



Straughn Middle School

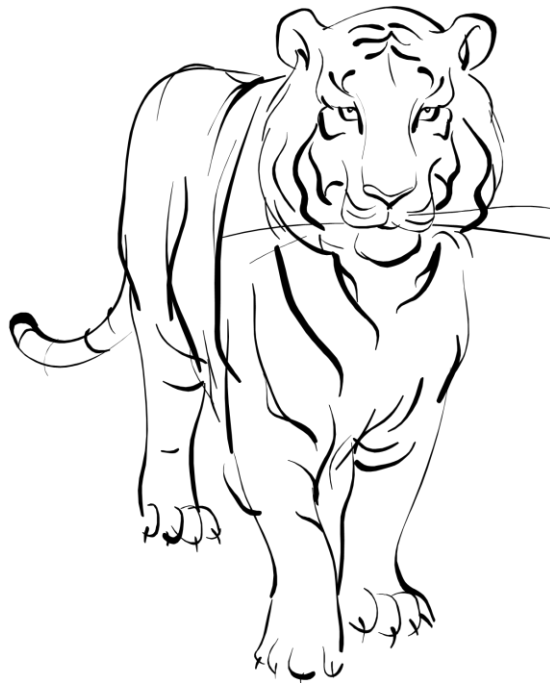
29324 Straughn School Road

Andalusia, AL 36421

334-222-4090

334-222-4132 (fax)

<https://sms.cov.k12.al.us>



Student Handbook & Code of Conduct

2023-2024

Dear Students, Parents and/or Guardians,

On behalf of the faculty and staff of Straughn Middle School, I would like to extend a warm welcome to you for the 2023–2024 school year. At SMS, we strive to “Keep it **REAL**” by providing our students with instruction that is **Relevant, Engaging, Authentic, and Learner**–centered in a safe supportive learning environment.

One of the biggest predictors of student success is parental involvement. Parents, thank you in advance for partnering with us to ensure your child thrives academically and socially. With your assistance, I am certain this school year will be productive, and students will be successful!

Thank you for the privilege of educating your child!

The Faculty and Staff of Straughn Middle School

MISSION STATEMENT

Our mission at Straughn Middle School is to provide students with the skills and knowledge to become respectful, responsible, and resourceful members of society.

VISION STATEMENT

“Respectful, Responsible, and Resourceful

This Student Handbook will serve to familiarize you with the general policies at Straughn Middle School. While this Handbook does not address all situations that might arise, it will help you to know what is expected of our students on a daily basis. The Covington County Code of Conduct will also help you to know the policies of our school system. Should you have any questions regarding any of the policies, please feel free to contact the school’s office.

Equal Opportunity Policy: It is the official policy of 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 and provide access to the Boy Scouts and other designated youth groups. Inquiries of complaints regarding compliance with federal regulations on 504, Title I, Title II, and Title IX may be directed to Chris Thomasson, Federal Programs Coordinator (chris.thomasson@cov.k12.al.us), Kelly McCollough, 504 Coordinator, Covington County Board of Education, 807 C.C. Baker Avenue, Andalusia, AL. 36420, (334) 222-7571

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Halie Bryant
Tammy Jones
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Brittany Wicker

RESOURCE OFFICER

Stan Baker

Holidays

First Full Day of School for Students.....	August 14, 2023
Labor Day.....	September 4, 2023
Fall Break.....	October 9, 2023
Veterans Day.....	November 10, 2023
Thanksgiving.....	November 20-24, 2023
Christmas & New Year's.....	December 18, 2023 - January 1, 2024
Teachers Return.....	January 2, 2024
Students Return.....	January 2, 2024
King/Lee Holiday.....	January 15, 2024
President's Day/Weather Day.....	February 19, 2024
Spring Break.....	March 25-29, 2024
Break/Weather Day.....	April 26, 2024
Last Day for Students.....	May 23, 2024

Progress Reports

September 14, 2023; November 16, 2023; February 15, 2024; April 18, 2024

Report Cards

October 19, 2023; January 11, 2024; March 21, 2024; May 23, 2024

School Hours

School begins at 7:40 a.m. and dismisses at 3:03 p.m. each day. Students are expected to be at school and in class on time. Students who arrive at school after 7:43 a.m. must report to the office upon arrival and check in. **Refer to Code of Conduct for attendance and truancy policies.**

Check Outs

Any person checking out a student should report directly to the school office. A student will be released only to individuals on the student's contact list. ID will be required in order to check out a student.

Visitors

In order to maintain a **SAFE SCHOOL CAMPUS**, parents and visitors are **REQUIRED TO REPORT** to the school office before going to a classroom for any reason.

Transportation

The Covington County School System provides bus transportation for students, and students are encouraged to take advantage of this service. Students not riding a school bus and who **DO NOT** have siblings at the elementary can be dropped off and picked up at the front of Straughn Middle School. Otherwise, please drop off and pick up in the designated area in the back of the school. For safety reasons, **DO NOT drop students off at the side of the school building or behind the cafeteria. Parents, who fail to follow procedures, will be required to drop-off and/or pick-up students at the back of the school.**

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

STUDENTS MAY NOT BE DISMISSED TO BUSES UNTIL THE DISMISSAL BELL RINGS.

Bus Behavior

For everyone’s safety, good conduct is mandatory. Misconduct will be handled by the administration.

- *The principal has the authority to deny a student the right to ride a bus.*
- All students must remain seated while the bus is traveling.
- Listen to and obey the driver.
- Do not hang any part of body or any other item out of the bus window. Alcohol, knives, sharp instruments, rubber bands, or any other items considered dangerous to other students are prohibited. No tobacco products. No eating or drinking allowed.
- Do not open emergency door except in case of emergency.
- You are not allowed to get off the bus except at school and home without parent or guardian’s written permission which must be approved by the principal.
- Balloons or glass containers (vases) will not be allowed on the bus.
- In an emergency, remain on the bus until an authorized person tells you what to do.
- If you have to cross the road to get to or from a bus, you must cross in front of the bus.
- Seats may be assigned on the bus by the principal or bus driver.
- Objects should never be thrown from the bus or inside the bus.
- Stand 6 feet to 8 feet off roadway while waiting to board the bus. This applies to students boarding 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.
- Cross the road in front of the bus after it has stopped to load or unload and has stop sign out with lights flashing. Watch for vehicles that may still be moving.
- No animals are allowed on the bus. This includes pets, reptiles or insects.
- No profanity, ugly remarks or gestures are permitted on the bus.
- Paper and trash should not be thrown on the floor. The bus belongs to all students and they deserve a clean place in which to ride.

Withdrawals

In order for a student to withdraw from school, a parent/guardian should report to the office, pick up an official withdrawal slip and turn in all textbooks, library books, etc., and clear all records with the office. A transcript will not be issued for any student until all fines and/or fees have been paid.

School Breakfast and Lunch Program

	<u>Paid Breakfast</u>	<u>Reduced Breakfast</u>	<u>Paid Lunch</u>	<u>Reduced Lunch</u>
Student	\$1.25	.30	\$2.50	.40
Visitor	\$2.50	N/A	\$3.75	N/A
Employee	\$2.50	N/A	\$3.50	N/A

*****Please complete lunch application!**

Textbook Policy

Students will be issued state owned textbooks at the beginning of the school year and become the responsibility of the student. Students will be required to pay for any books they lose. *If a student pays for a book, there will be no refund if the book is found.* They will also be fined for damaging books

in any way, including the following: cutting or tearing pages or cover, writing in book (no highlighting, no marking or drawing of any sort) and allowing books to get wet. A \$5.00 fee will be charged for the destruction or defacing of any bar code on or in textbooks.

Report Cards

Report cards and progress reports will not be issued to students who have unpaid Fees, such as lost library books, textbooks, uniforms, band fees or office funds.

Grading Scale

A+	(98-100)	B+	(88-89)	C+	(78-79)	D+	(68-69)
A	(93-97)	B	(83-87)	C	(73-77)	D	(63-67)
A-	(90-92)	B-	(80-82)	C-	(70-72)	D-	(62-60)
						F	(59-below)

An "I" (incomplete) on your report card must be made up before the end of the next reporting period, or it automatically becomes an "F". The student is responsible for arranging with his/her teacher for make-up work. Make-up work and tests are allowed only in cases of excused absences. Make-up work must be done within five school days after students return.

Promotion/Retention Policy

For promotion in grades 6-8, students must pass all core subjects: Science, Social Science, Math, and Language Arts. If, based upon the end of year average, a student fails one of these core academic subjects, he/she will be required to successfully complete an administratively approved summer academic program. A summer school fee will be charged. As a result of the outcome of the summer program, the administration will determine promotion, retention, or placement.

If a student fails two academic subjects, a committee, consisting of teachers, parents/guardians, and the school principal, will convene to determine a plan for the student. **If a student fails more than two academic subjects, he/she will fail for the school year.**

Homework Policy

Homework provides an opportunity for the home and school to work cooperatively to make the instructional program a meaningful experience for the student. Parents are urged to provide a quiet place and a specific time for homework assignments.

Cheating

Cheating is defined as copying or using another's work and representing it as one's own. Cheating is an unacceptable behavior and will result in a zero on the material being tested or presented in the subject in which the cheating occurred. Penalties shall apply to all involved.

Snacks

No eating or drinking in the classroom. Snacks that conform to the Wellness Policy will be available for purchase in the school store. Glass containers (bottles) or open spout water bottles, cups, etc. are not allowed to be brought from home. Snacks should NOT be opened until students are at their designated snack area. Students are expected to practice good housekeeping in the designated snack areas. If snack areas are not kept clean, students may lose break privileges.

Chewing Gum is not permitted.

Awards / Recognition Program

At the end of the school year, an awards assembly will be held to recognize Straughn Middle School students who have excelled in academics, as well as other areas of the school program.

Field Trips

All field trips will require written permission from a parent/guardian. Students, who choose not to participate in a school sponsored field trip, are still expected to be in school. Students may be denied participation in school field trips due to discipline and/or attendance issues. Students attending field trips **will not** be permitted to leave with anyone other than a parent/guardian, unless arrangements were made with the administration **prior to the trip**. No phone calls will be accepted for transportation changes the day of the field trip. Once fees for a field trip have been paid, there will be **NO REFUNDS!**

Extracurricular Activities

Students in grades 7-8 must pass all core classes and have a 70 average in academic classes. Student leaders (i.e., Student Council officers, athletes, cheerleaders, band members, etc.) will be expected to set good examples at all times and places.

Extended Day Program

An extended day program is available to Straughn Middle School students. Contact the Straughn Middle School office at 222-4090 for more information.

Physical Education

All students will be expected to participate in a regular physical education class each day. Students should wear clothing and shoes appropriate for physical activity. Flip-flops and similar footwear are not permissible in physical education classes. Students must follow the school dress code for physical education classes. **No duffle bags/over-sized bags allowed! No hats, caps, etc.**

Discipline

In order to maintain a safe and orderly school environment, a variety of disciplinary measures may be utilized to address inappropriate behaviors. These measures include, but are not limited to the following:

1. Break Detention
2. Corporal Punishment
3. TRR
4. *After School Detention
5. *Saturday School
6. Suspension
7. Alternative School
8. Expulsion

*Parents must make arrangements to pick up student.

**Refer to the Code of Conduct for detailed information on discipline.

Student Harassment / Bullying

No student shall engage in or be subjected to harassment, intimidation, violence, or threats of violence on school property, on a school bus, or at any school-sponsored function by any other student in his or her school system.

Bullying education and character education are taught to all students. Suspected cases of bullying should be reported immediately to a teacher or the school administration.

Lockers

The locker fee for the school year is \$5.00. Periodic locker checks will be conducted by school officials. Students may bring their own padlocks to ensure safety of their property. **Students should take pride in keeping their lockers clean and in good condition.** Students may decorate

the interior of their lockers, provided they use good taste; however, **they should not write on the locker or apply stickers.** Lockers will be inspected at the end of the school year. **No backpacks or bags are allowed in classrooms.**

Personal Property

Students are not allowed to bring items to school that distract other students such as toys, trading cards, video games, computer games, radios, lasers, cameras, 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 at a later date. **Students are NOT to buy, sell, or trade at school with other students. Smart watches are not allowed!**

Library Media Center

The library media center will serve as the core of the educational program. It is a source of information and ideas for both students and faculty. It is designed to support a program that will encourage critical thinking, creative expression, individual investigation and research, and provide for the unique interests and abilities of the individual.

Procedure

1. The library will be open from 7:30 a.m. until 2:45 p.m. each day.
2. Books are checked out on a 2-week period.
3. Late or damaged books will be assessed a fine to be determined by the librarian.
4. No food, drinks, or gum allowed in the library.

***Report cards and progress reports will not be issued if fines are not paid and books are overdue.**

Parental Involvement

It is our commitment to parents to provide an array of opportunities to become involved in your child's educational progress. We will continue to offer flexible schedules for parent/teacher conferences. Conferences can be scheduled during morning/evening hours. You may call the school's office at (334) 222-4090 to schedule a conference. Our school hours are 7:30 a.m. – 4:00 p.m. For additional information on parental involvement and our commitment to you, please refer to the Parental Involvement Plan/Compact.

Cell Phone/Digital Device in a Testing Setting By Students

The possession of digital devices (including but not limited to cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) is **strictly prohibited** in the testing setting. Local education agency (LEA) school personnel will collect such devices before students can enter the testing room.

If a device is in the possession of a student in the testing setting, testing for the student will cease, the device will be confiscated, the student will be dismissed from testing, and the student's test will be invalidated. Additional disciplinary action may be taken by the LEA.

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 our 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 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 and provide access to the Boy Scouts and other designated youth groups. Inquiries of complaints regarding compliance with federal regulations on 504, Title I, Title II, and Title IX may be directed to Chris Thomasson, Federal Programs Coordinator (chris.thomasson@cov.k12.al.us), Kelly McCollough, 504 Coordinator, Covington County Board of Education, 807 C.C. Baker Avenue, Andalusia, AL. 36420, (334) 222-7571

SCHOOL HEALTH SERVICES/POLICY/PROCEDURE/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, 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 implemented 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 medication authorization form must be signed by the physician and a parent or legal guardian and returned to the school nurse before any prescribed medication can be administered at school.** You may obtain a form from your local school nurse, physician's office, or from the Covington County Schools website under Health Services.

Over the counter medications require a medication authorization form to be signed by the parent and returned to school before any medication can be given. (Medication needs to be brought in the original bottle/unopened/label with student's name).

No medication can be brought to school or sent home by a student. Medication should be brought and picked up by the parent or legal guardian and given to the school nurse or a school designee for storage and administering.

Prescription medication:

- | | |
|---------------------------------|--|
| 1. Original bottle/box | 4. Physician's name |
| 2. Student's name | 5. Name of medication |
| 3. Directions for administering | 6. Date of drug's discontinuation (when appropriate) |

Self-administered medication: Students who are capable of carrying their inhalers or epi-pens 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.**

SUNSCREEN POLICY

Students within public schools are allowed the option to possess and use Federal Food and Drug Administration regulated over-the-counter sunscreen at school and at school-based events. Any student, parent, or guardian requesting a school board employee to apply sunscreen to a student shall present to the nurse a Parent Prescriber Authorization Form (PPA) containing a parent or guardian signature. A physician signature or physician order shall not be required. You may obtain a PPA Form from your local school nurse or from the Covington County Schools website under Health Services.

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.

PROCEDURES FOR HEAD LICE

Covington County Schools are committed to utilizing best practice recommendations for lice management in our schools in a manner that respects the data privacy to students and families. Lice exclusions are viewed as necessary only when excessive infestations are present or there is a lack of follow up with treating lice. You may obtain a copy of the Covington County School System Lice Policy & Procedure from your school nurse or from the Covington County Schools website under Health Services.

IMPORTANT INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE, INFLUENZA, AND TDAP 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.

What is influenza? Influenza (flu) is a contagious respiratory illness caused by a virus. The virus infects the nose, throat, and lungs. It can cause mild to severe illness, hospitalization, and even death.

What is a Tdap vaccine? Tdap vaccine can protect adolescents and adults from tetanus, diphtheria, and pertussis. One dose of Tdap is routinely given at age 11 or 12.

Information in regards to Meningococcal Disease & Vaccine, Influenza (flu), and Tdap Vaccine can be located on the Covington County Schools website under Health Services.

Please contact your school nurse if you have any questions.

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 a la 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.

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.

TITLE I SCHOOLS IN COVINGTON COUNTY

The following county schools are "Title I" schools: Fleeta, Florala High, Red Level, Straughn Elementary, Straughn Middle School and W.S. Harlan. Mr. Chris Thomasson, Federal Programs Coordinator and Parental Involvement Coordinator for Covington County Schools would like to inform parents at these schools that they are encouraged to participate in the decision-making process regarding their school's academic programs. Parents are invited to read their school's Title I School Wide 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, or you may contact Mr. Thomasson at chris.thomasson@cov.k12.al.us

Annual student assessment results will be communicated to parents in the following ways: Alabama State Report Card, 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.

CLASS SIZE REDUCTION

Class Size Reduction (CSR) is a reform strategy used at the state and national levels. Federal funds available for CSR is 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.

RESPONSE TO INSTRUCTION (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.

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 the Straughn Middle School Counselor, Ellen Sikes at 222-4090.

CHILD FIND

HELP US LOCATE CHILDREN WITH DISABILITIES

In accordance with the individuals with Disabilities Education Act (IDEA), Covington County Schools announces ongoing Child Find activities to locate, identify, and evaluate children with disabilities from birth to 21 years of age. If you know of anyone from birth to 21 with a disability or suspected disability that is not presently enrolled in a public school program, please contact the Office

of Special Education. Covington County Schools, 807 C.C. Baker Avenue, Andalusia, AL 36421 or call this office at (334)427-3819.

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 share your password.
10. DO NOT reveal personal addresses or telephone numbers.
11. 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

Covington County Board of Education

Parental Notification

Student Handbook Student Code of Conduct

Parental responsibilities in Ala. Code 16-28-12 (1975) are as follows:

- To enroll children between the ages of 6 and 17 in school
- To require any child enrolled to regularly attend school
- To compel the child to properly conduct himself/herself in school or at school related activities

Acknowledgement Statement

I have read or had read to me the following:

Covington County Board of Education 2023-2024 Student School Handbook and Student Code of Conduct

Student's Name

Grade

Teacher's Name

Date: _____

Parent/Guardian Signature: _____

Equal Opportunity Policy: It is the official policy of 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 and provide access to the Boy Scouts and other designated youth groups. Inquiries of complaints regarding compliance with federal regulations on 504, Title I, Title II, and Title IX may be directed to Chris Thomasson, Federal Programs Coordinator (chris.thomasson@cov.k12.al.us), Kelly McCollough, 504 Coordinator, Covington County Board of Education, 807 C.C. Baker Avenue, Andalusia, AL. 36421, (334) 222-7571.

COVINGTON COUNTY SCHOOLS
ANDALUSIA, ALABAMA 36421

CODE OF STUDENT CONDUCT 2022-2023
SUPERINTENDENT: Shannon Driver
BOARD MEMBERS: James T. Prestwood, President
Jeff Bailey, Vice President
Sonny Thomasson
Jimmy Rodgers
James Barton

Adopted: June 13, 1995
Amended: 6-10-96, 5-13-97, 8-4-98, 6-8-99, 7-11-00, 5-1-01,
4-1-02, 4-06-04, 5-03-05, 5-2-06, 5-22-07, 4-1-08, 4-7-09, 5-4-10,
6-16-11, 4-11-12, 5-7-13, 6-3-14, 6-2-15,6-28-16; 6-5-18; 10-7-20; 6-29-21

Dear Parent/Guardian:

This document is to inform you of the statutory requirements of Ala. Code 16-28-12 (1975) and the procedures to be followed. This legislation has important implications for parents mainly to provide a safe, secure school environment for your children.

You are encouraged to read this document carefully. Please sign the acknowledgement statement to document your receipt of this information and return it to school.

ATTENDANCE

Early Warning Truancy Prevention Program

The Alabama Compulsory School Attendance Law (Sec. 16-28-3) requires children between the ages of 6-17 to enroll and attend school. Additionally, Section 16-28-12 of the Code of Alabama requires that any parent/guardian be responsible for the child’s regular attendance and proper conduct. Parents/guardians must provide to the child’s teacher an explanation of each absence within two days after the child returns to school. If the parent/guardian fails to provide information, the absence will be recorded as truant.

Documentation of Absences

Elementary school students may be excused up to a total of eighteen (18) days per school year; middle and high school students may be excused up to a total of nine (9) days per semester. *These absences are not COVID related.* If a student (middle/high school) is absent over nine (9) days in a semester, he/she will not receive a passing grade/credit for that semester unless all absences after the ninth is legally excused. The principal will meet with the parent/guardian and student to review presented evidence in determining whether or not the student will receive credit for the course/class. Absences beyond five (5) consecutive days must be substantiated by a physician’s statement. In known extenuating circumstances, the principal may excuse the absences. In case of no physician documentation, the absence may be appealed to the Principal and the grievance policy of the Board of Education will be in effect. Absences beyond the prescribed days for elementary and middle/high school students must be accompanied by additional documentation as follows:

- Death in immediate family---approved by principal
- Legal quarantine---quarantine notice
- All other absences are to be submitted to the principal in written form for consideration. The principal may request appropriate additional documentation as necessary.

ABSENCES

1. Excused. An absence may be excused by the principal for the following reasons:
 - a. Student is too ill to attend school
 - b. Inclement weather which would be dangerous to the life or health of the student if attending school
 - c. Legal quarantine
 - d. Death in the immediate family
 - e. Emergency condition as determined by the superintendent or principal
 - f. All make-up work must be completed within five (5) days of returning to school

g. For attendance at non-school related special events, the principal might excuse students (such absences must be based on written parental request and approved in advance)

2. Unexcused. An absence not approved by the provisions of Item #1 is considered unexcused (i.e. work, truancy, suspension or parental neglect).

Students may not make up work if the absence is unexcused.

3. Excessive absences may result in any one (1) or all of the following:

- Referral to Saturday School
- Referral to the Attendance Officer
- Referral to after school detention
- Filing of a petition of fact with Juvenile Services
- Notification of Human Resources of suspected neglect
- Filing of a complaint with Juvenile Services
- Requirement to attend Early Warning Court

The following procedures shall be followed to address attendance:

FIRST-FOURTH TRUANCY: (unexcused absence)

Parent/guardian shall be notified by the school principal or designee that the student was truant and date of truancy. Parent/guardian shall also be provided a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

FIFTH – SIXTH TRUANCY: (unexcused absence)

The parent/guardian or person having control of the child shall (1) attend a conference with the principal or his designee and/or (2) participate in the early warning program provided by the juvenile court (3) may be referred to after school detention and/or Saturday School. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a petition against the parent under Ala. Code 1975, §16/28/12© failure to cooperate, or a truancy against the child, whichever is appropriate.

SEVENTH TRUANCY: (unexcused absence)

No earlier than seventh unexcused absence, but within ten (10) school days (court) (i) File complaint/petition against the child and/or parent/guardian, if appropriate.

CHILD UNDER PROBATION: The principal should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Ala Code 1975. Where a child under probation is truant, the principal should immediately notify the juvenile probation officer.

ANY LOCAL EDUCATION AGENCY MAY ADOPT A POLICY MORE RIGOROUS THAN THE STATE POLICY.

UNEXCUSED TARDIES:

Students who accumulate four (4) unexcused tardies may also be required to attend Saturday School, TRR, or after school detention. This action will require the approval of the school principal.

TARDINESS (per semester)

A student is considered tardy when he/she is not in the assigned seat when the tardy bell rings. Unexcused tardies result in the loss of perfect attendance for exemption privileges in that class. Excused tardies shall not count against perfect attendance but will apply for consideration of exemption from semester exams.

DISCIPLINARY ACTION FOR UNEXCUSED TARDIES

1. First, Second and Third Tardies: Class I Offense
2. Fourth Tardy: Class II Offense or Saturday School

CHECK-INS

The approved procedure for entering school after the tardy bell signaling the beginning of school is as follows:

1. The student reports to the principal's office for an admission slip to enter the classroom.
2. A student must bring a written statement from his/her parent/guardian indicating the reason for the student's tardiness to receive an excused tardy. Tardies are excused only for the same reasons as absences.
3. A student who is absent four (4) periods or more will be recorded as absent that day and cannot participate in any school activity scheduled for that day without prior approval or extenuating circumstances.

4. A student who is enrolled in the co-op program at the high school level and attends school a full period or more shall be permitted to report to work that day after reporting to the coordinator.

CHECK-OUTS

The approved procedure for leaving school after the tardy bell signaling the beginning of the school day is as follows:

1. A student may be allowed to check out at the high school level with advanced written consent, a telephone call or personal contact made by the parent or guardian.
2. Under no circumstances may a student leave campus without the approval of the principal/designee.

Additional attendance requirements for high school and middle school students:

A student with 9 or more absences for a semester (questionable or unexcused) will not be allowed to participate in extra-curricular activities including, but not limited to, sport activities, prom, band concerts, field trips, beauty pageants, and SGA elections. Principals have the discretion to allow for extenuating circumstances.

MARRIED STUDENTS

Married students are subject to all Board of Education policies relating to students.

HEALTH RELATED CONDITIONS, INCLUDING PREGNANCY

When a student's attendance places his/her health or safety in jeopardy, the principal shall request a written statement from a licensed physician including recommendations concerning the advisability of school attendance. Additional statements from the physician verifying satisfactory physical condition shall be provided.

CODE OF STUDENT CONDUCT

The policies and procedures of the Covington County Board of Education form the Code of Student Conduct and are based on the following responsibilities:

SEARCH OF PROPERTY AND INDIVIDUAL

All school property and other items at school may be searched by school officials with reasonable cause of suspected disruptive or dangerous items. A search of the person shall be conducted when the safety and welfare of others is involved. Officials of law enforcement agencies are allowed to make periodic unannounced visits after notifying the superintendent and building principal for the purpose of detecting the presence of illegal drugs.

DRESS AND APPEARANCE

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. The local school principal will be the final authority for determining appropriate dress within the framework of the policy.

STANDARD I

Dress and Appearance---Grades K-4:

- A. Half-shirts, halter or tube tops, fish net or muscle shirts, and biker shorts may not be worn to school.
- B. Midriffs should be covered.
- C. Obscene T-shirts or hats with language pertaining to tobacco or alcohol, sexual innuendoes, or foul language will not be allowed. Any apparel which renders one's appearance as suggestive or indecent may not be worn. Clothing should be in good taste for the age, maturity, and size of the student.
- D. Shoes must be worn for protection. Flip-Flops & 5-toe shoes are not allowed at P. E. Shoes which mark or damage floors will not be permitted.
- E. Wearing jewelry or other accessories which are deemed inappropriate or pose a health hazard or distraction (including nose rings, body rings, nail piercing, tongue piercing, and wallet chains).
- F. While medium length apparel may be appropriate for most students in this age range, some students are larger and more mature causing clothing designed for younger students to be inappropriate and uncomfortable. Body suits; and tight fitting jeans or pants should not be worn to school.

STANDARD II

Dress and appearance---Grades 5-12:

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. Disciplinary actions may be taken for the following:

- A. Wearing a head covering of any type in the school building during school hours.
- B. Having suggestive, offensive, or vulgar writing and/or pictures on clothing (including tobacco or alcoholic beverage signs, ads, offensive words, etc.). In addition, students will not be permitted to wear any articles of clothing that promote any groups that do not reflect a positive image in today's society. Clothing that dishonors the flag or military uniforms, has racial implications or is gang related (including trench coats) is not permitted at school. School principals will have the discretion to determine negative images.
- C. Exposing midriffs including exposed stomachs backs and shoulders must be covered. Inappropriate dress will include sleeveless shirts or dresses, sundresses, spandex or bicycle pants, mini dresses or skirts, unbuckled overalls, low ride pants, baggy pants, half-shirts, tank tops, halter tops, tube tops and sleeping apparel. Pants designed to be worn with a belt must have a belt worn at the waist.
- D. Wearing clothing with cutouts, tears, holes, slits, open-sided tops, tops that are cut extremely low, or shirts that are longer than shorts under the shirt.
- E. Wearing see-through clothing, such as mesh jerseys, without a full shirt under the jersey.
- F. Wearing clothing that is tight fitting and revealing is prohibited. It is recommended that shorts/skorts not be worn to school. If shorts, skorts, dresses, or skirts are worn, the length should be three (3) inches above the top of the knee. If clothing such as leggings or jeggings is worn, pants, top, dress or skirt must be worn over the leggings/jeggings and length should be three (3) inches above the top of the knee.
- G. Wearing inappropriate shoes. Comfortable shoes should be worn due to health and safety rules. Flip-Flops & 5-toe shoes are not allowed at P.E.
- H. Wearing jewelry or other accessories which are deemed inappropriate or pose a health hazard or distraction (including nose rings, body rings, nail piercing, tongue piercing, and wallet chains).
- I. Athletic bags will be permitted in designated areas only.

FORMAL DISCIPLINARY ACTIONS

Alabama Act 94-819: Liability of Parent/Guardian

The parent/guardian of a minor under the age of eighteen (18) shall be liable for the actual damage sustained but not exceeding the sum of \$1000 plus court costs to any person, firm, association, or corporation of the State of Alabama for all damages or destruction of any property by the intentional, willful, or malicious act of the minor.

BEFORE OR AFTER SCHOOL DETENTION

The principal or designee has the authority to assign students to a designated area at the end of the regular school day for a reasonable and specified period of time. The parent/guardian is responsible for providing transportation in these cases. The elementary or middle school student will be assigned to detention following notification of the parent/guardian. High school students will be notified the day prior to detention assignment and will be responsible for parent/guardian notification. Detention time on a daily basis shall be limited to one (1) hour per day for elementary, middle, and high school students.

SATURDAY SCHOOL

Saturday School may be used for disciplinary reasons for Class I and Class II offenses as a penalty for tardiness or to make up excessive absences.

CRISIS MANAGEMENT PROGRAM

Crisis Management Program, defined as 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 Code of Student Conduct 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. Students who do not follow the rules of the Crisis Management Program may be immediately referred to the Administrative Hearing Committee. Parent/guardian will be notified of this transfer.

PROCEDURES FOR DISCIPLINARY ACTIONS

ADMINISTRATIVE HEARING COMMITTEE

The superintendent/designee shall appoint an Administrative Hearing Committee to review the recommendation from the principal for any disciplinary action that is deemed necessary. The committee will review all information, question the student, and fully discuss the matter in an informal setting with the principal, student, and parent/guardian. Alternative actions other than those recommended by the principal may be recommended by the committee if the evidence so warrants. The superintendent, upon receiving the recommendation of the

Administrative Hearing Committee, shall notify the parent/guardian of the action to be taken. The superintendent has the authority to approve or change the recommendation made by the committee. If expulsion is recommended, the Board of Education shall meet within twenty-five (25) days of the administrative hearing to consider this recommendation.

ALTERNATIVE SCHOOL (Short-Term)

Alternative School is a structured disciplinary program for students removed from the regular classroom to an alternative location. Students are referred by the principal and are assigned to the short-term program by the superintendent or an Administrative Hearing Committee with the concurrence of the superintendent/designee. All Alternative School assignments are reported to the Department of Youth Services. Attendance is mandatory from 8:00 A.M. until 3:00 P.M. Students failing to attend will be reported to the juvenile authorities by the school principal. Students must abide by all rules given by the Alternative School Teacher upon admittance. The parent/guardian is responsible for transporting the student to and from the Alternative School. The student assigned to Alternative School will lose privileges including exam exemptions, extracurricular activities, and participation in work experience programs. Students unable to complete assignment prior to the last day of the school year will be required to attend until the assignment is completed. A report card will not be issued until such assignment is completed and all grades earned. Students in the program at the end of the grading period shall complete tests/exams at the Alternative School. Students will not be dismissed after testing in order to fulfill requirements of assignment.

ALTERNATIVE SCHOOL (Long-Term)

Alternative Education Program assignments are to be considered based upon the following:

1. Disciplinary Reasons---recommended by the principal with the concurrence of the Administrative Hearing Committee and the Superintendent/designee.
2. Health and Safety Reasons---student/parent/guardian written request to the Principal.
3. Curriculum or Attendance Reasons, Parent/Guardian Request, Court-related Reasons, Principal's Recommendation with the concurrence of the Administrative Hearing Committee and recommendation made by the Superintendent/designee.
4. A student may not be assigned to the long-term program more than one (1) time during a school year unless assigned by an Administrative Hearing Committee with the approval of the Superintendent/designee. Second assignments to the long-term program may be for the remainder of the school year or until the student has demonstrated appropriate work and behavior or on the recommendation (due to a special situation) of the principal and with approval of the Superintendent/designee. On occasions of special need, the Superintendent/designee may reassign a student as a temporary measure pending development of an alternate placement.
5. All students who have been adjudicated upon completion of the court ordered process must report to Alternative School before reentering their respective schools.

SCHOOL BUS SUSPENSION

The principal or transportation supervisor has the authority to deny a student the privilege of riding a school bus. The denial based on misconduct of the student will be for a reasonable and specified period of time. The parent/guardian will be notified of the suspension and will be responsible for the transportation of the student to school during the suspension. Random use of video cameras is permitted on school buses.

CORPORAL PUNISHMENT

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.

OUT-OF-SCHOOL SUSPENSION

Suspension is defined as the temporary removal of a student from a school for violation of school rules or regulations. Only the principal has the authority to suspend a student from school. All suspensions will be for a specified time (not to exceed five (5) days). The superintendent has the authority to extend the suspension for an additional five (5) days.

EXPULSION

Expulsion is defined as the removal of a student for an extended period of time due to the student violating school rules or regulations. Only the Board of Education has the authority to expel a student. The school principal recommending expulsion may suspend the student for five (5) days pending a hearing by the Administrative Hearing Committee. Expelled students and students withdrawing from school pending disciplinary action may apply for readmission to the Board of Education through written parental request to the Superintendent to be presented to the Administrative Hearing Committee which shall meet with the student and parent/guardian to consider the request. Expelled or withdrawn students may apply for admission to the long-term program as specified in the long-term procedures. Students and parents will be notified of these procedures at the Administrative Hearing.

Electronic Communication and Recording Devices:

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. Students participating in after-school activities are not permitted to use such devices except by approval of the personnel supervising the activity.

Violation of this policy will result in the following sanctions:

- 1) The electronic device will be taken up until the end of the day, at which time the device will be returned to the student.
- 2) The electronic device will be taken up until the end of the day, at which time the parent can pick up the device at school and sign a statement of acknowledgement that the 2nd violation will result in confiscation for two weeks.
- 3) The electronic device will be confiscated for two weeks.
- 4) The electronic device will be confiscated for two months and student will be disciplined according to Code of Conduct offense #320.
- 5) The electronic device will be confiscated until the end of the school year and student will be disciplined according to Code of Conduct Class IV.

Refusal to turn cell phone over to school board employee will be treated as a Class III offense. Repeat offenders will be treated as a Class IV offense with possible referral to Alternative School. A violation of this policy during any State testing will result in confiscation of the electronic device for 9 months and suspension of the student from school for 3 days. Cell phones/electronic devices may be searched by school administrator(s) for reasonable suspicion; i.e., cheating, text messaging of threats and inappropriate photos taken of students.

CLASSIFICATION OF VIOLATIONS

- Class I – Minor Offenses
- Class II – Intermediate Offenses
- Class III – Major Offenses
- Class IV – Severe Offenses

Class I and Class II offenses that are listed on succeeding pages of the Code of Student Conduct are included in the individual school handbooks. The individual school may expand and detail these offenses which are governed and regulated at the local school level. These additions must be approved by the Board of Education. Class III and Class IV offenses are specifically governed and regulated by the Code of Student Conduct. In the following classes of violations and disciplinary procedures, it is understood that the student will be provided with due process before any disciplinary action is taken.

CLASS I – MINOR OFFENSES

<p>105-Distraction of other students and behavior that alters the teaching process in the classroom or activity 110-Quarreling, minor harassment, bullying 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 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</p>

CLASS II– INTERMEDIATE OFFENSES

- 200-Continued failure to follow instructions of School Board employee
- 205-Repetitive instances of minor harassment/bullying
- 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 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
- 255-Cell phone possession
- 290-Any other violation which at the discretion of the principal may be deemed reasonable within the category after consideration of extenuating circumstances

Sanctions for Class I and Class II offenses are covered in individual school handbooks.

CLASS III – MAJOR OFFENSES

- 300-*Possession and/or use of tobacco products
- 301-*Leaving campus without permission
- 302-Possession of non-controlled substance and over the counter drugs
- 303-Repeated Cell Phone Offense
- 304-Bullying
- 305-*Gambling (any participation in games of chance for money and/or other 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/cell phones including inappropriate & unauthorized videos and photos
- 390-*Any other violations which in the discretion of the Principal may be deemed reasonable within this category after consideration of extenuating circumstance

**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.*

Notification of law enforcement authorities means notification of the Covington County Sheriff’s Department or nearest local authority, requesting an officer, and filing a petition of fact with the Department of Youth Services.

Sanctions for Class III Offenses

First Offense: Crisis Management Program, five (5) days or Saturday School

Second Offense: Crisis Management Program, ten (10) days or Saturday School

Third Offense: Out of School Suspension, three (3) days

Fourth Offense: Out-of-School Suspension and referral to Administrative Hearing Committee

NOTE: Disciplinary action for accumulated combinations of Class II and Class III offenses are progressive, with a maximum of four (4) offenses (ex. Students who have committed the second offense in a Class II and commit a Class III first offense will automatically go to the third offense of a Class III).
Fourth offenses are to be reported to law enforcement authorities.

NO FIGHT POLICY

Fighting or other forms of assault are violations of the Code of Alabama 13A-11-7 and will not be tolerated on school property. Fighting warrants a three (3) to five (5) day suspension and/or possible placement in Alternative School at the discretion of the Principal.

A fight is defined as any significant physical conflict such as hitting, exchanging of blows causing physical injury. The Principal will investigate each incident and may notify the law enforcement authorities/Juvenile Justice. Secondary school principals have the authority to sign warrants on any student the age of eighteen (18) years or older. Incidences requiring medical attention should be reported immediately.

CLASS IV - SEVERE OFFENSES

- 404- Bullying
- 405-*Drugs, controlled substance, drug paraphernalia, alcoholic beverages, or imitations of all the preceding (unauthorized possession, distribution, 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 igniting 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
- 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)
- 485-Malicious use of technology for harassment, anti-social communications, and inappropriate and unauthorized videos and photos
- 490-*Any other violation which at the discretion of the Principal may be deemed reasonable within this category after consideration of extenuating circumstances

All actions should be considered

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

Subsequent Offenses in the Same School Year: (all actions are required)

1. Parent/guardian notification and request for conference
2. Notification of law enforcement authorities
3. Suspension (five (5) days or until Administrative Hearing is convened)
4. Initiation of procedures for an Administrative Hearing

Note: Successful participation in a drug/alcohol-training program will reduce time assigned by one (1) week

Note: To comply with the Gun-Free School Act of 1994, it is the policy of Covington County Schools to prohibit all persons other than authorized law enforcement personnel, from bringing or possessing any deadly weapon or dangerous instrument on school property. Any student who brings a weapon as defined by the Act on school property will be automatically expelled from school for a minimum of one (1) year and will be prohibited from participating in any school system activity. Any school personnel who violate this policy will be suspended notwithstanding any criminal penalties which may also be imposed.

Only the Superintendent of Schools shall have the authority to modify such actions on a case by case basis.

SUSPENSION AND EXPULSION OF

DISABLED STUDENTS

Suspensions and expulsion may be appropriate disciplinary action for students with disabilities but additional procedural protections may apply. Any decision to discipline a student with disabilities that removes the student from the school campus for more than ten (10) cumulative days per year may constitute a change in placement, and a manifestation determination shall be conducted by the student's IEP Team.

If IEP Team determines the misconduct is not related to the student's disability, then the administrator may proceed with the discipline of the student with a disability in the same manner and for the same duration as students without disabilities and may refer the student to the Administrative Hearing Committee. The student must continue to receive educational services that will allow the student to participate in the general curriculum (although in another setting) and progress toward meeting the goals in the IEP. The IEP Team shall review the student's behavior, the IEP, and the behavior intervention plan. If there is no behavior intervention plan, an assessment shall be conducted and a behavior intervention plan developed.

If the IEP Team determines the misconduct is related to the student's disability, the Team will review the IEP Plan, the student's behavior intervention plan, and the student's placement. If the student does not have a behavior intervention plan, an assessment shall be conducted and a plan shall be developed that addresses the behavioral concerns. (The student must be returned to the placement from which the student was removed unless the parent and the LEA agree to the change of placement as part of the modification in the behavior intervention plan or the student is removed due to a violation regarding Special Circumstances: weapons, drugs or inflicting serious bodily injury.)

Any student with a disability who carries or possesses a weapon, knowingly possesses or uses illegal drugs, sells or solicits the sale of controlled substances, or inflicts serious bodily injury on another person while at school, on school premises or at a school function shall be removed for up to forty-five (45) calendar days to an interim alternative educational setting, during which time a manifestation determination meeting shall be conducted and all changes to the IEP shall be made at the alternative setting.

Covington County Board of Education Sexual Harassment Policy

Sexual harassment is defined as any unwelcome or personally offensive conduct (including but not limited to advances, gestures, or speech with sexual innuendos). Sexual harassment by any employee or student toward another person will not be tolerated.

Harassment-Cyberbullying

Harassment-cyberbullying – is the use by students of Internet, email, cell phones or text messaging with the intent to harm another student(s). Cyberspace harassment will not be tolerated and violators will be appropriately punished including the loss of computer privileges during school activities. Students should report any cyberbullying. Harassment will be investigated and appropriate action will be taken. Refer to Covington County Schools Harassment Policy.

Administrative Regulations

Victims of sexual harassment should report the activity to the immediate supervisor, counselor, or Assistant Principal. The Title IX Coordinator will be responsible for investigating all complaints. Any employee or student found to be engaged in sexual harassment shall be subject to disciplinary action as determined by the Superintendent.

Covington County Board of Education Tobacco Policy

The use of any tobacco product is strictly prohibited on all school system property and is prohibited at all school related activities/events. This policy applies to all employees, students, salespeople, and visitors. Employees who violate this policy will be subject to the same disciplinary actions that accompany infractions of Board of Education policies. Students who violate this policy will be subject to disciplinary action for Class III offenses.

*****The Code of Conduct is in effect during all school related or sponsored events. Students shall be under the control and supervision of the Principal, teacher, and staff in charge or school bus driver. With questions regarding the Code of Student Conduct contact the local school principal.**

Equal Opportunity Policy: It is the official policy of 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 and provide access to the Boy Scouts and other designated youth groups. Inquiries of complaints regarding compliance with federal regulations on 504, Title I, Title II, and Title IX may be directed to Chris Thomasson, Federal Programs Coordinator (chris.thomasson@cov.k12.al.us), Kelly McCollough, 504 Coordinator, Covington County Board of Education, 807 C.C. Baker Avenue, Andalusia, AL. 36421, (334) 222-7571.