or cause disruption to the teaching/learning process. Teachers may deny a student admission to class due to improper dress. In this case, the student's absence will be unexcused. Students who violate the dress code will be documented, warned and asked to secure proper attire on the first offense. Straughn Elementary School does not allow students to wear hats except on Field Day, field trips, or other special outdoor events. See page 15 of this handbook about appropriate footwear for P.E.

Violations and Disciplinary Procedures

Corporal punishment may be administered by the principal/designee or teacher in the presence of a professional employee of the Board of Education. A written report will be prepared for each incident and copies of each report must be on file in the administrative office of the school. Corporal punishment for a student documented as having a disability, in which the behavior was not a manifestation of the student's disability, will follow the same procedures as a non-disabled student (*Covington County Schools' Code of Student Conduct 2010-2011*).

The Crisis Management Program, defined as the removal of students from the regular class program to a class setting within the school or locale where the student will have no contact with the regular program, will be used as a support alternative for behavioral and academic reasons. Students shall be assigned as specified in the *Covington County Schools' Code of Student Conduct 2010-2011* or for academic reasons by the school principal/designee. Students may be assigned from one (1) hour to five (5) days unless time is extended for noncompliance with rules of conduct.

Disciplinary Actions for Class I Offenses:

1st Offense: Crisis Management Program (Tutorial Resource Room) for 2 periods or 2 licks.

2nd Offense: Crisis Management Program (T.R.R.) for 3 periods or 3 licks.

3rd Offense: Crisis Management Program (T.R.R.) for 1 day.

4th Offense: Automatically becomes a Type II Disciplinary Action

Class I Offenses:

105	Distraction of other students - any behavior that alters the teaching process of the classroom or educational activity.
110	Quarreling, minor harassment
120	Nonconformity to dress code
125	Minor misbehavior on a school bus
130	Inappropriate public display of affection
135	Unauthorized use of school or personal property
140	Eating or drinking in unauthorized areas
145	Locker abuse, incidental defacement, littering of school property
155	Possession of radios, tape players, cards, electronic games, etc. without written administrative approval will result in the confiscation of said articles.
160	Sitting in parked vehicle after arriving at school or returning to vehicle during the school day without permission
165	Tardies: Procedures will be followed as outlined under Tardiness in Code of Student Conduct.
170	Minor physical conflicts (ex. pushing, shoving) which stops by directive
175	Failure to follow specific instruction (disobedience)
180	Cheating (copying school work)
190	Any other violation which at the discretion of the principal may be deemed reasonable within this category after consideration of extenuating circumstances

Disciplinary Actions for Class II Offenses:

1st Offense: 2 days in the Crisis Management Program (Tutorial Resource Room).

2nd Offense: 3 days in the Crisis Management Program (T.R.R.).

3rd Offense: 4 days in the Crisis Management Program (T.R.R.).

4th Offense: Automatically becomes a Type III Disciplinary Action.

Class II Intermediate Offenses:

200	Continued failure to follow instructions of School Board employee
210	Possession and/or ignition of fireworks, firecrackers, stink bombs, etc.
215	Use of obscene behavior (verbal, written, gesturing, touching) directed toward another person
220	Leaving class without written permission
230	Misuse of lunch tickets and/or privileges
235	Truancy: Absence from school or class without principal's approval
240	Speeding (exceeding any posted campus speed limit) or reckless driving
245	Intimidation of students (threat by word or action to do violence to another student)
250	Any misuse of school equipment and/or supplies
290	Any other violation which at the discretion of the principal may be deemed reasonable within this category after consideration of extenuating circumstances

Disciplinary action for Class II, III, and IV Offenses will automatically be referred to the principal.

Disciplinary Actions for Class III Offenses:

1st Offense: Crisis Management Programs for five (5) days.

2nd Offense: Crisis Management Program for ten (10) days.

3rd Offense: Out of School Suspension for three (3) days.

4th Offense: Out of School Suspension and referral to Administrative Hearing Committee.

Class III Major Offenses:

300	*Possession and/or use of tobacco products
301	*Leaving campus without permission
305	*Gambling (any participation in games of chance for money and/or things of value).
310	*Vandalism (intentional and deliberate action resulting in damages of less than \$100 to public property/personal property of another)
315	*Stealing items less than a total of \$25 in value
320	*Defiance of a School Board employee's authority
321	*Possession of a laser light or any electronic device designed to shine bright lights at school or school activity
325	*Possession of stolen property (value of less than \$100)
330	*Threats, extortion (verbal, written, or printed communication maliciously threatening injury to the person, property or reputation of any person with the intent to extort or coerce any person against his/her will)
335	*Trespassing (willfully entering or remaining on school property without authorization)
340	*Unjustified activation of a fire alarm system or fire extinguisher
345	*Written or verbal proposition to engage in sexual activity
350	*Use or possession of obscene/pornographic materials
355	*Fighting – See No Fight Policy
360	*Forgery (falsifying/altering documents to secure privileges or monetary gain)
365	*Possession of a pocket knife on school property
370	*Directing obscene or profane language to a School Board employee
375	*Use of racial slurs/derogatory remarks
380	*Unauthorized activities/organizations (any attempt to use property for activities/organized meetings that are not school related)
385	*Any gross abuse of computers/computer programs
390	*Any other violation which at the discretion of the principal may be deemed reasonable within this category after consideration of extenuating circumstances

* Indicates the offenses which may be reported to law enforcement authorities. The principal will determine if Class III offenses are treated as Class II or Class IV offenses after viewing all facts.

Disciplinary Actions for Class IV Offenses K-12:

All actions should be considered.

1. Parent/guardian notification and request for conference.
2. If deemed necessary, reported to law enforcement authorities.
3. Suspension for three (3) to five (5) days.
4. If requested by the Principal or parent/guardian, an Administrative Hearing.
5. Expulsion

See the *Covington County Schools Code of Student Conduct 2010-2011* subsequent offenses in the same school year relating to Class IV offenses.

Class IV Severe Offenses:

405	*Drugs, drug paraphernalia, alcoholic beverages, or imitations of all the preceding (unauthorized possession, transfer, sale, use or being under the influence while on school property or attending a school sponsored activity)
410	*Arson (the willful burning of any part of school property)
415	*Assault upon a School Board employee (the actual unlawful touching or striking of a School Board employee or the causing of bodily harm to an employee)
420	*Robbery (the taking of money/property by force, violence or intimidation)
425	*Stealing, larceny, grand theft (carrying away/possession of property of another valued at \$25 or more)
430	*Burglary of school property
435	*Criminal mischief (willful and malicious injury/damages in excess of \$100 to public/personal property of another)
440	*Bringing or possessing a weapon or an imitation of a weapon on school property (including but not limited to a firearm, stun/taser gun, an air gun, or an edged instrument)
441	*Firearm
445	*Bomb threats
450	*Explosives (possessing, preparing or ignition of explosives likely to cause bodily injury on School Board property)
455	*Sexual acts (acts including but not limited to sexual harassment, intercourse, attempted rape, or rape)
460	*Aggravated assault (intent to cause serious bodily harm or use of a deadly weapon)
465	*Inciting or participating in a major student disorder (resulting in destruction or damage of private or public property or personal injury)
470	*Indecent exposure (intentional exposure of private parts, mooning)
475	*Unprovoked assault/attack on another student
480	*Profession of affiliation/involvement with any subversive organization/gang-related activity (includes wearing clothing, symbols, or offensive speech causing disruption on school property)
490	*Any other violation which at the discretion of the Principal may be deemed reasonable within this category after consideration of extenuating circumstances

* Indicates the offenses which may be reported to law enforcement authorities. The principal will determine if Class III offenses are treated as Class II or Class IV offenses after viewing all facts.

Please contact Covington County Schools' Federal Program Section at (334) 222-7571 to obtain parental notifications in a language other than English, as well as information pertaining to the migrant program.

COVINGTON COUNTY BOARD OF EDUCATION GRIEVANCE AND COMPLAINT PROCEDURE FOR PARENTS, STUDENTS AND EMPLOYEES

The normal procedure to be followed regarding a personal grievance related to school is to discuss the matter with the immediate supervisor. If the problem is unresolved, the complainant may submit a written request to the Principal to arrange for a meeting with the Superintendent (within five (5) working days). If the problem remains unresolved, the complainant may submit a written request for a hearing before the Covington County Board of Education (within five (5) working days). The Board, after receiving the written request, will notify all interested parties of the time and place of the hearing (not less than five (5) nor more than fifteen (15) working days). The hearing date may be reset by mutual agreement of both parties. All parties will be given opportunities to present (reasonable oral and written material. The Covington County Board of Education will render a written decision (within a reasonable time).

EQUAL OPPORTUNITY POLICY

It is the official policy of the Covington County School System that no person shall, on the ground of race, sex, religion, color, creed, national origin, handicap, or age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program, activity, or employment. Inquiries of complaints regarding compliance with federal regulations may be directed to the Covington County Board of Education.

INJURY POLICY

In the event of injury or severe illness to any student in Covington County Schools, appropriate first aid will be rendered and the parent/guardian will be notified as soon as possible. Should school personnel be unable to locate the appropriate parent/guardian and the injury/illness requires medical attention, the student will be transported to the designated doctor on his/her information card or taken to the emergency room of the local hospital.

SCHOOL HEALTH SERVICES/POLICY/PROCEDURES/PROGRAMS

Screening Program

Eliminating health problems helps students achieve their maximum potential. In an effort to assist in keeping abreast of the general health conditions of the students enrolled in Covington County Schools, various programs are conducted throughout the school year including vision/hearing, head lice, scoliosis, and other health assessment clinics as needed.

Procedure Following Screening Programs

Notification of a student's failure in any screening program will be sent immediately to the student's parent/guardian following any screening process. When a student has failed his/her vision screening, it is recommended by letter to the parent or legal guardian that he/she needs to see an optometrist for further evaluation. When hearing screening is failed, a referral is made to the Covington County Audio logical Services Center where an audiologist will conduct an evaluation. When a student has failed the scoliosis screening, it is recommended by letter to the parent or legal guardian that he/she sees a physician for further evaluation.

Student with Medical Conditions

The State Department requires all students with a medical condition to have an emergency care plan for each student. If your child has a medical condition, please notify the **school nurse** so this emergency care plan can be signed and implement as soon as possible.

Medication Regulations/Policy

In accordance with Alabama guidelines, a physician must prescribe all prescription medications given in the Covington County School System, a School Medical Authorization Form must be signed by the parent/guardian, and physician before medication can be administered. **The following information must be attached to the original bottle or box: Student's Name; Prescriber's Name; Name of Medication; Strength; Dosage and time interval; Route; Date of drug's discontinuation when appropriate**

Over the counter medication must be in original bottle or box and must have a School Medication Authorization Form signed by parent/guardian before medication can be administered.

A parent/guardian or parent designee should deliver all medication to the school nurse or other employee designated by the principal. Under no circumstances will students be allowed to bring any medication to school.

Self administered medication: Students who are capable of carrying their inhalers or EpiPens must bring a medication authorization form signed by both their physician and the parent or legal guardian. **No student is allowed to carry any medication on them at school without this authorization form being on file in the nurse's office. Any student that has been given permission to carry medication will be responsible for keeping their medication on them at all times and not to share with any other student. Students will be reprimanded according to Covington County Schools Code of Student Conduct for failing to comply with this medication policy.**

Illness/Injury at School

In the event of injury or severe illness to any student in Covington County Schools, appropriate first aid will be rendered and the parent/guardian will be notified as soon as possible. Should school personnel be unable to locate the appropriate parent/guardian and the injury/illness requires medical attention, the student will be transported to the designated doctor/or taken to the nearest emergency room.

It is very important that students are not sent to school with fever, vomiting, diarrhea or a contagious medical condition. **Parents are advised that all students should be free of fever, vomiting, or diarrhea for a minimum of 24 hours without the use of any medications before returning to school.** Please notify the nurse if your child has been diagnosed with a contagious illness.

Procedure for Head Lice

In the event head lice are discovered during routine screenings, it is the responsibility of the parent/guardian to treat the student. Since head lice are highly contagious all family members need to be checked. Parent will be notified by telephone if possible or by letter in a sealed envelope if their child has head lice. Parents should:

1. Shampoo the student's hair with any of the lice shampoo (ex RID/Lice MD/Nix) which are available at local drugstores. The parent may also contact their local physician on the needed treatment. All products must be used carefully, observing all direction and safety guidelines.
2. Remove all nits (eggs) to ensure complete treatment. Most lice shampoos do not kill all the nits and survivors will hatch into crawling lice within 7-10 days, generating a cycle of self re-infestation: therefore, a second treatment will be necessary after 7 days.
3. **ALL NITS(EGGS) MUST BE REMOVED BEFORE YOUR CHILD RETURNS TO SCHOOL.**
4. Before your child will be readmitted to class or allowed to ride the bus, the school nurse or a designated person will have to recheck your child's hair. (Please bring your child to school they will not need to ride the bus until they have been cleared.)
5. If head lice is detected and the student is sent home. **He/She will be excused for the following day if the student comes to the school nurse or a designated person to be rechecked.**

Please contact your school nurse, Ms. Michelle Armstrong, at 427-1311 if you have any questions.

WORTHLESS CHECK POLICY

Any individual submitting a worthless check shall be charged a non-sufficient funds check fee of \$30 for all returned checks whether collected or not. Should a school receive a second bad check from an individual, then no further checks are to be accepted from that individual. The local district attorney's office will be utilized in the collection of bad checks should this action become necessary. Non-public funds must be used to cover any insufficient checks in state, federal, or public fund accounts.

GIFTED PROGRAM POLICY

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. To make a referral, contact Ms. Kathy Ammons at Straughn Elementary School at 334-427-1311

LUNCHROOM PURCHASES MAY NOT BE CHARGED

Covington County Schools is pleased to provide students a wholesome and nutritious breakfast and lunch meal every day. Meal prices have been established for student breakfast and lunch meals. Student meals must be paid at the time of purchase or pre-paid in advance. Cash or checks are accepted. We want to remind families that **Covington County Schools does not allow students to charge their breakfast, lunch, or ala carte purchases.** Each family is responsible to ensure their student arrives at school with money or pre-pay in advance. If a non-sufficient fund check is received twice from the household, only cash will be accepted for meal payments.

At the beginning of each school year, all students receive an application for Free and Reduced Meals. We encourage families to complete this application and return it to your local school as soon as possible. Applications are approved and valid for only the current school year. A new application must be filled out each school year. If you did not receive an application contact your local school. Parents and students will be advised in writing upon approval or denial of eligibility for free and reduced priced benefits.

CLASS SIZE REDUCTION

Class Size Reduction (CSR) is a reform strategy that is used at the state and national levels. Federal funds available for CSR are based on research that shows positive outcomes for early grade levels. CSR increases the available instructional time between the teacher and student while reducing the student-to-student interaction. Teachers also spend less time on classroom management and more time on classroom instruction which should enhance student performance. Covington County Schools' goal with CSR funds is to reduce the number of students in some classes to twenty or fewer students. For more information about CSR please contact Covington County Schools.

TITLE I SCHOOLS IN COVINGTON COUNTY

The following county schools are Title I schools: Fleeta, Floral High, Pleasant Home, Red Level, Straughn Elementary, Straughn Middle, and W.S. Harlan. Mr. Ricky Messick, Federal Programs Coordinator for Covington County Schools and Ann Shakespeare, Parental Involvement Coordinator would like to inform parents at these schools that they are encouraged to participate in the decision-making process in regard to their school's academic programs. Parents are invited to read their school's Title I Schoolwide Plan, on file in the school office, and get involved in the budgeting process as well as the development of future Title I Schoolwide Plans. If you would like more information on becoming involved in your school's planning process, please contact your school principal, Ms. Bettye Anne Older, at 427-1311 or you may contact Mr. Messick at ricky.messick@cov.k12.al.us or Mrs. Shakespeare at ann.shakespeare@cov.k12.al.us or by calling 334-222-7571.

Annual student assessment results will be communicated to parents in the following ways: Alabama State Report Card (posted on the Alabama State Dept. of Education's website), and the Individual Student Assessment Report. General information (*not specific student information*) regarding student assessment will be communicated to the community through a news release to the local newspaper. Schools identified for school improvement will provide written notice to parents the status of the school's improvement.

PARENTAL RIGHTS TO INFORMATION ABOUT TEACHERS

No Child Left Behind legislation allows parents in Title I schools to request certain information about their child's teachers. The information that you have a right to request on your child's teacher is:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subjects the teacher is teaching.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing has been waived.
3. The baccalaureate degree major of certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by a teaching assistant and, if so, their qualifications.

Covington County Schools are extremely proud of our teachers and teacher aides, and are happy to provide you with the above information pertaining to your child's teacher. If you have such a request, please contact the school principal and ask for the information in which you are interested.

ARMED FORCES RECRUITMENT

The following provision of the *No Child Left Behind Act* relates to the ability of the United States military and institutions of higher education to request certain student information from Covington County Schools' high schools to be used for purposes of recruitment by these entities.

SEC. 9528. ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION.

(a) POLICY - (1) ACCESS TO STUDENT RECRUITING INFORMATION - Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each Local Educational Agency (LEA) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

(2) CONSENT - A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency shall notify parents of the option to make a request and shall comply with any request.

(3) SAME ACCESS TO STUDENTS - Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.

Parents or guardians of high school students wishing to exercise their right to request that the name, address and telephone number of their child not be released for such recruitment purposes should send a letter to that effect to the school principal within two weeks of enrolling in the school.

RESPONSE TO INTERVENTION (RTI)

Response to Instruction (RTI) is a problem solving process that focuses on data-based response and evidence-based intervention. RTI targets improved academic and behavioral achievement for ALL students through research-based instruction/intervention. RTI is the practice of providing high-quality research-based instruction/intervention matched to student needs. A three-tiered model of support provides interventions to students with academic and behavioral needs through whole group, small group and individual instruction. Typically, the RTI system of support focuses on the general education population. However, a special education referral may be necessary if the interventions have not been proven successful.

CHILD FIND - HELP US LOCATE CHILDREN WITH DISABILITIES

The Covington County Schools' Office of Special Education is continuing in the search of students who are in need of Special Education services. Special services are available for students from birth to age twenty-one (21). If you know of anyone who would benefit from our services, please contact the Office of Special Education at (334) 222-2632.

COVINGTON COUNTY BOARD OF EDUCATION INTERNET USE POLICY

The Internet Use Policy is designed to provide guidelines for using the Internet in the classroom, school media centers, and computer labs in Covington County Schools. The Internet will be used for research and educational purposes. Students are responsible for appropriate behavior while using the Internet. Privileges may be revoked if guidelines are not followed.

Internet Student Guidelines

1. Users will be held accountable for their actions.
2. **DO** notify an adult immediately if you encounter materials that violate the Student Code of Conduct
3. **DO NOT** use a computer to harass, attack or harm others.
4. **DO NOT** damage the computer or network in any way.
5. **DO NOT** degrade the performance of the network with useless information.
6. **DO NOT** use the Internet for illegal activities.
7. **DO NOT** install software or download unauthorized electronic media.
8. **DO NOT** view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or pictures.
9. **DO NOT** view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or pictures.
10. **DO NOT** share your password.
11. **DO NOT** reveal personal addresses or telephone numbers.
12. **DO NOT** access other students' work, folders, or files.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school amend education records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;

- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Schools will notify parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools will notify parents and eligible students annually of their rights under FERPA which may be by special letter, inclusion in a PTA bulletin, student handbook, or newspaper article.

Parents have the right to file a complaint with the U.S. Department of Education regarding the alleged violation of FERPA. The Family Policy Compliance Office may be contacted at the following address: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, D.C. 20202-5920

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas—

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Receive notice and an opportunity to opt a student out of—

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use —

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Covington County Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Covington County Schools will directly notify parents and eligible students of these policies at least annually at the start of each

school year and after any substantive changes. Covington County Schools will also directly notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Any non-emergency, invasive physical examination or screening.
3. Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.

Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, D.C. 20202-5920

IMPORTANT INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE

What is meningococcal disease?

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

How do you catch the disease?

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

What are the symptoms of the disease?

- Fever
- Headache
- Stiff neck
- Red rash
- Drowsiness
- Nausea and vomiting

Meningococcal vaccine: Who should get the vaccine and when?

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information. For more information on this and other vaccine recommendations go to: www.adph.org/immunization

Straughn Elementary School 2010-2011 Handbook of Student Rules & Regulations

Parent/Student Signature Page

This handbook has been prepared for students and parents on the rules, procedures, and other important information about Straughn Elementary School and the Covington County School System. Please sign and return the bottom of this page to your child's homeroom teacher as soon as possible. **Please keep the Handbook of Student Rules & Procedures 2010-2011 for future reference.**



PLEASE RETURN THIS BOTTOM PORTION TO STRAUGHN ELEMENTARY

We have read and discussed the information contained in Straughn Elementary School's Handbook of Student Rules & Procedures 2010-2011.

Signature of Parent/Guardian: _____

Signature of Student: _____