***W. S. Harlan***

**A drawing of a school building

Description automatically generated with medium confidence*Elementary School***

**HANDBOOK OF STUDENT**

**RULES & REGULATIONS**

**2023-2024**

**W. S. Harlan Elementary School**

**1641 Mohegan Street**

**PO Box 267**

**Lockhart, AL 36455**

**Phone: 334-658 - 8023 Fax: 833-685-2058**

**wsh.cov.k12.al.us**

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W.S. HARLAN ELEMENTARY SCHOOL

1641 MOHEGAN STREET

LOCKHART, ALABAMA 36455

Dear Parents or Guardians:

The beginning of school is always an exciting time in the life of a child. This applies to the student who enters school for the first year as well as those who are returning.

My hope is that the community will embrace this school with the same pride and excitement I have. Together we can strive to make W.S. Harlan Elementary the best school possible.

The material included in the following pages provides you with information about W.S. Harlan Elementary School. The policies, procedures, practices, and general information stated here are for the benefit of your child (children) and are sent to you so that you may be informed. I encourage you to abide by the policies stated in this handbook and the Covington County Code of Conduct.

Please read this handbook, discuss it with your son or daughter, **sign the sheet in the** **back of this book, and return the sheet to your child’s teacher**. You may want to keep this handbook and refer to it for information when you need it. If you disagree with any part of the handbook, please don’t hesitate to come to school and discuss the issue with us. There may be things with which you or your child (children) disagree; however, for his or her success and happiness it is best to abide by the procedures and policies set up in this handbook.

Remember that the success of your child (children) in school will be a direct result of his/her and your efforts. I look forward to a great year, and I am especially glad that you and your child (children) will be a part of it.

Joy Jones

Principal

W.S. Harlan Elementary School

COVINGTON COUNTY BOARD OF EDUCATION

JEFF BAILEY – PRESIDENT

JAMES BARTON – VICE PRESIDENT

JAMES L. RODGERS

JOHN P. THOMASSON

JAMES T. PRESTWOOD

ADMINISTRATION

SHANNON DRIVER----------- SUPERINTENDENT

JOY JONES------PRINCIPAL

LORNA CARNLEY – ASSISTANT PRINCIPAL

MISSION STATEMENT

**Mission Statement**: The mission of the Covington County School System is to provide students with the skills and knowledge to become respectful, responsible, and resourceful members of society.

**VISION STATEMENT**

**“Respectful, Responsible, and Resourceful”**

**ACCREDITATION**

**W. S. Harlan Elementary School has met the criteria for educational quality established by the Cognia Global Commission and is hereby presented a Certificate of Accreditation by the North Central Association Commission on Accreditation and School Improvement, the Northwest Accreditation Commission, and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement.**

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**](mailto: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

SCHOOL DIRECTORY

**Faculty and Staff**

2022-2023

Joy Jones, Principal

Lorna Carnley, Assistant Principal

Melody Blount, Secretary

Lily West, Bookkeeper

**Pre-K Second Grade Fifth Grade**

Jamie Kelley – LEAD Kathii Lovelady Jennifer Majors

Donna Neal - Auxiliary Jennifer Hammac Betsy Reed

**Kindergarten Third Grade Sixth Grade**

Cara Brooks Mindy Morrison Lesa Caffy

Graci Kidd Suzanne Phillips Brianna Leitschuck

**First Grade Fourth Grade Physical Education**

Valerie Anderson Jane Hudspeth Tyler Zessin

Samantha Lockhart Arlena Byrd

Donna Parker

**Special Services Music/Band**

Tafna Davis Patrick Whitehurst

Amanda Dillard

Denise Sansom

Brandi Evans Reading Coach

Tari McClung Counselor

Jeanne Cheshire School Nurse

Lindley Anderson County Mental Health Counselor

Courtney Patterson Speech Therapist

Alisha Odom Library Media Specialist

Shirley Stone Special Ed/Instructional Aide

John Stone Special Ed/Instructional Aide

Jodi Murray Special Ed/Instructional Aide

Amy Bedsole Special Ed/Instructional Aide

Mary Harrison Staff Assistant

John Stone 21st Century/Extended Day Director

Jerry Fields School Resource Officer

Kelsey Nixon Lunchroom Manager

Deborah Inabinett Lunchroom Worker

Delphine Hall Lunchroom Walker

Madonna Bradley Custodial Staff

Tony Stone Custodial Staff

Cornelia Thrash Bus Driver

Heather Taylor Bus Driver

Carlton Dukes Bus Driver

Christy West Bus Driver

Betty Spader Bus Driver

Patricia Laird Bus Driver

Dewayne Norris Bus Driver

GENERAL SCHOOL INFORMATION

ATTENDANCE

Elementary School Students may be excused up to a total of twenty (18) days per school year. 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 school students must be accompanied by additional documentation as follows:

* Death in Immediate family – approved by the 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.

**EXCUSED ABSENCES: An absence may be excused by the principal for the following reason.**

Student too ill to attend school

Legal quarantine

Death in the immediate family

All makeup work must be completed within 5 days of returning to school

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**).

**UNEXCUSED ABSENCES:**

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

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

Referral to the Attendance Officer

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

**FIRST, SECOND AND THIRD TRUANCY**

The teacher shall caution the student about **truancy** and remind student that a written explanation must be submitted by the parent/guardian.

**FOURTH TRUANCY**

Parent shall be notified that said student was truant and provide the dates of truancies. Students who have consecutive unexcused absences which make their total unexcused absences four or more, will receive a letter from the principal.

**FIFTH TRUANCY**

The parent/guardian or person having control of said student shall be sent a NOTICE TO APPREAR at Covington County Juvenile Court for Early Warning Truancy Prevention Program. 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 parent/guardian.

**TARDINESS (per semester)**

A student is considered tardy when he/she is not in the assigned seat when the tardy bell rings.

**UNEXCUSED TARDIES**

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

**Perfect Attendance**

### A student’s attendance is considered perfect if he/she has not been absent, tardy, or checked out during the entire school year.

**Check Outs**

The following policy will be followed when checking out students.

1. Any person checking out a student should report directly to the school office. (**No one should go directly to the classroom to check out a student.)**
2. A student will be released only to a parent, a legal custodian, or a person who has been authorized by the parent or legal custodian to check out the student. In a situation where a child has been removed from the home of the parent(s), only a legal custodian or person(s) authorized by the legal custodian, may check out the student.
3. If you check your child out from a school event (on or off campus), you will be asked to leave campus or to remove yourself from the premises of the activity.
4. It should be noted by the principal’s office when restricted access is requested for a student. Teachers should also be notified when restricted access is requested for a student. If necessary, proof of identity will be required.

**If a student checks in before 11:30 a.m., he/she will be counted tardy.**

If a student checks out before 11:30 a.m., he/she will be counted absent for that day.

**Absentee Policy for Lice Infestation**

The first day of absence due to lice infestation will be marked excused. Any additional days absent immediately thereafter due to lice infestation will be marked unexcused.

**Birthdate Enrollment for Kindergarten/First Grade Students (State Requirement)**

**A child must be** **five (5) years old on or before** **September 2nd** to enter a public kindergarten program, or six (6) years old on or before December 31st to enter the first grade. The student’s **original birth certificate and Immunization Record**, **not a copy** should be presented when the student is enrolling.

HOMEWORK POLICY

Homework serves to extend learning beyond the classroom setting and is made on a regular basis in grades one through six. Students are required to complete homework assignments. Parents have both the right and responsibility to be involved in the education of their children. Therefore, 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.

MAKE- UP WORK

Arrangements for make-up work should be made in advance. Teachers may not be interrupted during class time during the instructional day to grant walk-in or phoned in requests for

homework. Make-up work will be for excused absences only and must be done within five days

after student returns to school. **Students with unexcused absences may not make up work.**

FIELD TRIPS

Each grade level is provided an opportunity to take at least one educational field trip per year. In order for a student to go on the trip, he/she must be in attendance the day prior to the field trip. The only exceptions are a doctor’s excuse or at the discretion of the principal. 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 trip.

PARENT VOLUNTEERS

We appreciate that you would like to use your talents and abilities to help students at W. S. Harlan Elementary School. Parent volunteers must meet the highest standard of conduct because of the school’s responsibility for the students in its care. Therefore, if you would like to volunteer to help a teacher or help supervise a field trip, you must fill out a volunteer application and return it to the principal prior to the activity or event. **Please be reminded: the teacher is in charge on all field trips, school parties, field day, etc. Violation of teacher authority could result in parent(s) being barred from attending extracurricular activities. Parents and siblings are not allowed to ride the bus unless there are extenuating medical concerns to be considered.**

**SCHOOL VISITORS**

In order to maintain a **safe school campus** parents and visitors are **required to report** to the school office, sign the visitors’ book, and pick up a visitors’ badge before going to a classroom or anywhere on campus for any reason. No parent/guardian should go to a classroom during the school day without a scheduled appointment and signing in at the office. **AFTER THE SECOND WEEK OF THE SCHOOL YEAR, PARENTS OF STUDENTS IN ALL GRADES WILL NOT BE ALLOWED TO ESCORT THEIR CHILD TO THE CLASSROOM.**

HEALTH

# 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.

# Immunization Requirements

The Alabama Legislature passed a law in 1974 requiring a child entering any kindergarten or first grade to be immunized prior to entrance. All students must have Alabama certificates of immunization (**blue IMM-50).** These must be presented to the school upon enrollment. Students who have a medical exemption should submit a certificate of medical exemption, **IMM-51.**

# Communicable Disease

# The Principal shall have the authority to exclude any student from school when reliable evidence or information from a qualified source confirms he/she as having a communicable disease, infection, or parasite that is known to be spread by any form of casual contact and is considered a health threat to the school population. Such a student shall be excluded from W.S. Harlan for a period of time as is prescribed by the health department, school nurse, a physician, or designated school personnel. In all cases, a statement of clearance from the Department of Health, school nurse, a physician, or designated school personnel will be required before the student may re-enter school.

**Procedure for Head Lice**

Covington County Schools are committed to utilizing best practice recommendations for lice under management in our schools in a manner that respects the data privacy of 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.

**Medical Regulations and Medication Policy**

In accordance with Alabama guidelines, a physician must prescribe all 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.

***\*\*\* All medications must be picked up by a responsible adult at the end of the school year or the medications will be disposed of.***

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
2. Student’s name
3. Directions for administering
4. Physician Name
5. Name of medication
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 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's 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.

**Screening Programs**

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 Program**

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 guardian that he/she seeks 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.

**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.

***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 you physician or local health department for more information.

**For more information on this and other vaccine recommendations go to:**

[**www.adph.org/immunization**](http://www.adph.org/immunization)

***What is influenza?***

Influenza (flu) is a contagious respiratory illness caused by a virus. The virus infests 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.

GRADING

Students will be graded academically in grades K through sixth using the following grading system:

|  |  |  |
| --- | --- | --- |
| **A+ 98-100** | **A** | **93.97 A- 90-92** |
| **B+ 88-89** | **B** | **83-87 B- 80-82** |
| **C+ 78-79** | **C** | **73-77 C- 70-72** |
| **D+ 68-69** | **D** | **63-67 D- 60-62** |
| **59 below** |  | **Failure** |

**Kindergarten students will be graded on Literacy and Numeracy Foundational Skills/Standards as determined by the Alabama Literacy and Numeracy Laws and Alabama Courses of Study.**

**Kindergarten Standard Grading Scale:**

**A-B Exceeds/Meets Minimum Standards**

**C Partial Understanding of Minimum Standards**

**D Minimal Understanding of Standards**

**F Well Below Minimum Standards**

**Kindergarten students at W.S. Harlan will also be scored in the FOUR areas of development as set by GOLD standards. These areas include Social/Emotional, Cognitive, Oral-Language, and Physical.**

**Report Cards**

Report cards will be sent home at the end of each nine weeks grading period. The dates report cards will be sent home are:

October 19, 2023

January 11, 2024

March 21, 2024

May 23, 2024

Report cards should be signed by the parents/guardians and returned to the homeroom teacher with the exception of the last report card for the year.

**Progress Reports**

Progress reports will be sent home at the mid-point of each grading period. Parents are asked to review the report, sign it, and send it back to the teacher.

**Promotion and Retention Policy**

W.S. Harlan Elementary School will follow the guidelines listed below in regards to the retention of students.

**Students in grades K-5 who fail to meet the minimum requirements of the Alabama Course of Study Grade Level Standards in the subject of reading or any two other subjects will be retained.**

Realizing the need for academic success before advancing to the next grade level, a conference between the parent, teacher 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 if a student is at risk of being retained. **After the conference, a decision will be made by the principal to retain, assign, or promote the student based upon Covington County Schools policy.**

Student Reading Intervention Plan (SRIP) Grades K-3

Being a skillful reader is critical for a student’s overall success throughout school and in life. To help ensure students become successful lifelong readers, all students in grades K-3 are administered a state-approved reading screener a minimum of three times a year. This screener provides teachers with individual student strengths and deficiency areas to assist with reading instruction and intervention plans. According to the Alabama Literacy Act, “Commencing with the 2023-2024 school year, third grade students shall demonstrate sufficient reading skills for promotion to fourth grade. A student scoring at the lowest achievement level in reading on the established state assessment for third grade will not be promoted to fourth grade unless the student meets a good cause exemption for promotion.” In our proactive planning approach, we invite you to develop a Student Reading Improvement Plan, or “SRIP,” with us to ensure that we all work together to help your child progress in reading skills if your child has been identified as having a deficiency in reading or exhibits characteristics of dyslexia.

Once your child is identified as having a deficiency, you will be notified; an SRIP will be developed by team members identified in the Alabama Literacy Act, including the teacher, principal, other pertinent school personnel, and the parent or legal guardian; the plan will be enacted; and the parent or legal guardian will be notified of reading progress on a monthly basis during the school year.  Notification of continuation or retirement of the plan, according to the student's performance on state-approved assessments, will also be delivered in writing for grades K-3.

Response to Instruction (RTI) Grades 4-6

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**

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.

DISCIPLINE

**The Alabama Legislature passed Act 93-672 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.**

**Corporal Punishment**

**According to the Covington County Code of Conduct, Corporal Punishment may be administered by the principal or teacher in the presence of a professional employee of the board, or in the case of the absence of the principal, the designated assistant.** A written report must be prepared for each incident and copies of each report must be on file in the administrative offices of the school. Corporal punishment for a student documented as having a disability in which manifestation has been established, must follow procedures outlined in the section titled Disciplinary Actions for Exceptional Students.

WSH will follow the county discipline guidelines as well as the school’s discipline policy. This policy will allow students the opportunity to correct minor inappropriate behaviors/actions before being referred to the office (Class 1 & 2 offenses only). Class 3 & 4 offenses, in most cases, will result in an automatic referral to the office. The parent/guardian of the student will be contacted at the time of office referral or whenever time permits the administrator to contact the parent/guardian. Office referrals could possibly result in student suspension, corporal punishment, or in-school suspension.

**BEHAVIOR**

**Behavior At School Events**

All rules pertaining to student behavior shall apply while a student is attending a school related activity on any school campus. These activities include, but are not limited to, ballgames, P. T. O. meetings, Fall Festival, field trips, or assemblies of any kind.

AWARDS / RECOGNITION PROGRAM

At the end of the school year an awards assembly will be held to recognize the W.S. Harlan students who have excelled in academics as well as other areas of the school program. The sixth grade students will also have a special recognition program. All awards will be based on a numerical average. **A student must be enrolled at W.S. Harlan at least two full nine weeks in order to qualify for an award.**

TRANSPORTATION

**Loading/Unloading of Students**

If you bring your child to school, you are to let them off in front of the main building. The afternoon car pick-up area for students will be behind the buses. When the buses leave, you will be allowed to pull up as directed to get your child. **DO NOT PICK-UP/UNLOAD STUDENTS IN ANY OTHER AREA OF THE SCHOOL.**

**STUDENTS ARE REQUIRED TO FOLLOW ALL BUS RULES**

**Bus Rules**

1. Remain seated while bus is moving. Face the front and keep knees and feet out of the aisle.
2. Talk quietly.
3. Spitting, fighting, tripping, pushing and throwing objects are not permitted.
4. The use of “foul” of “profane” language is not permitted.
5. No part of the body should hang out the window at anytime.
6. Be quiet at all railroad crossings and when asked by the driver.
7. Guns, knives or other weapons are not permitted on the bus.
8. Keep the bus clean. Do not eat or drink on the bus.
9. Do not bring illegal drugs on the bus.
10. Smoking and the use of matches or lighters is not permitted on the bus.
11. Obey the driver at all times.
12. Give your name if asked by the driver.
13. **No cell phones, electronic devices or toys.**
14. **No cans under pressure; example Perfume, Deodorant, Hairspray, this is a State of Alabama Law.**

**NOTE: THE DRIVER IS AUTHORIZED TO ASSIGN SEATS. RIDING THE BUS IS A**

**PRIVELEGE AND BUS RULES ARE TO BE OBEYED. FAILURE TO OBEY THE RULES**

**COULD RESULT IN SUSPENSION FROM THE BUS.**

**Bus drivers hold the authority to refer students to the office for not following bus rules and regulations. Minor offenses will result in a warning for the first offense, suspension from the bus for five days for the second offense, and suspension from the bus for the remainder of the school year for the third referral. Bus safety is our priority and we will not vary from this policy.**

**NOTICE: Walk/Bicycle is no longer an option in the afternoons. Your child must ride the bus, be a car rider, or attend the extended day program. THIS IS FOR THE SAFETY OF YOUR CHILD.**

# Student’s After School Transportation

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

**DO NOT CALL THE SCHOOL WITH TRANSPORTATION CHANGES.**

***Written transportation changes from a parent/guardian are required.***

**For your child’s safety, please help us by planning ahead each day. It is in the best interest of the child if the child does not have to worry about where they will go or how they will get home each afternoon**. We are concerned for the safety of students and want to be assured that someone will be waiting for them when they arrive at their destination each afternoon**.**

**Students will not be allowed to check out after 2:30 P.M. If your child has an appointment that requires them to check out in the afternoon, please do so before 2:30; otherwise, please pick your child up in the car rider line.**

TEXTBOOKS AND LIBRARY BOOKS

Students will be issued state-owned textbooks in all classes where textbooks are used. According to the State Law concerning the "Use of Textbooks," 16-36-69, "The parent, guardian, or other person having custody of a child to whom textbooks are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of the textbooks. In computing the loss or damage of a textbook that has been in use for a year or more, the basis of computation shall be a variable of 50 to 75 percent of the original cost of the book to the local board of education. The following is a cost basis for the loss or damage of textbooks:

1st year: 100% of original cost

2nd year: 75% of original cost

3rd year: 50% of original cost

4th and Succeeding Years: 50% of original cost

A $5.00 charge will be assessed for the destruction or defacing of any bar code on or in textbooks or library books. A $5.00 charge will be assessed for any destruction or loss to CD's that accompany textbooks. Remember, all textbooks, regardless of age, have to be replaced with "**NEW**" full-priced textbooks. **A second textbook will not be issued until the lost book is** **paid for**. Students who withdraw from school must turn in or pay for textbooks before records and transcripts will be forwarded to other schools.

School Laptop/Chromebook Policy

W.S. Harlan Elementary school will loan a laptop device (device) to the student named below under the following conditions:

* The parent and student must sign the technology device agreement that will be given out with beginning of the year paperwork.
* The parent and student understand that the device is only being loaned to the student and it remains the property of the district and will remain on W.S. Harlan School campus for use during the school day.
* The student must use the device in compliance with the rules in the Covington County Schools’ Acceptable Use/Digital Policy Agreement. The student and parent acknowledge that violation of the rules may result in a loss of use of the device and further disciplinary action.
* Accessing or downloading VPNs or other proxy-avoiding extensions with the intent of bypassing district security features and filtering is prohibited.
* The student will properly care for and use the device.
* Parents are financially responsible for the repair/replacement costs of the device if the device is damaged, lost, or stolen. (Other than usual wear and tear.)

1. $231.75 – Malicious misuse which causes damage beyond repair. This includes a busted screen.
2. $35.00 – Missing keys, frayed cords caused by misuse.
3. $50.00 – Damaged charger.
4. $50.00 – Damaged computer.

* The student or parent must report any lost, stolen or damaged devices to the school immediately. If the device is stolen, the theft must be reported to the School Resource Officer.
* The student must not alter the configuration of the device or accompanying software. Copying or installing software on the device is prohibited.
* This agreement will also govern any additional devices loaned to the student while this agreement is in effect.
* Failure to comply with the school laptop/chromebook policy or failure to pay assessed fines will result in the student losing laptop/chromebook privileges. The student will be given paper copies of computer assignments that will be completed by the student on paper.

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

CAFETERIA

The cafeteria will serve at a minimum cost hot balanced meals in accordance with standards set forth under the National School Lunchroom Act.

Parents are encouraged to pay for their children’s lunch by the week or month. Money for an entire week should be placed in an envelope with the student’s name and amount of money written on it. The envelope should be given to the cafeteria worker who is responsible for collecting lunch money. All monies paid in to the cafeteria remain in the student's account until used by that student. ***PLEASE MAKE CHECKS FOR LUNCH PAYABLE TO W.S. HARLAN CAFETERIA. STUDENTS WILL NOT BE ALLOWED TO CHARGE BREAKFAST, LUNCH, OR ALACARTE PURCHASES.*** If a non-sufficient fund check is received twice from the household, only cash will be accepted for meal payments.

# General Cafeteria Information

1. Borrowing or buying food served to pupils for breakfast or lunch is not allowed. Pupils are expected to get their tray, eat what they wish from the tray, and carry the remainder to the disposal window.

1. Milk and juice cartons as well as food items are to be left in the cafeteria.
2. Pupils are expected to conduct themselves in a quiet and orderly manner while in the cafeteria. **(Pupils must finish eating before they are allowed to talk.)**
3. NO CARBONATED DRINKS IN CAN OR BOTTLES (Glass or Plastic) ARE TO BE BROUGHT FROM HOME BY STUDENTS. Juices or drinks in boxes, plastic containers, or thermos bottles are permitted.

5. No food from outside sources (Hardee’s etc.) may be brought to the cafeteria in their original container.

6. Students who have special dietary needs must supply the Lunchroom Manager with a statement from the student’s physician.

1. No student may leave W.S. Harlan campus for lunch.
2. Students who do not have adequate funds in their lunch account to cover lunch costs will receive an alternate lunch (example: sandwich) until funds are made available.

# Free/Reduced Priced Meals

**Free and reduced priced meals for lunch and breakfast are available for students who are eligible**. Students will receive applications to bring home the first day of school. Parents should fill out the form completely and accurately and return it to the homeroom teacher 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 will be notified by letter regarding the status of their child(ren)s’ eligibility after the completed application is received by the school office.

Parents can pay for their child’s meals on line with MySchool Bucks at [www.schoolpaymentsolutions.com](http://www.schoolpaymentsolutions.com). You can check your child’s balance at [www.cov.k12.al.us-childnutrition](http://www.cov.k12.al.us-childnutrition). You will need to know your child’s lunch number.

**Prices for meals**

Full paying breakfast (students) 1.25

Reduced price breakfast (students) .30 cents

Visitor breakfast – $2.50

Full paying lunch (students) $2.50

Reduced price lunch (students) **.**40 cents

Visitor lunch - $3.75

Teacher Lunch - $3.50

**EXTRA MILK – .35 CENTS**

**Cafeteria Visitation**

Parents are encouraged to visit the school cafeteria and eat with their children on specified days only due to limited seating. The school has designated a specific Tuesday, for grades Pre-K – 3, and Thanksgiving lunch, for grades 4-6, during the year for parents to visit their child in the cafeteria. The homeroom teacher will notify the parents of the specific time they are invited. **REMEMBER: All visitors are required to report to the school office.**

**RECESS**

Students will be allowed to purchase snacks and beverages for recess. Below is a basic list of items available and the price for each item. You may send recess money daily, weekly, or monthly. Your child will be credited the amount of money that you send to school and their recess purchases will be deducted as they order. Recess money is separate from lunch money. You can not add recess money through MySchool Bucks and you may not use money from MySchool Bucks to pay for recess. **PLEASE do not send recess money for multiple children in one check/envelope.**  **Send each child’s money in separate envelopes.**

**Water…………………….$1.00**

**Flavor Water……….…....$1.50**

**Chips.………………….…$1.00**

**Fruit Roll-Up…………….$ .50**

**String Cheese…………….$1.00**

**Rice Krispy Treat………..$1.00**

**Fruit Snacks……………...$ .50**

**\*\* Items and prices may vary throughout the year.\*\***

PHYSICAL EDUCATION

According to Alabama Law, no student may be excused from physical education classes except in cases where student participation in physical activities presents an extreme hardship on the student’s well-being. If a student cannot participate in physical education, he/she must bring a note from the doctor stating that they are physically unable to participate.

PTO MEETINGS

Three regular P. T. O. meetings are usually scheduled for the following dates and times:

**August 29, 2023 – 5:30 p.m. (PTO/Open House)**

**December 12, 2023 – 5:30 p.m. (PTO/Honors Induction)**

**February 29, 2024 – 5:30 p.m. (PTO/Book Fair)**

***THE FALL FESTIVAL IS THE MAJOR FUND-RAISING EVENT OF THE P. T. O. AND WE ENCOURAGE ALL PARENTS TO PARTICIPATE.***

INTERRUPTIONS TO CLASSES

In order to prevent interruptions to classes, parents must deliver messages, forgotten articles, or lunches to the school office. The teacher will be notified and the articles or message will be picked up by the teacher. Students will not be called from class to speak on the phone unless it is an extreme emergency.

All parent-teacher conferences must be scheduled through the office.

DRESS CODE

Students are expected to be clean and appropriately dressed for school. Dress and appearance must not cause disruption or present health or safety problems.

1. Students must wear **shoes** at all times. P.E. does not allow flip Flops, **Slides**, or Five Toed shoes**.**
2. Hats or head covering will not be permitted **in any building** unless specified by the office (special dress-up day).
3. Students must not wear clothing with profanity or suggestive remarks or pictures.
4. The parents of students who do not exhibit proper standards of cleanliness will be notified by the child’s teacher and will be expected to correct the improper standards.
5. Students will not be allowed to wear or possess shirts with obscenity, alcohol/tobacco advertisements, wrestling suggestive messages, or known gang-related clothes, accessories, symbols, paraphernalia, or literature on the campus of W. S. Harlan.
6. Students in 4th, 5th, or 6th grades: Hems for shorts and/or skirts should be no more than three/3 inches above the top of the knee. Failure to wear your shorts and/or skirts long enough will result in a parent/guardian having to bring a change of clothes for you.
7. Students in 4th, 5th, or 6th grade may not wear spaghetti strap shirts. The part of the shirt that goes over the shoulder must be at least three adult fingers wide or approximately 2 inches wide.
8. Students are not allowed to wear pants with holes above the knee.
9. **Students in 4th, 5th, or 6th grades will not be allowed to wear leggings.**
10. **Students' pants in 4th, 5th, or 6th grade must have belt loops, functional buttons, or a zipper.**
11. **Students in 4th, 5th, or 6th grade may not wear athletic shorts.**
12. Backpacks are allowed at W.S. Harlan. Due to safety considerations, rolling backpacks are **NOT**

allowed.

\*\*Excessive dress code violations will result in disciplinary action.\*\*

**BAND**

W.S. Harlan Students have the opportunity to participate in beginner band in the fifth grade. We encourage our students to participate in the band program. However, students who are enrolled in the band program must maintain at least a 70 or higher average in their academic courses, good attendance, and have good behavior in the classroom.

**PARTIES**

Parties to be observed at W. S. Harlan Elementary School are as follows:

Christmas All Grades

Valentines Day All Grades ***(Flowers or other valentine gifts may not be sent to W.S. Harlan)***

Easter Pre-K and Kindergarten (Egg Hunt)

Birthdays…………....Parents may send treats for their child’s birthday. Example: Cup Cakes & Chips

Teachers love for parents to be a part of their child’s classroom experiences. However, please be sure to contact your child’s teacher and let her know what you would like to bring for your child’s party/birthday. There may be allergies of children that need to be considered and/or classroom party preferences of the teacher.

If you need further clarification, or have questions, please don’t hesitate to call the office.

CLUBS AND ORGANIZATIONS

**Girl Scouts –** Students in grades 1-6 may join Girl Scouts. Community service is a fundamental component of Girl Scouting. It is important for the girls to understand that they can make a difference in the world around them, no matter how young they are. Therefore, the facilitators, with input from the school administration and girls, will develop a service project for each school. Some examples include a sock collection for a local organization, a school campus clean-up, collecting items for “Blessing Bags,” planting flowers on the school campus, etc. This is an ongoing project and should be discussed/implemented over several meeting

**4 - H Club**

Students in the 4th, 5th and 6th grade may join the 4-H Club. Meetings are held each month during the school year. Contests are available during the year for the students to enter.

**Honor Club**

Students in the fourth, fifth, and sixth grades who maintain an 85 average on all academic work will be eligible for membership in the Honor Club. Students will be placed on probation if they receive a C on their report card or fall below the 85 avg. A second C on their report card or falling below 85 avg. will result in their dismissal from the Honor Club. If students are dismissed, they will not be allowed to attend any function or field trip sponsored by the club.

**Ambassadors -** Ambassadors are 6th grade students selected by faculty and staff at WSH. The position of WSH Ambassador is one of honor and prestige and is a position that is taken very seriously here at WSH. Ambassadors are selected through a process that involves a review of student records, teacher/staff recommendations, teacher evaluations, and an interview. Ambassadors will be dismissed for behaviors that are not becoming of an Ambassador, as outlined in the guidelines given to students upon selection.

SCHOOL RESOURCE OFFICER

Through the cooperation of the Covington County Board of Education and the Covington County Sheriff’s Office we were able to secure the services of a school resource officer (SRO). The SRO may be assigned to patrol areas such as building entrances, halls, cafeterias, restrooms, locker rooms, parking lots, delivery and loading zones, and school grounds. Other responsibilities may include checking visitors’ identification and patrolling at athletic and other school events. In addition, the SRO may provide on-site expertise in school safety, DARE, and nonviolent conflict resolution.

**Please contact Covington County Schools' Federal Programs Section at (334) 222-7571 to obtain parental notifications in a language other than English.**

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 Chris Thomasson, Covington County Board of Education, 807 C. C. Baker Avenue, Andalusia, AL 36420, (334) 222-7571.

WORTHLESS CHECK POLICY

Any individual submitting a worthless check shall be charged an insufficient 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.

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 counselor at (334) 658-8023.***

POLICIES AND REGULATIONS

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 reaches the age of 18 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. 20202-592

**Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents and students who are 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 others with whom respondents have close family relationships;   
6. Legally recognized privileged or analogous relationships, such as with lawyers, physicians, or   
ministers;   
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or   
8. Income, other than as required by law to determine program eligibility.   
  
**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

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 principaland ask for the information in which you are interested.

**ARMED FORCES RECRUIMENT**

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 receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.   
  
(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.

**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 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 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, Florala High, Pleasant Home, Red Level School, Straughn Elementary, Straughn Middle, Straughn High, and W.S. Harlan Elementary. Mr. Chris Thomasson, Federal Programs Coordinator for Covington County Schools 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, or you may contact Mr. Chris Thomasson at [chris.thomassson@cov.k12.al.us](mailto:chris.thomassson@cov.k12.al.us) or call 222-7571.

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 in the local newspaper.

Schools identified for school improvement will provide written notice to parents the status of the school’s improvement.

**PARENTAL INVOLVEMENT**

W. S. Harlan School will continue to offer a flexible schedule during/afternoon hours for our working parents. We will host a student orientation program for grades K – 6 at the beginning of the school year and host an Open House in September during evening hours (6:00 p.m. – 7:30 p.m.) Please check our website **wsh.cov.k12.al.us** or our school calendar for upcoming parental involvement events during the 2023-2024 school year.

**PTO DATES:**

**August 30, 2023 – 5:30 p.m. (PTO/Open House)**

**December 12, 2023 – 5:30 p.m. (PTO/Honors Induction)**

**February 29, 2024 – 5:30 p.m. (PTO/Book Fair)**

**Parental Involvement Lunch Schedules:**

***Tremendous Tuesdays***

September 5 Pre-K

September 13 Kindergarten

September 20 First Grade

September 27 Second Grade

October 4 Third Grade

November 16 4th – 6th Grade – Thanksgiving Luncheon

**Letters will be sent home the week prior to each grade level's parental involvement lunch date. This letter will have the specific time for each lunch, along with other pertinent information. Please sign and return the lunch form once you receive it so that we may prepare for your visit. We look forward to having you on campus.**

**Alabama State Department of Education Policy**

**Cell Phone/Digital Device in a Testing Setting**

**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.

**Cell Phone/Digital Device in a Testing Setting By School Personnel**

School personnel involved in the administration of state testing may not use digital devices (including but not limited to telephones, cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) during test administration. Violations may result in disciplinary action/certification revocation.

Additional disciplinary action may be taken by the LEA.

**Student Electronic Communication (CELL PHONE) & Recording Device Policy**

Covington County Schools prohibit student possession of personal electronic communication or recording devices including but not limited to, cell phones, pagers, Ipods, and cameras during the school day or on school buses. Students participating in after-school activities are not exempt from the electronic communication or recording device policy. Students who do not adhere to this policy will be subject to the following disciplinary actions:

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. Any subsequent offenses may be treated as a Class II-255 or Class III-303 offense.**

Refusal to turn cell phone over to the 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 suspension of the student from school for 3 days.

Cell phones/electronic devices may by searched by school administrator(s) for reasonable suspicion; i.e., cheating, text messaging of threats and inappropriate photos taken of students.

**W. S. HARLAN ELEMENTARY**

## SCHOOL CALENDAR 2023-2024

Aug……...8..….…..Orientation (1st – 6th Grade) – 5:30 p.m.

Aug……...10……...Orientation (Pre-K) – 5:30 p.m. (Auditorium)

Aug………10……...Orientation (Kindergarten) – 5:30 p.m. (Library)

Aug………7-11…...Professional Development/Teacher Institute

Aug………14….…..First Day of School K-6(Full Day) – Pre-K(Half Day – 7:45 – 11:30)

Aug………29…...…PTO/Open House/Title 1 - 5:30 p.m.

Sept………1…..…..Sno Cone Day

Sept………1……….Fall Pictures

**Sept………4……….Labor Day (School Out**)

Sept……… 5……….Tremendous Tuesday Pre-K

Sept ……...12……...Tremendous Tuesday Kindergarten

Sept……...14……...Progress Reports

Sept……...19…..….Tremendous Tuesday First Grade

Sept………26……..Tremendous Tuesday Second Grade

Oct……….3……….Tremendous Tuesday Third Grade

Oct……….6……….Sno Cones

**Oct ……....9………Fall Break (School Out)**

Oct………12………End of 1st Reporting Period

Oct………18……...Student Virtual Learning Day – No School/ PD Day for Teachers

Oct………19………Report Cards Go Home

Nov……….2……….Fall Festival

**Nov………10**………**Veterans Day (School Out)**

Nov………15………Pictures with Santa

Nov ………16………Progress Reports

Nov………16………Thanksgiving Luncheon (4th-6th Grade Parents)

Nov………17………Wildcat Bowl (WSH PE Classes)

**Nov. ………20-24…Thanksgiving Holidays**

Dec………1……….Nacho Friday

Dec…..….12…..….PTO & Honor Club Induction @ 5:30

Dec….......15…......End of 2nd Reporting Period & 1st Semester

**Dec………18-29…Christmas Holidays**

Jan………...2……..Students and Teachers Return to School

Jan………...11…….Report Cards Go Home

Jan………...12…….Nacho Friday

**Jan…………15. King/Lee Holiday**

Feb……...…2…..…..Nacho Friday

Feb……...…15.…....Progress Reports

**Feb………...19….....Presidents Day/Weather Day (School Out)**

Feb/Mar….26-1…...Book Fair

Feb……......29…..…PTO/Book Fair Family Night – 5:30 p.m.

Mar………. .1…….…Dr. Seuss

Mar…….….7.………End of 3rd Reporting Period

Mar………..8….……Sno Cones

Mar……….11………Spring Pictures / Kindergarten Cap and Gown Pictures

Mar……….21……...Report Cards Go Home

Mar……….22………Field Day

**Mar……….25-29….Spring Holidays**

Apr…………5………Sno Cones

Apr………..18….…..Progress Report

**Apr………..26……...Student Break/Bad Weather Day (No School)**

May……….14….….Awards Day – 1-3 (8:30-10:00) 4-6 (10:00-11:30)

May ………20….….Pre-K Program (9:00)

May……….21…..…Kindergarten Graduation (9:00)

May……….22….….6th Grade Luncheon 11:30

May……….22….….6th Grade Graduation 12:30

**May…….....23….....Last day of School for Students-Dismiss at 11:45 AM**

**May ……....23….…Report Cards**

**A paper with text on it

Description automatically generated**May……….24…….Professional Developme

**W.S. Harlan Elementary School Extended Day Program**

Students attending W. S. Harlan Elementary School have the opportunity to attend our 21st Century Community Learning Center Program Monday through Friday from 2:45 until 5:20 pm. This program provides opportunities for academic enrichment, including tutorial services to help students to meet state and local student academic achievement standards in core subject areas such as reading and mathematics. The program also provides students an opportunity to participate in a broad array of additional services, programs, and activities, such as youth development activities, drug and violence prevention programs, art, music, and recreation programs, technology education programs, character education programs, STEM, (Science, Technology, Engineering, and Math) project opportunities, and gardening activities. We would like to invite each one of you to attend our 21st Century Community Learning After School Program each afternoon. The price to attend is $15.00 per week for full-time students and $4.00 per day for part-time. The child must be enrolled in W. S. Harlan Elementary School in order to attend the after-school program. If you have any further questions, please call W. S. Harlan Elementary School at 334-658-8023.

**EDP PAYMENTS WILL ONLY BE ACCEPTED IN THE OFFICE. DO NOT PAY AN EDP EMPLOYEE OR YOUR CHILD’S TEACHER.**

**NOTICE OF RECEIPT**

**STUDENT’S NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TEACHER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GRADE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I acknowledge by my signature that I have read the W.S. Harlan Student Handbook. I understand that it applies to all students and parents of W.S. Harlan Elementary School.**

**(Signed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Parent / Guardian**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please tear out this page and return it by your child to his/her homeroom teacher.

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 OR FAX THE SCHOOL WITH TRANSPORTATION CHANGES.

Written transportation changes, signed and dated, from a parent/guardian are required.