

STRAUGHN HIGH SCHOOL



**STUDENT HANDBOOK
2024 - 2025**

COVINGTON COUNTY BOARD OF EDUCATION

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Straughn High School
Website: shs.cov.k12.al.us
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PHILOSOPHY AND GOALS

The educational climate of a community is set by the school. As the school progresses, so does the community which it serves. Since Straughn School serves a vast and varied area, we are keenly aware of the responsibility of equipping our students for maximum service and satisfaction, either in their present surroundings or in newly acquired locations. These goals will be accomplished by having each student recognize his potential, plan a course of study which is realistic and practical, and pursue his objectives until fruition. The result will be individual fulfillment and community improvement.

We accept the responsibility for the following goals, not necessarily in order of priority, as our framework for education based on the implications of these principles from our statement of philosophy.

- A. To maintain excellence in all programs of instruction offered to the student body.
- B. To recognize the cultural differences and instill in each student a position of self-acceptance and acceptance of others.
- C. To develop independence of thought and ideas.
- D. To furnish career guidance for both vocationally and academically talented students.
- E. To begin actual practice of a vocation with the participant.
- F. To establish a moral climate which will promote improved citizenship both at school and in public life.
- G. To implement sound, up-to-date administrative procedures to ensure quality educational programs and support services.
- H. To maintain specialized and extended services to assist students to take full advantage of all educational opportunities.
- I. To promote mental, social, and emotional growth as well as intellectual inquiry.
- J. To provide adequate and safe transportation.

- K. To provide an emotionally and physically safe environment.
- L. To instill a sense of pride within each individual.

MISSION AND BELIEFS

Vision: Respectful, Responsible and Resourceful

Mission: 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.

Beliefs:

- students learn in many different ways and should be exposed to different forms of teaching
- students should be treated equally in all aspects of the education process
- learning should be a challenge as well as a means of motivation for students to strive for more meaningful knowledge
- students should demonstrate responsible behavior
- students should experience a feeling of security during the education process
- teachers should encourage students to be successful
- teachers should demonstrate good character and promote good moral behavior
- parents should aid the learning process
- unity between students, teachers, and parents is a “must” for a successful education
- positive encouragement should be the standard in the education process

DIPLOMA REQUIREMENTS

Requirements for Grades 9-12

Students must pass all required courses and earn 24 credits to earn an Alabama high school diploma.

Credits are awarded by semester. Each class passed counts one-half credit per semester.

To enter the tenth grade, five credits are required: the eleventh, eleven credits: and the twelfth, seventeen credits and be in good standing to graduate.

Requirements are as follows for Grades 9, 10, 11 & 12:

Alabama High School Diploma

English	4 credits
Math	4 credits
Science	4 credits
Social Studies	4 credits
Physical Education	1 credit
Health	.5 credit
Career Preparedness	1 credit
Career Tech Education and/or Foreign Language and/or Arts Education	3 credits
Electives	2.5 credits

Diploma With Honors Endorsement

Honors English	4 credits
Honors Math	4 credits
Honors Science	4 credits
Honors Social Studies	4 credits
Honors Foreign Language	2 credits
Physical Education	1 credit
Health	.5 credit
Career Preparedness	1 credit
Career Tech Education and/or Foreign Language and/or Arts Education	1 credit
Electives	2.5 credits

* In order to graduate, students will also be required to pass a civics exam and to complete requirements for FASFA.

Dual Enrollment courses are offered for elective credit. The following subjects are required for each grade level for the 2024-2025 school year:

Grade 9----- English, World History, Biology, Physical Education, Geometry, Career Preparedness

Grade 10-----English, U. S. History, Science (Chemistry or Physical Science), Math (Algebra 1), Health, Career Tech Education, Arts Education and/or Foreign language

Grade 11-----English, U. S. History, Math (Algebra II), Science (Physics or Physical Science), Career Tech Education, Arts Education and/or Foreign language.

Grade 12 -----English, Government/Economics, Math (Pre-Calculus or Math Modeling), Science (Environmental Science or Anatomy & Physiology), Career Tech Education, Arts Education and/or Foreign language.

Students must complete the requirements for an honors diploma to be considered for the Valedictorian or Salutatorian award. The four core subjects (English, Mathematics, Science, Social Science) and foreign language will be used in calculating the grades averages for these honors. College level course used for dual enrollment purpose are considered honors classes. Grades earned from the first semester of 9th grade through the first semester of senior year are used in the calculations. Students must have been enrolled at the school continuously from the beginning of the junior year to be considered for Valedictorian/ Salutatorian. Grades from home schooling or non-accredited schools may be posted, but will not be used in calculation for Valedictorian/Salutatorian. Transfer letter grades will convert to numerical grades as specified in the new weighting system for calculating academic honors.

Dual Enrollment/College Credit Procedures

With polices adopted by the State Board of Education and the Covington County Board of Education, it is now possible for students to earn both high school and college credits for approved courses taken at post- secondary institutions. The principal must give permission before enrolling in such courses. Grades received on official transcripts from the post- secondary institutions will be posted on the high school transcript. Letter grades from colleges will be recorded on the high school transcript as determined by new weighting factors. Weighting factors for these courses will be applied following the same criteria as courses listed for the advanced diploma.

GRADE SCALE

A+ (98-100)	C (73-78) Average
A (93-97) Excellent	C- (70-72)

A- (90-92)	D+ (68-69)
B+ (88-89)	D (63-67) Below Average
B (83-87)	D- (60-62)
B- (80-82)	F (Below 60) Failure
C+ (78-79)	

GRADE CALCULATION FOR ACADEMIC HONORS

- Points will be added to grades earned in any honors classes or core college level courses. These classes include advanced/college level in English, Mathematics, Histories, Science, foreign language and other courses deemed advanced by the school administration.
- Grades from approved dual enrollment courses or grades transferred from other secondary schools as letter grades will be converted to numerical grades using the following scale:

A+ 98	C 73
A 93	C- 70
A- 90	D+ 68
B+ 88	D 63
B 83	D- 60
B- 80	F 59
C+ 78	
4.0 = 95	2.0 = 75
3.0 = 85	1.0 = 65

REPORTING PERIODS

First reporting period ends October 10, 2024

Second reporting period ends December 19, 2024

Third reporting period ends March 6, 2025

Fourth reporting period ends May 22, 2025

Progress Reports will go out to students on:

Sept. 19, 2024 Nov. 14, 2024 Feb 13, 2025 April 17, 2025

REPORT CARDS

Each student will receive a report card to take home at the end of each grading period. Report cards issued at the end of the school year will need to be picked up from the school office on or after May 23, 2024.

Creating a fake report card or assisting in doing this will be considered a Class III offense.

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 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 days after student returns.

Report Cards will go out to students on:

Oct. 17, 2024 Jan. 9, 2025 March 20, 2025 May 22, 2025

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences may be scheduled during the teacher's plan period or immediately before or after school. Parents who desire a teacher conference should call the school office at 222-2511.

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 your child's school.

EXAM EXEMPTION POLICY

All students will be required to take at least one semester test per semester. Straughn High School will be on a four year rotation with test. The rotation will be in the following order: English, Science, History, Math. Students may exempt other tests if they meet the following requirements.

Any high school student (grades 9-12) may exempt semester exams provided he/she meets one of the following conditions (A or B):

- A.
 - a) Exemptions from one (1) mid-term and one (1) final exam will be granted in a subject in which a student has an average of 85 for the semester and perfect attendance in that class.
 - b) Students sent to Alternative School, In-School Suspension or Saturday School lose perfect attendance exemption privileges.
 - c) The perfect attendance policy applies to a student transferring to Covington County Schools if there is proof that the record was maintained prior to transfer and that no time was lost between schools during transfer.
- B. Exemption from mid-term and final exams will be granted in a subject in which the student has a semester average of 93 and has been absent no more than three (3) days for the semester. Days spent in TRR will count toward a student's total number of absences.

HOLIDAYS

Labor Day.....September 2, 2024
 Fall Break.....October 14, 2024
 Veteran's Day.....November 11, 2024
 Thanksgiving.....November 25-29 ,2024
 Christmas & New Year's.....Dec 23-Jan 3, 2025

Teacher Work Day.....January 6 ,2025
 Students return.....January 6, 2025
 King/Lee Holiday.....January 20, 2025
 President's Day/Weather Day.....February 17, 2025
 Spring Break.....March 24-28, 2025
 Break/ Weather Day..... April 18,2025
 Last Day for students.....May 22, 2025

GRADUATION

May 23, 2025 at 7:30 pm

Seniors (non-disabled) will be denied the opportunity of participating in graduation exercises if they have not met the 24 Carnegie unit requirements for graduation. Senior disabled students will not be affected by this policy. They will be allowed to participate in graduation exercises when necessary IEP requirements are met.

WITHDRAWALS

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

CLUBS

Club members are expected to attend scheduled meetings. Special meetings may be called with permission from the principal.

Get Involved at School

Why get involved in Extracurricular Activities?

To explore interests and develop skills in ways that may not be possible in your classes at school. To have the opportunity to perform in a play or compete in a writing contest. Many activities help you develop your leadership skills, such as becoming the president of your club or editor of the yearbook. Lastly, you can meet new people and build friendships with other students with similar interests!

Straughn High School has many clubs and activities you can join

Clubs:

Art Guild	National Honor Society
Chess Club	Drama FCS
Diamond Club	FFA
Student Council	Envirothon
Spanish Club	FBLA

Sports/Activities:

Band	Baseball	Golf
Basketball	Football	Cross Country
Colorguard	Track & Field	Volleyball
Softball	Cheerleading	Fishing
String Band	Robotics	Swimming

If what you're interested in is not offered, talk to teachers about options for starting a new club or activity!

EXTRACURRICULAR ACTIVITIES

Students in grades 9-12 must pass all core classes and have a 70 average in six classes in order to participate in extracurricular activities.

Student leaders (i.e., Student Council officers, athletes, cheerleaders, band members, etc.) will be expected to set good examples at all times and places.

Students should carefully choose the clubs and organizations in which they wish to participate.

All extracurricular activities must be scheduled and approved through the office well in advance.

CLUBS AND SPONSORS

Robotics	Mr. Bowen
FBLA.....	Mrs. Driver
FCS.....	Mrs. Bell
FFA.....	Mr. Wyrosdick
Senior Honor Society.....	Ms. Godwin
Spanish Club.....	Mrs. Dixon
String Band.....	Mr. Weeks
Student Council.....	Mrs. Wood
Varsity Cheerleaders.....	Mrs. Christy Carter
Drama.....	Mrs. Dean

NATIONAL HONOR SOCIETY

SELECTION

Membership in the Straughn Chapter of the National Honor Society is granted to those students selected by the Faculty Council. Only those students in grades 10, 11, and 12 who have attended Straughn School for one semester may be considered for membership. Annual membership dues are \$10.00 for all National Honor Society members. Students with a weighted cumulative average of 93 will be identified and then evaluated in the areas of leadership, service, and character. Service is generally considered to be those actions that are done without direct financial or material compensation. National Honor Society is a member of the Character Counts! Coalition and supports the "Six Pillars of Character": respect, responsibility, trustworthiness, fairness, caring, and citizenship. All scholastically eligible students will submit a student activity information form that will be used in the evaluation of leadership and service. The Faculty Council considers this form as well as evaluation sheets provided by the entire faculty.

PROBATION / DISMISSAL

Any NHS member who falls below the standards of scholarship, leadership, character, or service shall be placed on probation. Once a member is placed on probation for any reason, he/she will remain on probation until the beginning of the next semester, unless otherwise stated in the probation letter. Committing an additional offense while on probation shall constitute grounds for dismissal from the chapter. Violation of criminal law or school regulations may result in immediate dismissal of the student (without warning or probation). These violations include, but are not limited to DUI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at ANY time—whether during school or not. Additional information regarding dismissal as well as other National Honor Society policies and procedures can be obtained from the office.

STUDENT GOVERNMENT ASSOCIATION

President.....	Presley Bates
Vice-president.....	Emiley Faith Bush
Secretary.....	Orrin Douglas
Treasurer.....	Arina Thai
Reporter.....	Christian Pate
Historian.....	Laurie Glisson

FEES

We are trying to keep fees to a minimum and at this time fees maybe charged for some elective courses. The following fees are applicable to all students.

Lockers-- \$10 due at the beginning of the school year

Parking Space-- \$10 due at the time of request (for student drivers only)

If a workbook is used in a non-required subject, students may be required to pay for such workbooks. Other workbooks must be purchased with teacher allocation fees.

A class that wishes to use supplementary items such as Weekly Reader, Scholastic, etc., may purchase these with student contributions.

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.

LUNCHROOM PURCHASES MAY NOT BE CHARGED

Covington County Schools is pleased to provide students with a wholesome and nutritious breakfast and lunch meal every day. Breakfast and lunch are free for all students in Covington County Schools. Additional entrees and a la carte items are offered but are subject to additional charges. The cost of breakfast for teachers is \$3.25 and \$3.50 for visitors. Lunch prices are \$4.75 for teachers and \$5.00 for any visitors.

Meals are free to students, but any additional item purchases must be paid for at the time of purchase or in advance using checks or cash. Per Covington County Board of Education Meal Charge Policy, students are not allowed to charge for any purchases. If a non-sufficient funds check is received twice from a household, only cash will be accepted for payments.

Covington County Schools' Child Nutrition Program offers an online payment program that enables parents and guardians to add money to students' meal accounts outside of school. The program, My School Bucks, can be used to track meals and charges, view account balances, set up account alerts and notifications on specific activities and balances, and make payments to meal accounts. Money can be added using checking account information or debit/credit cards. The website for this program is www.myschoolbucks.com

SCHOOL BUSES

No student may board his bus in the afternoon until the bell rings to dismiss. Students are not to be in the bus loading area until this bell rings.

Students will not visit or sit in buses during the school day and only bus drivers, their substitutes, and persons responsible for servicing buses are allowed to drive buses.

Good conduct on the bus is mandatory. Misconduct will be reported by the

driver and handled by the principal.

1. The principal has the authority to deny a student the right to ride a bus.
2. All students must remain seated while the bus is traveling.
3. Do not hang any part of body or any other item out of the bus window. Tobacco, alcohol, knives, sharp instruments, rubber bands, soft drink containers, or any other items considered dangerous to other students are prohibited.
4. Listen to and obey the driver.
5. Do not open the emergency door except in an emergency.
6. 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.
7. In an emergency remain on the bus until an authorized person tells you what to do.
8. If you have to cross the road to get to or from a bus, you must cross in front of the bus.
9. Seats may be assigned on the bus by the principal or bus driver.
10. Objects should never be thrown from the bus or inside the bus.
11. 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.
12. Cross the road in front of bus after it has stopped to load or unload and has stop sign out with lights flashing. Watch for other vehicles that may still be moving.
13. No animals are allowed on the bus. This includes pets, reptiles or insects.

14. No profanity, ugly remarks or gestures are permitted on the bus.
15. Paper and trash should not be thrown on floor. The bus belongs to all students and they deserve a clean place in which to ride.

ATTENDANCE

(See Code of Conduct)

TARDINESS

Students are expected to be at school and in class on time. Students who arrive at school after 7:45 a.m. must report to the office upon arrival at school to check in.

CHECK-OUTS

Any person checking out a student should report directly to the main office.

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.

(No one should go directly to the classroom to check-out a student.)

DRESS AND APPEARANCE

The Covington County Code of Conduct will be enforced regarding dress code. In addition, please be aware of the restrictions concerning the following:

- Low cut tops, low ride pants, sleeveless shirts and blouses, and revealing clothing are not permitted.
- If shorts, skorts, dresses, or skirts are worn, the length should be no shorter than three (3) inches above the top of the knee.
- Appropriate shoes should be worn to school.
- Nose rings, body rings, nail piercing, tongue piercing and wallet chains are not permitted.
- Book bags are not allowed in class rooms.
- No head coverings of any type including hats, caps, or hoodies will be allowed to be worn inside the buildings.
- No bandanas of any type should be worn to school.

- Anything deemed to be inappropriate or distracting to the learning process will not be allowed. The principal and assistant principal will have the discretion to determine inappropriate attire.

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:

First Offense: The electronic device will be taken up until the end of the day, at which time the device will be returned to the student.

Subsequent Offenses: 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.

Alabama State Department of Education Policy Cell Phone/Digital Device in a Testing Setting

Possession by Students

The possession of digital devices (including but not limited to cell phones, smart watches, 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.

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. Straughn High School reserves the right to search the contents of confiscated electronic devices.

Additional disciplinary action may be taken by the LEA.

Possession by School Personnel

School personnel involved in 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.

PROCEDURES FOR DISCIPLINARY ACTION

Specific procedures are found following each classification of violations in the Code of Conduct.

Notification of Law Enforcement Authorities

Notification of law enforcement authorities means notification of the Covington County Sheriff's Department by calling 428-2640 or the nearest local authority, requesting an officer, and filling a petition of fact with Juvenile Court Services or the Sheriff's Department. A copy of all Alternative School referrals will be forwarded to the office of Juvenile Court Services.

CLASSIFICATION OF VIOLATIONS

Covington County Schools Code of Student Conduct (Adopted June 13, 1995, revised 1999) divides violations of the Code into four (4) classes: Class I-Minor, Class II-Intermediate, Class III-Major, Class IV-Severe.

Class I and II offenses are governed and regulated at the local school level. Class III and Class IV offenses are specifically governed and regulated by the Code of 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. All factors surrounding each incident may be considered by an administrator in determining the category to be used.

CLASS I - IV OFFENSES

Refer to the Code of Student Conduct for detailed information on Class I-IV offenses and disciplinary actions for Class III-IV offenses.

DISCIPLINARY ACTIONS FOR CLASS I – II OFFENSES

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. Saturday School
5. Suspension
6. Alternative School
7. Expulsion

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

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.

TELEPHONE

Students may use the phone only in case of emergencies and with permission from office personnel. Students will not be called out of class for phone calls.

AUTOMOBILES

The student, faculty and visitors parking spaces will be denoted by number. Driving to school is a privilege, not a right. The following rules apply:

1. It is the student's responsibility to see that his/her car is parked properly. Students who drive to SHS must park in the designated student parking lot and have a valid visible SHS parking tag. Students may not park in nearby yards.
2. All drivers on campus will obey safety precautions and all Alabama state driving laws. The speed limit on campus is 5 miles per hour. No reckless driving entering or leaving as determined by the Principal or his designee. Vehicles must comply with state law and all vehicles driven on campus must have insurance coverage. All traffic control signs must be followed (One Way, Stop, etc.)
3. A reserved parking place may be purchased for \$10.00 per year. All cars parking on the campus of SHS must have a tag. Before a tag will be issued, a registration form must be completed. Tags will be issued to licensed drivers only. Seniors will be given first priority to reserve these parking places. All other students will then be given an opportunity to reserve a parking space on a first come-first serve basis.
4. Reserved parking tags are non-transferable.
5. **A student should leave his/her car when parking on campus and not return to the car until ready to leave campus. The parking lots are off limits during the school day. Parking lot passes may be issued by the Principal or his designee, as necessary.** Students will be allowed to use 2 parking lot passes per semester.
6. All rules governing automobiles on school grounds will be strictly enforced. Any student violating parking or driving regulations may be suspended from driving a vehicle on campus and/or fined.

7. SHS assumes no responsibility from damages resulting from accidents or vandalism
8. Student vehicles may be subject to search, by school authorities and law enforcement personnel working with them, if there is reason to believe drugs, alcohol, weapons, stolen property, or other contraband might be present. Search of vehicle includes all compartments and components thereof. Once search begins, the person in control of the vehicle will not be permitted to remove vehicle from the premises during the reasonable duration of the search.
9. Students who bring vehicles on campus are responsible for any violation that another student may incur with that vehicle.
10. No guns or archery equipment may be left in vehicles.
11. Due to dangers of excessive and unnecessary traffic in parking lots, students are instructed to park their vehicles in the appropriate parking space when arriving on campus. If a student is seen driving through the parking lot repeatedly before, during, or after school, disciplinary action may be taken.
12. Students who drive on campus with a loud radio as to be disruptive will be subject to disciplinary action.
13. Flags, signs, or stickers etc. that are deemed lewd or suggestive or that promote any groups that do not reflect positively in today's society or have racial implications will not be permitted. School administrators will have the discretion to determine negative images.
14. Citations will be issued to students in violation of parking rules/regulations. Students will be fined \$10.00 for the 1st offense, \$15.00 for the 2nd offense and \$20.00 for the 3rd offense.
15. Students will lose parking privileges for a period of nine weeks upon receiving their fourth parking violation. On the fifth offense parking privileges will be revoked for one semester and for one year on the sixth offense. Reckless driving will result in \$25.00 fine and probation.
16. One who is issued a parking citation must clear the violation up within 48 hours of the written citation or will not be allowed to drive to school until clear.
17. The Principal has the right to revoke a student's parking privilege at any time he deems necessary.
18. The Principal and SRO (School Resource Officer) have the right to change these rules at any time for the safety and well being of the school.

HALL PASSES

If for any reason a student must leave a class, he must have in his possession a hall pass. These requests should be made for emergencies only.

SCHOOL VISITORS

Any visitor at school will first report to the principal's office. If he is issued a pass from the principal, he may visit the length of time designated on the pass. No person is allowed to visit all day.

FOREIGN EXCHANGE STUDENTS

Foreign exchange students will be allowed to earn a diploma and participate in graduation ceremonies provided they meet credit requirements. They will not be allowed to compete in the following extracurricular contests: Miss Straughn High Beauty Contest, class officers, club officers, student council representatives and homecoming queen and court.

PREGNANT/MARRIED STUDENTS

Marital, maternal, or paternal status shall not affect the rights and privileges of students to receive a public education nor to take part in any extra-curricular activities offered by any school in the Covington County Schools district.

Pregnant students shall be expected to continue in school in all instances unless continued attendance is not recommended by the expectant mother's physician. Pregnant students will be responsible for getting assignments from teachers, returning their work when it is completed, and scheduling tests with teachers during the time they are out of school after the birth of their babies. They are required to return to school within a reasonable length of time with a doctor's statement of release. The Alternative Education Program or a virtual learning program may be an option for pregnant students with parent/guardian request.

MAINTENANCE OF GROUNDS AND BUILDINGS

All students are urged to exercise extreme care in using all school property assigned to them. Any defacing or destruction of property will warrant disciplinary action which will result in the student having to pay for said property.

Any destruction of plants or property will cause undue expenses, and students should bear this expense when at fault. Anyone caught climbing or defacing shrubs or trees will be disciplined.

Students should not bring drinks or food in the building except in inclement weather. Cold weather is no exception. Students who bring food or drinks to school for break or who purchase them from the concession stand must remain in the designated areas while eating.

No drink containers are to be taken out of this area. Litter is to be put in receptacles provided.

The gym should be kept in such a manner that its general appearance reflects the very best in our school.

PERSONAL ITEMS AND SELLING ON CAMPUS

Students are not to bring items to school to sell for personal gain.

LOCKERS

Lockers will be assigned by the principal or his designee. These lockers will be located as near the instructional area as possible. Students will pay a locker fee of \$10.00 to gain access to their assigned locker.

Lockers are and will remain the property of the school. Students should not put objects in the lockers which will obstruct their operation. Locker doors should be closed and locked when not in use. There will be periodical locker checks by school officials.

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. All posters, etc., should be removed at the end of the school year, and lockers will be inspected.

INJURY POLICY

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

SCHOOL HEALTH SERVICES / POLICY / PROCEDURE / PROGRAMS

Screening Procedure

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 Audiological 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
2. Student's name
3. Directions for administering
4. Physician's 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 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.

Procedure 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 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.

IMPORTANT INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE

What is meningococcal disease?

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

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.

LIBRARY MEDIA CENTER

Philosophy

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.

The purpose of the school library media center is to provide enrichment and resource information to the students, materials for the teachers' professional growth, and for curriculum implementation and improvement.

The library media center exists to assist the students in interpretation of themselves in relation to others around them and to develop in them a better understanding of life about them. It focuses on helping students develop natural curiosity and a desire to learn. It strives to introduce to students their rich cultural heritage and instill understanding of the essential importance of reading.

Policies

The success of the library depends largely on the attitudes of the staff and the care and leadership it provides. The formally employed staff of a school library is hired and paid by the school system in which it works. Volunteers and students assistants are not funded. The media center employs one certified media specialist and one professional aide. Several student aides are assigned to the center. The media center will be utilized for various teaching methods, for research efforts, and as areas for reading, studying, viewing and listening. It should not be used as a disciplinary agent. The media center strives to serve as a resource center for students and faculty and to function as an extension of the classroom.

Procedures

The library media center will open each morning at 7:40 and close each afternoon at 2:55. Extended hours can be requested.

Open scheduling is practiced in the media center. Classes are scheduled by request and planned by the librarian and teacher.

Books are checked out for a two-week period in the high school library using Follett Automation System. Students may check out up to five books at one time. Magazines may be used for research in the library, but may not be checked out. Copies of magazine articles may be obtained with a \$0.10 per page charge. Copies made with a library printer will cost \$0.10 per page for black/white and \$0.25 per page for colored copies.

Materials are checked out to faculty and staff on request. No time limit is set but teachers are urged to return materials to the library as soon as possible. Some equipment may remain in the teachers' rooms the entire school year.

Audiovisuals are available to faculty and staff for school-related activities. Only trained persons should operate the audiovisual equipment. A form must be signed by the borrower and the principal and filed in the library in order to take equipment off campus.

The library offers Internet access to students and teachers. Students and their parents must fill out and sign an Internet User Agreement form before students will be allowed access to the Internet in the library.

Late, lost and/or damaged materials must be paid for by the persons who have checked out the materials. The media center will follow the Straughn High School Textbook Policy in the area of lost or damaged books. Late charges will be \$0.10 per day, weekends included. Barcode labels, which appear on the front of each book, should be left alone. Students who damage, and/or peel barcode labels will be charged a \$5.00 barcode replacement fee. Materials taken from the library without permission will be considered stolen property and will be dealt with according to school policy concerning thefts. If a student has library material that is overdue, or has failed to take care of accrued fines at the end of a grading period, report cards will be withheld until the materials and accrued fines are paid for. If it is the end-of-the-year grading period then report cards and diplomas will be withheld.

No food, drinks or gum will be permitted in the media center.

Goals and Objectives

The Library Media Center strives to adequately meet the needs of every member of the faculty, staff and student body. It is the desire of the library media center to be able to put the right materials into the hands of the right person at the right time.

TEXTBOOK POLICY

School books for Straughn High School are typically adopted and purchased for a six-year period. Therefore, it is the responsibility of students to care for them properly so the books will last for the entire six-year period.

Students will be required to pay for any books they lose. *If a student pays for a book, there will be **no refund** if 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.

Replacement costs for lost or damaged textbooks will be computed on the following basis:

1st year of use – 100% of original cost

2nd year of use - 75% of original cost

3rd & succeeding years of use – 50 % of original cost.

A \$5.00 fee will be charged for the destruction or defacing of any bar code on or in textbooks.

STUDENT DEBTS

Any school related debt incurred by students must be paid in a timely manner. Examples of debts are school fees, library fines, shortages from fundraisers, lost or damaged school property, athletic fines, etc. Disciplinary actions for failure to resolve student debts include, but are not limited to, the following:

- 1) holding report cards
- 2) suspension from extracurricular events
- 3) suspension from graduation exercises for seniors.

FIRE DRILLS

Fire drills will be held at regular intervals and will not be announced. Printed instructions for these drills will be posted in all classrooms and should be discussed by the teacher with each class.

A fire signal is one long sustained ringing of the bell. Students and teachers should exit the building at the nearest exit and proceed to the back campus. They should move away from the building and remain there until the all-clear bell rings or are dismissed by administration at which time they may then return to their regular classes.

No student should take time to get anything from the room or their locker before exiting the building. No student should return to the building for any reason until after the bell rings to end the fire drill.

TORNADO DRILLS

Tornado drills will be held at regular intervals and will not be announced. Printed instructions for these drills will be posted in all classrooms and should be discussed by the teacher with each class.

A tornado signal is a series of short, rapid rings of the bell. When the all clear bell rings, students should proceed to their regular classes.

1. All students in the main building should move into the hall.
2. Band students in class should remain in the Band Room.
3. P.E. classes should move into the dressing rooms. **Students should not be in the gym.**
4. In the Vo Ag Department, students should kneel down and face the central wall until the drill is over.
5. All teachers will act as shelter managers in their area until the drill is over.
6. After a real emergency has ended, we will dismiss school as soon as we can make arrangements for transportation.
7. In no case should students be allowed to leave shelter area or face window area during the drill.

2024 VARSITY FOOTBALL SCHEDULE

<u>Date</u>	<u>Opponent</u>	<u>Location</u>
Aug 23	Highland Home	Away
Aug 30	TR Miller	Away
Sept 6	Daleville**	Home
Sept 13	Dale County**	Home
Sept 20	Geneva**	Away
Sept 27	BYE	
Oct 4	** Ashford (Homecoming)	Home
Oct 11	Pike County**	Away
Oct 18	New Brockton**	Home
Oct 25	Opp**	Away
Nov11	Goshen	Home

ALL GAMES KICK-OFF AT 7:00 PM

****AREA GAMES - CLASS 4A**

ELEMENTARY RETENTION

Students in grade 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.

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

TITLE I SCHOOLS IN COVINGTON COUNTY

All Covington County Schools are "Title I" schools. 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 in regard to 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 School-wide 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 by email at chris.thomasson@cov.k12.al.us or by phone at 334-222-7571.

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 to the local newspaper.

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

PARENTAL RIGHTS TO INFORMATION ABOUT TEACHERS

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

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

Covington County Schools are extremely proud of our teachers and teacher aides, and are happy to provide you with the above information

pertaining to your child's teacher. If you have such a request, please contact the school principal and ask for the information in which you are interested.

ARMED FORCES RECRUITMENT

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

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

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

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

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

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

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 ACCEPTABLE USE AND DIGITAL CITIZENSHIP POLICY

The Acceptable Use and Digital Citizenship 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. The Covington County Schools Acceptable Use and Digital Citizenship Policy may be viewed on the Straughn High School Website at: straughn.cch.schoolinsites.com and also in the Straughn High School Office.

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

PARENTAL INVOLVEMENT

Straughn High School will continue to offer a flexible schedule during afternoon hours for our working parents. We will host a student orientation program for grades 9-12 at the beginning of the school year. During the month of October, we will conduct various parent activities in conjunction with Alabama State of Education Parental Involvement Month. Please check our system's website www.cov.k12.al.us and/or our school calendar for upcoming events for the 2024-2025 school year.