

THE MISSION OF RED LEVEL HIGH SCHOOL IS TO PROVIDE STUDENTS WITH THE SKILLS AND KNOWLEDGE THEY NEED TO BE SUCCESSFUL, PRODUCTIVE MEMBERS OF SOCIETY. TO ADDRESS THIS MISSION, THE COVINGTON COUNTY SCHOOL SYSTEM WILL

- Attract, develop, and retain an exceptional staff
- Provide a safe, secure, and nurturing learning environment
- Meet each student's individual instruction needs
- Continuously improve instructional programs
- Involve families and other community members as partners in the learning process

WELCOME TO RED LEVEL HIGH SCHOOL

The purpose of this handbook is to record the school activities and policies for the coming year. The administration, faculty, parents, and students who worked to compile this handbook hope that both you and your parents will become familiar with this information. Parental guidance and encouragement are vital to your educational growth. The material within the handbook should inform you and your parents of the curriculum that is available in rounding out your education as well as inform you of what is expected of each and every student at Red Level High School.

As with any organization, there is a need for rules so that no one will infringe upon the rights of others. This school is no exception; rules and regulations are essential. These rules, however, are not intended to restrict your freedom but to give everyone equal rights and privileges.

We encourage you to take **PRIDE** in your school and your education. We look forward to your best school year ever!

COVINGTON COUNTY BOARD OF EDUCATION

John H. Clark, President
James T. Prestwood, Vice-President
Jeff Bailey
Lynda B. Powell
Jimmy Rodgers
Terry Holley, Superintendent

Covington County Board of Education meets the
1st Tuesday evening of each month.

ADMINISTRATION

Johny R. Odom-Principal
Chris Thomasson-Assistant Principal

RED LEVEL SCHOOL ADVISORY COMMITTEE

Courtney Douglas

Lisa Edson

Charlotte Ingram

Kathy Purnell

Traci Locke

Keron Kyzar

Troy Grissett

Johny Odom

Jerome Parker

Chris Thomasson

Red Level High School Calendar 2011-2012

Aug. 3.....	Teacher In-Service
Aug.4.....	Professional Development
Aug. 5.....	Teacher Institute
Aug. 8.....	First Day of School (full day)
Sept. 5	Labor Day Holiday
Sept. 8	Progress Reports Go Home
Sept. 27	School Day Pictures
Oct. 7.....	End of First Nine Weeks
Oct. 10.....	Teacher In-Service
Oct. 13.....	Report Cards Go Home
Nov. 11.....	Veteran’s Day Holiday
Nov. 17.....	Progress Reports
Nov. 21-25	Thanksgiving Holidays
Dec. 14-16.....	Mid-Term Exams
Dec. 16	End of Second Nine Weeks
Jan. 3	Professional Development
Jan. 4	Students Return for Second Semester
Jan. 5	Report Cards Go Home
Jan. 16	King/Lee Holiday
Feb. 9.....	Progress Reports Go Home
Feb. 17.....	Professional Development
Feb. 20.....	Break/Severe Weather Make-Up
Mar. 15.....	Report Cards Go Home
Mar. 16.....	Break/Severe Weather Make-Up
Apr. 2-6.....	Spring Holidays
Apr. 19	Progress Reports Go Home
May 20	Baccalaureate
May 22-24.....	Final Exams
May 24	Commencement
May 25	Teacher In-service

GENERAL INFORMATION GUIDANCE

The Counseling and Guidance Program at Red Level High School provides comprehensive, preventive, and developmental services for all students. Referrals can be made by the principal, teacher, parent, or student. Counseling and guidance sessions are conducted in small group, whole group, and individual setting. Some of the sessions include, but are not limited to: expressing feelings, cooperation, manners, respect, substance abuse, making good choices, anger management, conflict resolution, improving study habits, and career development. In addition, our program provides assistance in student placement, interpretation of test data, scheduling conference, program planning, outside referrals, and community awareness.

It is our aim to help students strengthen their career, educational, and social skills by implementing the objectives of The Comprehensive Counseling and Guidance State Model for Alabama's Public Schools. By reinforcing the students' personal strengths, our goal is to have emotional healthy students who are happy, socially well-adjusted, responsible, and productive.

The cornerstone of our program is a commitment to the home/school partnership. We encourage home involvement and look forward to your interest and support. Your signature for this booklet indicates your approval of the services described here.

ATTENDANCE

See Covington County Schools Code of Student Conduct

TARDIES

See Covington County Schools Code of Student Conduct

*Students are expected to arrive at school by 7:45. Students who arrive after this time should report to the office to check in and receive a tardy slip.

MEDICAL APPOINTMENTS

Parents are urged to make dental, medical, and other appointments for their children after school hours, on Saturdays, or on days when school is not in session.

SCHOOL HEALTH SERVICES: POLICIES, PROCEDURES, PROGRAMS

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 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 and optometrist for further evaluation. When hearing screening is failed, a referral is made to the Covington County Audio logical Services Center where an audiologist will conduct an evaluation. When a student has failed the scoliosis screening, it is recommended by letter to the parent or legal guardian that he/she sees a physician for further evaluation.

Students 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.** Forms are available at the school or physician's office.

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/ labeled 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.**

Illness/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 designed 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 medication before returning to school.** Please notify the nurse if your child has been diagnosed with a contagious illness.

Procedure for Head Lice:

In the event head lice are discovered during routine screenings, it is the responsibility of the parent/guardian to treat the student. Since head lice are highly contagious all family members need to be checked.

Parent will be notified by telephone if possible or by letter in a sealed envelope if their child has head lice.

Parents should:

1. Shampoo the student's hair with any of the lice shampoo (ex RID/Lice MD/Nix) which are available at local drugstores. The parent may also contact their local physician on the needed treatment. All products must be used carefully, observing all direction and safety guidelines.

2. Remove all nits (eggs) to ensure complete treatment. Most lice shampoos do not kill all the nits and survivors will hatch into crawling lice within 7-10 days, generating a cycle of self re-infestation: therefore, a second treatment will be necessary after 7 days.
3. **ALL NITS (EGGS) MUST BE REMOVED BEFORE YOUR CHILD RETURNS TO SCHOOL.**
4. Before your child will be readmitted to class or allowed to ride the bus, the school nurse or a designated person will have to recheck your child's hair. Please bring your child to school they will not need to ride the bus until they have been cleared.
5. If head lice are detected and the student is sent home **he/she will be excused for the following day if the student comes to the school nurse or a designated person to be rechecked.**

Please contact your school nurse, Tammie Chesser, if you have any questions.

PARENT – TEACHER CONFERENCES

The Covington County Board of Education and Red Level High School recognizes the need for parent/teacher conferences. Teachers are encouraged to schedule and conduct conferences throughout the year; however, teachers are required to give 6 hours of instruction daily. In order to do this, parent conferences must be scheduled after school or during a teacher's planning period according to the following policy:

1. Request a conference through a written letter to the teacher.
2. Call the office of the principal/assistant principal who will set up the conference and notify you as to time and place for the conference.

CAFETERIA

The cafeteria is operated for the benefit of the students. In order to provide this service, the school participates in the National School Lunch Program, administered by the U.S. Department of Agriculture. Applications for free or reduced price lunches will be issued the first day of school. You are legally responsible for the accuracy of your free or reduced price application. All students who eat lunch will do so in the lunchroom. You are expected to exhibit acceptable manners and behavior in the lunchroom.

LUNCH PRICES

Paid lunch	\$2.00
Paid breakfast	\$.75
Reduced lunch	\$.40
Reduced breakfast.....	\$.30
Adult lunch	\$2.50
Adult Breakfast.....	\$1.25
Visitor Breakfast.....	\$1.25
Visitor lunch	\$3.00
Extra tea or milk	\$.35

Every student has the opportunity to apply for a free or reduced price lunch. The application must be reviewed, then the applicant will receive notification.

LUNCHROOM PURCHASES MAY NOT BE CHARGED

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

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

CONCESSIONS

Concessions will be sold in the area designated for recess. No food or drinks are to be allowed in any place except the designated area. Candy is not allowed on campus.

LIBRARY SERVICES

Students are asked to observe the following regulations so that books may be available with a minimum of wear and loss:

1. A lost book must be replaced for the full purchase price as shown in the library file. Compensation must be made for books receiving damage beyond reasonable wear in ordinary use. The librarian and the principal will decide what amount the compensation is to be.
2. No one will be allowed to check out a book until any lost or damaged books have been paid for.
3. The Library is open from 7:30 A.M. until 3:00 P.M. daily.

EMERGENCY DRILLS

These drills will be held at various times 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 drill will be indicated by a long sustained ringing of the bell. A tornado drill will be indicated by a series of short, rapid rings of the bell. When the all clear bell rings, students should proceed to their regular classes.

All other crises will be dealt with according to the Crisis Management Plan as adopted by Red Level School and The Covington County Board of Education.

SCHOOL DAY PICTURES

School day pictures will be taken Sept. 28 beginning at 8:00 A.M. It is requested that all students have their pictures made for yearbook records. Parents with preschool children who wish to have their pictures taken can have them made at 8:00 A.M.

SCHOOL INSURANCE

Student insurance is available on an optional basis at a reasonable cost. This supplemental and reduced rate insurance is offered to all students. Forms will be given out at the beginning of school. Two forms of coverage are offered: School Day coverage(\$9.00) and 24 hour coverage(\$35.00). All athletes are encouraged to take out school insurance.

IMMUNIZATION REQUIREMENTS

The Compulsory Immunization School Entrance Law requires that students entering kindergarten or first grade must be immunized against polio, diphtheria, tetanus, pertussis, measles, rubella, and chicken pox. It is the responsibility of the parents or guardians of the child to have such immunizations performed and to present to the proper school authorities the certification that required immunizations have been performed.

TESTING

Testing is a vital part of the educational process. First and second semester exams will be given to students in grades 7-12. An exam schedule will be sent to the teachers one week before the tests begin. Nine weeks testing will be done at the discretion of the teacher.

The Stanford Achievement Test Series, Tenth Edition, is administered to Grades 7-8, the Alabama Direct Assessment of Writing Test is administered in Grades 7&10, and the Alabama High School Pre-Graduation Exam is administered in Grade 10, and the Alabama High School Graduation Exam is administered in Grades 11 and 12. Test results will be made available to the parents through the offices of the counselor.

CREDIT AND GRADE PLACEMENT

Most subjects count one Carnegie unit of credit for a full year of work. Grade placement of high school students shall be based on the following requirements:

1. Five (5) units are required for placement in the tenth grade homeroom.
2. Ten (10) units are required for placement in the eleventh grade homeroom.
3. Seventeen (17) units are required for placement in the twelfth grade homeroom.

MAKE-UP WORK AND GRADING SCALES

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". It is the student's responsibility to make arrangements to complete all work to remove the "I" from the report card. Make-up work and tests are only allowed for excused absences. A student shall have a five (5) day limit upon returning to school to request make-up work.

All exams missed during regularly scheduled exam periods, if excused, shall be made up, by appointment, after the scheduled exam has been administered.

The grading scale at Red Level School is as follows:

Seventh – Twelfth:

A+ (98-100)	C (74-77)
A (94-97)	C- (70-73)
A- (90-93)	D+ (68-69)
B+ (88-89)	D (64-67)
B (84-87)	D- (60-63)
B- (80-83)	F (below 60) Failure
C+ (78-79)	

EXAM EXEMPTION POLICY

Any high school student (grades 7-12) 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.

PHYSICAL EDUCATION

Physical Education is required by the State Board of Education. If a student cannot participate, he/she must obtain a certificate from his/her doctor stating that he/she is physically unable to participate.

REPORT TO PARENTS

A special academic report for all students will be sent midway of each nine week grading period. Progress reports should be signed by parent or guardian and returned to the teacher the following day.

REPORT CARDS

Report cards are sent home by each student after each nine week grading period. Report cards of students in grades seven through eight should be signed by parent or guardian and returned to the homeroom teacher the following day. Report cards of students in grades nine through twelve should not be returned unless specified by teacher.

WITHDRAWALS

In order to withdraw from school, a student and their parent/guardian must report to the counselor's office and pick up the necessary forms and information for completion of the withdrawal. To be properly withdrawn, a student must

have turned in all books, paid all debts, and have the signatures of all teachers who teach him/her to verify clearance. A transcript will not be issued unless the student has completed all procedures.

PERSONAL ITEMS AND SELLING

Electronic games, radios, cameras, tape and CD players, beepers, cell phones, etc, will not be allowed at school unless prearranged with a teacher for a classroom project. The teacher will keep the item until the end of the school day. No student may bring any product to school to sell for profit or personal gain.

MAINTENANCE OF GROUNDS, BUILDINGS, & EQUIPMENT

All students are encouraged to exercise extreme care in using any school property assigned to them. Please take pride in the school and assist us by putting paper and cans in proper containers. Any defacing or destruction of property will result in compensation of damages and/or disciplinary action. A concerted effort on the part of everyone is needed to keep the building and grounds in good order.

SUMMER SCHOOL

If a student fails to earn a passing grade in any course, especially a required course, it is difficult for the student to graduate with his/her class without attending summer school. It is the responsibility of the student to check his/her records and to arrange to attend summer school if necessary. Work must be done in an accredited school and must be approved by the principal.

ACADEMIC HONORS

At the end of each nine weeks, an honor roll is released to the local newspaper for publication. The A Honor Roll will be those students earning an A in every academic subject. The A – B Honor Roll will consist of students earning an A in at least one academic subject and at least a B in all other academic subjects.

To recognize outstanding academic achievement, Academic Letter Awards will be presented to worthy candidates of grades 7 – 12. The following criteria are used in making these awards:

1. Candidates are considered on the basis of their performance in academic classes for the first semester of the current school year, they must achieve an overall scholastic average of 93 or above.
2. No student making less than a B for the semester in any subject will be considered as a candidate for this award.
3. Should no student qualify as a candidate for this award, no award will be presented for that grade.

TEXTBOOKS

“All textbooks, including computerized textbooks, furnished free of charge to pupils shall remain the property of the state or local school system...”

The parent, guardian, or other person having custody of a child to whom such 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 such textbooks.

Any student or his/her parent or guardian may purchase textbooks as need by pupils for whose grades or courses free textbooks are not furnished. Any person interested in purchasing textbooks should contact the office of the principal.

HOMEWORK

Homework provides reinforcement, practical application, and enrichment of what has been taught. Homework assignments allow students the opportunity to work independently; it provides repetition as well as reinforces and supplements instruction objectives.

Homework that is deemed appropriate will be given to students. It will vary with the grade level, the teacher, and the needs of the students. Homework assignments are considered as part of the curriculum, and completion of the homework assignments will be part of the criterion determining the student's grade.

FEES

An effort is being made to keep fees at a minimum, At present, the following fees are authorized at Red Level High School:

1. Workbooks-if a workbook is used in a non-required course above the eighth grade, a student may be required to pay for the workbook.
2. A class that wishes to use supplementary items such as Weekly Readers, Scholastic Magazines, etc., may purchase them with student contributions.
3. All other teaching materials will be purchased from the fee replacement allocation.

STUDENTS WHO OWE MONEY

Students who fail to pay debts owed to the school or school organizations can result in disciplinary actions such as holding report cards, denial of participation in school activities or in the case of seniors, the denial of participating in graduation exercises. Debts can be incurred through, but are not limited to, lost or damaged school property, equipment, library fines, penalties for unsportsmanlike conduct in athletic contests, shortages in fun-raising activities, and etc.

CLASS SIZE REDUCTION

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

shows positive outcomes for early grade levels. CSR increases the available instructional time between the teacher and student while reducing the student-to-student interaction. Teachers also spend less time on classroom management and more time on classroom instruction which should enhance student performance. Covington County Schools goal with CSR funds is to reduce the number of students in some classes to twenty or fewer students. For more information about CSR please contact Covington County Schools.

GIFTED PROGRAM POLICY

Gifted students are those who 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/guardians, peers, self, or 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 qualified for gifted service. To make a referral, contact the counselor at your child's school.

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 5 working days). The Board, after receiving written notice will notify all interested parties of the time and place of hearing(not less than 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. County Board of Education will render a written decision (within a reasonable time).

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.

COVINGTON COUNTY BOARD OF EDUCATION INTERNET USE POLICY

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

Internet Student Guidelines

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

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

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

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

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

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

Parents have the right to file a complaint with the U.S. Department of Education regarding the alleged violation of FERPA. The Family Policy Compliance Office may be contacted at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

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

PPRA affords parents and students who are 18 or emancipated minors ("eligible

students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

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

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

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

Inspect, upon request and before administration or use :

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

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

notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

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.

BIRTH CERTIFICATE – SOCIAL SECURITY NUMBER REQUIREMENTS

Any student entering Red Level High School for the first time is required to present a birth certificate that is registered with the State Bureau of Vital Statistics and a Social Security card identifying students by name and number. All students in all grades are required to have a copy of their Birth Certificate and Social Security number on file.

EQUAL OPPORTUNITY POLICY

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

STUDENT ACTIVITIES

GRADE REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES

Students entering the 10th, 11th, and 12th grades must have passed during the last two semesters in attendance and summer, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units.

1. Four core curriculum courses must be included in those units passed and averaged. (English, mathematics, science, and social studies, are core curriculum courses.)
2. Any student that accumulates more than four units of core courses per year may earn less than the required four core courses during the next school year and be eligible as long as the student remains on track for graduation with his/her class.

Students entering the 8th and 9th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.

Students entering the 7th grade for the first time are eligible for all extracurricular activities.

ELIGIBILITY GUIDELINES

Eligibility will be determined before the start of each new school year. A student that is academically eligible at the beginning of the school year remains eligible for the remainder of that school year so far as grades are concerned.

Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first semester by meeting the academic requirements listed above during their last two semesters in attendance and summer school, if applicable. The restored eligibility of any student must be determined no later than the fifth day of the second semester.

Only one unit (or subject) of physical education per year may be counted. A maximum of two units (or subjects) earned in an approved summer school may be counted. If a unit (or subject) is repeated in summer school, the higher numerical grade for that unit (or subject) may be used to compute the composite grade average.

An accredited correspondence course may be accepted by a school system but must be completed before the school year starts.

For eligibility purposes, no special recitation, extra work, make-up work, tests, review, etc., may be given for the purpose of making a student eligible.

To be eligible, all students (including repeaters and hold-backs must be enrolled in a specified number of new units at the school they represent.

- a) All 9th, 10th, and 11th graders must carry at least six new units (three per semester on a 4 x 4 block schedule).
- b) Seniors that are on track for graduation with more than the required number of units earned must carry at least four new units for the school year (two units per semester on a 4 x 4 block schedule).
- c) All 7th and 8th graders must carry at least five new subjects.

BEHAVIOR AT SCHOOL ACTIVITIES

All rules pertaining to student behavior shall apply while a student is attending a school-related activity on the Red Level campus or any other school campus.

EXTRACURRICULAR ACTIVITIES

All school activities, whether during the school day, after normal school hours, including athletic practice or events, band practice or trips, etc., are school functions and are under the supervision of the proper school official. Students participating in off-campus activities, athletic events, band events, field trips, etc., and are provided transportation by Red Level High School, are required to travel to and from all events via school transportation.

A student who is absent four (4) periods or more will be recorded as absent that day and cannot participate in any school activity scheduled for that day.

CLUBS AND ORGANIZATIONS

Each club or organization has its individual rules, regulations, and constitutions. The primary purpose of school is to further a student's ability scholastically; therefore, academic work should come first. Students should carefully choose clubs and organizations in which they wish to participate.

Student leaders (i.e., student council officers, athletes, cheerleaders, band members, etc.) are expected to set a good example at all times and places. Club members are expected to attend scheduled meetings. Special meeting may be called with permission of the principal. All extracurricular activities must be scheduled and approved through the office well in advance.

RED LEVEL VARSITY FOOTBALL SCHEDULE 2011

DATE	OPPONENT	LOCATION	TIME
AUG. 19	PLEASANT HOME	HOME	7:00
AUG. 26	BRANTLEY	AWAY	7:00
SEPT. 2	NEW BROCKTON (R)	AWAY	7:00
SEPT. 9	GOSHEN (R)	HOME	7:00
SEPT. 16	CALHOUN (R)	HOME	7:00
SEPT. 23	MCKENZIE	AWAY	7:00
SEPT. 30	SAMSON (R)	AWAY	7:00
OCT. 7	HIGHLAND HOME (R)	AWAY	7:00
OCT. 14	ZION CHAPEL (R)	HOME	7:00
OCT. 21	ELBA (R)	HOME	7:00
OCT. 28	FLORALA (Homecoming)	HOME	7:00

(R) Denotes Region Game

RED LEVEL HIGH SCHOOL JV FOOTBALL 2011

DATE	OPPONENT	LOCATION	TIME
AUG. 29	PLEASANT HOME	HOME	6:00
SEPT. 13	GEORGIANA	AWAY	6:00
SEPT. 20	GEORGIANA	HOME	6:00
SEPT. 26	PLEASANT HOME	AWAY	6:00
OCT.3	MCKENZIE	AWAY	6:00
OCT. 11	FLORALA	HOME	6:00

**RED LEVEL BASKETBALL SCHEDULE
2011-2012**

<u>DATE</u>	<u>OPPONENT</u>	<u>PLACE</u>	<u>TIME</u>	<u>GAME</u>
NOV. 18	OPP	HOME	4:30	B-G-V

**NOV. 19-22 BOYS THANKSGIVING TOURNAMENT AT ENTERPRISE
NOV. 21-23 GIRLS THANKSGIVING TOURNAMENT AT STRAUGHN**

NOV. 29	ENTERPRISE	AWAY	4:30	B-G-V
DEC. 1	BRANTLEY	AWAY	4:30	B-G-V
DEC. 2	FLOMATON	HOME	4:30	B-G-V
DEC. 6	MCKENZIE	HOME	4:30	B-G-V

DEC. 8-10 STRAUGHN INVITATIONAL TOURNAMENT BOYS TBA

DEC. 15	STRAUGHN	AWAY	4:30	B-G-V
DEC. 16	FLORALA	HOME	4:30	B-G-V

**DEC.20,22,23 14th ANNUAL RED LEVELCHRISTMAS TOURNAMENT
GIRLS & BOYS TBA**

JAN. 3	OPP	AWAY	4:30	B-G-V
JAN. 5	*ZION CHAPEL	HOME	4:30	B-G-V
JAN. 6	*SAMSON	AWAY	4:30	B-G-V
JAN. 9	*NEW BROCKTON	HOME	4:30	B-G-V
JAN. 13	*SAMSON	HOME	4:30	B-G-V
JAN. 17	* ELBA	HOME	4:30	B-G-V
JAN. 19	* ZION CHAPEL	AWAY	4:30	B-G-V
JAN. 20	ENTERPRISE	HOME	4:30	B-G-V
JAN. 23	*NEW BROCKTON	AWAY	4:30	B-G-V
JAN .27	*ELBA	AWAY	4:30	B-G-V
JAN. 30	FLORALA	AWAY	4:30	B-G-V
JAN. 31	STRAUGHN	HOME	4:30	B-G-V
FEB. 2	MCKENZIE	AWAY	4:30	B-G-V

AREA BASKETBALL TOURNAMENT, FEB. 6-13

SUB-REGIONAL GAMES, FEB. 16-17

SOUTHWEST REGIONAL TOURNAMENT, FEB. 21-25

FINAL FOUR STATE BASKETBALL TOURNAMENT, FEB. 28- MAR. 3

*DENOTES AREA GAMES

ATHLETIC ADMISSION PRICES

FOOTBALL	VARSITY	\$6
		\$5 Advanced
	JR. VARSITY	\$3
BASKETBALL	VARSITY	\$5
		\$4 Advanced
	JR. HIGH	\$3
BASEBALL		\$4
SOFTBALL		\$4
VOLLEYBALL		\$4

RULES GOVERNING STUDENTS DISCIPLINE

It is the responsibility of the principal and other personnel to maintain proper discipline at all times for the total school program to be impartially and fairly administered for the welfare of all students. Proper behavior of students is basically the responsibility of parents; in cases where students have problems adjusting to school life, a parent – teacher conference may be desirable. If results are not obtained in this manner, other steps must be taken.

In accordance with Covington County Board of Education policy, corporal punishment may be administered. In any case whereby corporal punishment is administered, parent will be notified by mail. Any parent, who forbids corporal punishment of his /her child, should request a conference with the principal. Parents should feel free to discuss any problems with school personnel when situations arise which merit attention.

Students should be aware that **any teacher on the faculty has the authority and responsibility to correct any student at any time, anywhere on campus.** Students will be expected to fully cooperate with all substitute teachers. Substitute teachers have the same authority as teachers and may also discipline students.

DRESS AND APPEARANCE

Students at Red Level High School are prohibited from **wearing or bringing** a hat to school, and belts are required to be worn with clothing that is designed for the use of a belt. For all other restrictions, see the Covington County Schools Code of Student Conduct

**USE OR POSSESSION OF
TOBACCO, ALCOHOL, DRUGS, AND WEAPONS**

Tobacco, alcohol, or illegal drugs are not to be brought to school or used by any student while at school or at any school function. Weapons or simulated weapons are not allowed on campus.

CLASS OFFENSES AND DISCIPLINARY ACTIONS

Class I & Class II

DISCIPLINARY ACTIONS FOR CLASS I OFFENSES

<u>FIRST OFFENSE:</u>	In-School Suspension, 2 periods or 5 days of In-School Suspension during break or 2 licks
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<u>SECOND OFFENSE</u>	In-School Suspension, 3 periods or 3 licks
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<u>THIRD OFFENSE</u>	In-School Suspension, 1 day
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<u>FOURTH OFFENSE</u>	Automatically becomes Type II Disciplinary Action
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DISCIPLINARY ACTIONS FOR CLASS II OFFENSES

<u>FIRST OFFENSE</u>	In-School Suspension, 2 days
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<u>SECOND OFFENSE</u>	In-School Suspension, 3 days
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<u>THIRD OFFENSE</u>	In-School Suspension, 4 days
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<u>FOURTH OFFENSE</u>	Automatically becomes Type III Disciplinary Action
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CLASS III & IV – MAJOR/SEVERE OFFENSES

Refer to the Covington County Schools Code of Student Conduct for detailed information on these offenses and their disciplinary actions.

STUDENT ARRIVAL AND DEPARTURE

Once a student arrives at school, he/she must leave the vehicle and not return to the vehicle or parking lot without permission until dismissal at the end of the day. Student parking is in the parking lot only. The front row is reserved for faculty.

Students are encouraged not to arrive on campus before 7:30 A.M. High school students arriving before 7:30 should report to the high school office hall area. Students are not to leave at lunch in their vehicles unless checked out by a parent or guardian to leave at that specific time (see Code of Student Conduct). Buses and cars are not to mix when leaving campus. Once the buses have started leaving campus all passenger cars and other vehicles must remain parked until all buses have cleared the campus. Never pass a bus when it is loading or unloading.

BUS TRANSPORTATION

Bus transportation is provided for students who live two miles or more from school. Since the school shares the parents' concern for the safety of their children, there are certain rules that the school must enforce in order to provide as much protection as possible.

BUS RULES

1. Good conduct on the bus is mandatory. Misconduct will be reported by the driver and handled by the principal.
2. The principal has the authority to deny a student the right to ride a bus.
3. All students must remain seated while the bus is traveling.
4. Do not hand any part of your body or any other item out of the bus window.
5. Tobacco, alcohol, and other drugs are not to be carried on the bus or used by any student while at school.
6. No sharp objects or any weapons are allowed on the bus or at school.
7. Listen to and obey the driver.
8. Do not open the emergency door except in an emergency.
9. 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.
10. In an emergency, remain on the bus until an authorized person tells you what to do.
11. Students loading first and/or getting off last should sit in the rear of the bus.
12. If you have to cross the road to get to and from a bus, you must cross in front of the bus.
13. Seats may be assigned by the principal or bus driver.
14. No drink bottles or cans are allowed on a bus.
15. Keep feet and knees out of aisles and seat.
16. Face the front while riding the bus. This position allows each student to be aware of the traffic pattern, and each student takes up less space.
17. Books should be held on the lap and not placed on the floor or seat of the bus.
18. Objects should never be thrown from nor inside the bus.
19. Stand 6 to 8 feet off roadway while waiting to board the bus. This applies to students boarding a 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.
20. Cross the road in front of the bus after it has stopped to load or unload and has the stop sign out with lights flashing.
21. No animals are allowed on the bus; this includes pets, reptiles, or insects.
22. No profanity, ugly remarks, or gestures are permitted on the bus.
23. Paper and trash should not be thrown on the floor. The bus belongs to all students and they deserve a clean place in which to ride.

Rules are made to maintain order and ensure that students arrive at school and return home safely. It is the bus driver's responsibility to see that students follow these rules and to report any infractions to the proper authority. After the first referral, the student is to receive corporal punishment or assignment to the school alternative program, with written notice sent to parents. After the second referral, the student may be denied bus privileges for 1 to 10 days depending on the severity of the infraction.

TELEPHONE

The telephone is for school use only. Students will be allowed to use the telephone only in case of emergencies. The school secretary will make the necessary calls, No student will receive an incoming message unless the office personnel determines that it is an emergency.

CELL PHONES

Cell phones are prohibited at school unless special permission is granted to bring the phone and it is placed in the custody of a teacher or principal during the school day. Phones and their contents are subject to search if there is reasonable suspicion the phone was used for reasons that violate the Student Code of Conduct

HALL PASSES

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

LOCKERS

Lockers are available for students in grades 9-12 at a cost of \$6.00 each. Built-in lockers are provided. Students should not reveal their locker combination. Students should take pride in keeping their lockers clean and in good condition. Students may decorate the interior of their lockers, providing 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.

Lockers are school property and may be examined at any time. Each student is responsible for his/her locker.

ASSEMBLIES

When assemblies are held, each class or homeroom will be seated in a designated area. Students are not to leave assemblies without a teacher's permission. Each student should be courteous and attentive in an assembly.

SCHOOL VISITORS

Any visitor at school must first report to the office of the principal and secure written permission before visiting a student or teacher. We discourage the practice of student visitors because of crowded conditions.

ELECTIVES

Students in all diploma programs may choose from the following courses when they are offered to complete the minimum units required for graduation.

<u>Subject:</u>	<u>Units</u>
Agri-Science	1
Agri- Power Mechanics	1
Agri-Metal Fabrication	1
Agri-Construction	1
Athletics	1
Physical Education.....	1
Band.....	1
Principles of Management	1
Personal Finance.....	1
Law in Society	1
Yearbook.....	1
Academic Enrichment.....	1
Teacher's Aide.....	1
Office Aide	1

VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS

Valedictorian (senior with highest average) and Salutatorian (senior with second highest average) will be selected from the **honors academic endorsement program** only. To be eligible for Valedictorian and/or Salutatorian, a student must have been enrolled at Red Level High School for the entire Junior and Senior years and must be a U.S. citizen.

DROP AND ADD

Students who wish to drop or add a course must do so during the first two weeks of the semester. After this time, the student must remain in the class and will get the grade he/she earns at the end of the semester.

Only students who fail a course will be allowed to drop that course at the end of the first semester.

WEIGHTED COURSES

All advanced diploma courses that are taken in addition to the standard diploma requirements will be weighted 3 points and honors by 5.

CHILD FIND

HELP US LOCATE CHILDREN WITH DISABILITIES

The Covington County Schools' Office of Special Education is continuing in the search of students who are in need of Special Education services. Special services are available for students from birth to age twenty-one (21). If you

know of anyone who would benefit from our services, please contact the Office of Special Education.

RESPONSE TO INSTRUCTION

Response to Instruction (RTI) is a problem-solving process that focused 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 provided 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.

TITLE I SCHOOLS IN COVINGTON COUNTY

The following county schools are “Title I” schools: Fleeta, Florala High, Red Level Elementary, Red Level High School, Straughn Elementary, Straughn Middle, and W.S. Harlan. Mr. Ricky Messick, Federal Programs Coordinator for Covington County Schools and Ann Shakespeare, Parental Involvement Coordinator would like to inform parents at these schools that they are encouraged to participate in the decision-making process in regard to their school’s academic programs. Parents are invited to read their school’s Title I 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. Messick at ricky.messick@cov.k12.al.us or Mrs. Shakespeare at ann.shakespeare@cov.k12.al.us or 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.

IMPORTANT INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE

What is meningococcal disease?

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

How do you catch the disease?

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

What are the symptoms of the disease?

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

Meningococcal vaccine: Who should get the vaccine and when?

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

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

www.adph.org/immunization

PARENTAL INVOLVEMENT PLAN & PARENT-STUDENT-SCHOOL COMPACT

Parental Involvement Plan

Red Level High School is committed to promoting parent and school partnerships. This provides an open forum to voice concerns, define objectives, promote communication, and provide creative solutions to the problems facing Red Level High School. Our Parental Involvement committee, a concerned body of parents, educators and supervisors, are committed to working together as a team to promote excellence in education for the benefit of our children and their future.

We are dedicated to providing a quality education for every child by utilizing a variety of common tools on a regular basis to facilitate effective home/school communication. We emphasize home visits, parent and student newsletters, mid-term progress reports, marquee announcements, local newspaper articles, radio spots, PTO meeting, flyers, system-wide pamphlets, early warning programs, school and system websites, nine weeks report cards, parent/teacher conferences, state-wide parent visitation day, direct telephone calls, parent handbooks, Code of Conduct Handbooks, Parental Involvement Policies, and parent/teacher Compacts.

We provide individual assessment results to parents including an interpretation of the results. Parents are encouraged to view samples of students work during classroom visits or conferences. Parent grade-level meeting are conducted to discuss information about new academic standards and guidelines used to access mastery of skills.

Most importantly, Red Level High School believes in providing opportunities for all parents to become involved in decision-making about how the parent/family will be involved in parent/teacher committees, PTO, volunteer activities, surveys, parent questionnaires, workshops, annual meetings, and open houses. A special effort will be made by the committee to reach parents who are limited in English proficiency, parents with disabilities, and parents of migratory children.

Projected Parent Involvement

The overall goal of parental involvement is to increase participation and communication between school and parents. At the beginning of the school year, parents will receive updated copies of the Covington County Schools Code of Conduct and Red Level High School Student Handbook. P.T.O. (Parent-Teacher Organization) meetings will be held each nine weeks. Open House will be conducted as part of the first P.T.O. meeting to inform parents of Title I participation, its requirements, and their right to be involved. October will be observed as Parental Involvement Month. Parents will be encouraged to meet with teachers to discuss their child's progress. Teachers will also schedule

conferences as needed or requested throughout the school year. Parents will receive classroom newsletters and the PTO newsletter on a regular basis. Information about the school, its mission statement, academic school calendar, and upcoming events may be found on the school’s Web Page. Articles dealing with current events including, but not limited to, Honor Roll, sports, and school projects will be published in the area newspapers. The P.T.O will sponsor a Fall/Spring Festival, involving games and activities. The community will be encouraged to participate in this fundraiser event. All funds raised will be used to help enhance instruction in the classrooms.

The Students, Teachers, and Parents on the Parental Involvement committee will meet on a quarterly basis to review the Parental Involvement Plan. During these meetings, discussions will be held on effectiveness of the Parental Involvement Plan. Suggestions for revision and improvement will be determined through a group effort.

Parental Involvement/Title I Complaints/Concerns Procedures

The complaint/concern is a signed written statement that includes allegations/concerns applicable to the Title I Education Program (LEA Level) and information that supports the complaint/concern.

- Any parent, teachers, or other concerned individual(s) or organization may file a complaint.

Procedures:

Receiving complaints: complaints may be given to local school principals and filed at the Title I office (Central Office). Signature of the complainant will be required. The written complaint will be delivered to the LEA Superintendent’s office of Title I office by the principal or his/her designee.

Upon receipt of the written complaint, the Title I Coordinator and a District Supervisor will investigate the complaint in a timely manner consulting with the LEA Superintendent if necessary.

Within a timely manner a resolution and written decision acknowledging receipt of the complaint/concern will be rendered by the LEA. (Title I Coordinator/designee).

Contact Person:

Local School Administrator:	Mr. Johny Odom	469-5315
Title I Coordinator:	Mr. Ricky Messick	222-7571
Parental Involvement Coordinator	Mrs. Ann Shakespeare	222-7571

*complaint procedure may be viewed at www.cov.k12.al.us

Parent-Student-School Compact

At Red Level High School we are a Title I school that is committed to providing a high quality education to all students, therefore we feel that it is important that families and schools work together to help students achieve high academic standards. Through a process that includes teachers, families, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

This Parent-Student-School Compact & Parental Involvement Plan, along with other Title I program information, will be posted on the Covington County Schools' website www.redlevelschool.com. This document was developed jointly with parents, students, and faculty members. Compacts will be reviewed and updated annually.

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 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.

Staff Pledge: I agree to carry out the following responsibilities to the best of my ability:

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make our school accessible and a welcoming place for families.
- Help each student achieve the school's high academic standards.
- Respect the school, students, staff, and families.
- Provide necessary assistance to parents so they can help their child learn.

School/Teacher Signature _____ Date _____

Student Pledge: I agree to carry out the following responsibilities to the best of my ability:

- Come to school every day ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Respect the school, classmates, staff, and families.
- Complete my studies and homework every day.

Student Signature _____ Date _____

Family/Parent Pledge: I agree to carry out the following responsibilities to the best of my ability:

- Ensure that the children attend school daily and arrive at school on time.
- Attend school meetings and parent-teacher conferences.
- Encourage children to read at home.
- Provide a quiet place at home for the children to complete homework and to study.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as school decision making.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

Parent/Guardian Signature: _____ Date _____

**Red Level High School
Handbook of Student Rules & Regulations
2011-2012
Parent/Student Signature Page**

This handbook has been prepared for students and parents on the rules, procedures, and other important information about Red Level High School. Please sign and return the bottom of this page to your child's homeroom teacher as soon as possible.

Please keep the Handbook of Student Rules & Procedures 2011-2012 for future reference.

**PLEASE RETURN THIS BOTTOM
PORTION TO RED LEVEL HIGH SCHOOL**

**We have read and discussed the information
contained in Red Level High School's Handbook of
Student Rules & Procedures 2011-2012**

Signature of Student

Date

Signature of Parent/Guardian

Date