

# Red Level High School



*Red Level, Alabama*

## **Student Handbook 2005-2006**

**P.O. Drawer D  
Red Level, Alabama 36474  
(334) 469-5315  
[www.redlevelschool.com](http://www.redlevelschool.com)**

# **This Book Compliments of Herf Jones**

## *Complete Graduation Service*

- 1. CLASS RINGS**
- 2. ANNOUNCEMENTS**
- 3. NAME CARDS**
- 4. DIPLOMAS**
- 5. CAPS AND GOWNS**
- 6. TROPHIES AND AWARDS**

***BILLY GILBERT, Inc.***  
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**THE MISSION OF RED LEVEL SCHOOL IS TO  
PROVIDE STUDENTS WITH A VARIETY OF  
EDUCATIONAL OPPORTUNITIES THAT WILL  
ENABLE THEM TO BECOME LIFELONG  
LEARNERS IN AN INCREASINGLY  
DIVERSIFIED SOCIETY.**

**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!

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**COVINGTON COUNTY BOARD OF EDUCATION**

John H. Clark, President  
James T. Prestwood, Vice-President  
Jeff Bailey  
Lynda B. Powell  
Jimmy Rodgers  
Ronnie D. Driver, Superintendent

**ADMINISTRATION**

Johny R. Odom- Principal  
Alane Bass - Assistant Principal  
Kenneth G. Valrie - Administrative Assistant

**HIGH SCHOOL STUDENT COUNCIL OFFICERS**

Troy Staley- President  
Casey Hardage- Vice-President  
Jessica Crain - Secretary  
Heather Cleland - Treasurer  
Dedra Kervin - Reporter

**ELEMENTARY STUDENT COUNCIL OFFICERS**

Hayden Nall -President  
Zachary Ward - Vice-President  
Alex Sansom - Secretary  
Hailey Bennett - Reporter

**RED LEVEL SCHOOL  
ADVISORY COMMITTEE**

Lisa Edson  
Richard Johns  
Dedra Kervin  
Jennifer Lindsey  
Traci Locke  
Melissa Nall  
Johny Odom  
Darrell Pace  
Jerome Parker  
Debra Sharpe  
Troy Staley

**RED LEVEL SCHOOL CALENDAR  
2005 – 2006**

Aug. 8 .....	Teacher Institute
Aug. 9 .....	Teacher In-Service
Aug. 10 .....	First Day of School (full day)
Sept. 5 .....	Labor Day
Sept. 6 .....	Teacher Professional Development
Sept. 8 .....	Progress Reports Go Home
Sept. 13 .....	School Pictures
Sept. 15 .....	P.T.O.
Oct. 6 .....	End of First Nine Weeks
Oct. 13 .....	Report Cards Go Home
Oct. 17 .....	Fall Break
Oct. 21 .....	Homecoming (Red Level vs Flomaton)
Nov. 10 .....	Progress Reports Go Home
Nov. 11,12 .....	Veteran's Day
Nov. 17 .....	P.T.O.
Nov. 21 - 25 .....	Thanksgiving Holidays
Dec. 14 - 16 .....	Mid-Term Exams
Dec. 16 .....	End of Second Nine Weeks
Jan. 2 .....	Teacher In-Service
Jan. 3 .....	Students Return for Second Semester
Jan. 5 .....	Report Cards Go Home
Jan. 16 .....	King/Lee Holiday
Jan. 17 .....	Teacher Professional Development
Feb. 9 .....	Progress Reports Go Home
Feb. 20 .....	President's Day
Feb. 23 .....	P.T.O.
Mar. 9 .....	End of Third Nine Weeks
Mar. 16 .....	Report Cards Go Home
Mar. 20 - 24 .....	Spring Holidays
Apr. 6 .....	P.T.O.
Apr. 21, 24 .....	Spring Break
Apr. 27 .....	Progress Reports Go Home
May 21 .....	Baccalaureate
May 22 - 24 .....	Final Exams
May 23 .....	Commencement
May 25 .....	Teacher In-Service

**GENERAL INFORMATION**

**GUIDANCE**

The Counseling and Guidance Program at Red Level 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 settings. Some of the sessions include, but are not limited to: expressing feelings, cooperation, manners, respect, substance abuse, making good choices, anger management, conflict resolution, improving study habits, and career development. In addition, our program provides assistance in student placement, interpretation of test data, scheduling conferences, 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 emotionally 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

## **TRUANCY**

### **I. Stages of Truancy**

#### **A. First Truancy:**

1. Teacher shall caution student about truancy and subsequent action to be taken by the school and courts should a 2nd, 3rd, and 4th truancy occur.

#### **B. Second Truancy:**

1. Parents shall be notified by the school attendance clerk and/or school principal that said student was truant and the dates of trancies. Students who have consecutive unexcused absences which makes their total unexcused absences three or more, will receive a letter from the principal and a "NOTICE TO APPEAR" in the Early Warning Truancy Prevention Program at the same time.

#### **C. Third Truancy:**

1. The parent/guardian or person having control of said child shall participate in the Early Warning Truancy Prevention Program provided by the Juvenile Court. A suspension from school which occurs after a student has attended Early Warning will be coded unexcused and will result in a complaint being filed in Juvenile Court.
2. Attendance at this conference shall be mandatory except where prior arrangements have been made or an emergency exists.
3. Failure to appear at the Early Warning Truancy Prevention Program meeting shall result in the filing of a complaint/petition against the child and/or parent/guardian.

### **II. Other Truancy - Eighth "questionable" Excused Absence or Eighth Unexcused Tardy**

#### **A. Eighth absence coded excused but not satisfactorily explained:**

1. Students who accumulate eight "questionable" excused absences which have not been satisfactorily explained may also be required to attend Early Warning. This action will require approval of the principal.  
File Complaint/Petition against student or parent/guardian.  
(parent/guardian and student will go to Court)

#### **B. Tardies:**

1. Students who accumulate eight Unexcused Tardies may also be required to attend Early Warning. This action will require approval of the principal.  
File Complaint/Petition against student or parent/guardian.  
(parent/guardian and student will go to Court)

## **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.

## **PERFECT ATTENDANCE**

To be perfect in attendance, a student must be in attendance at least four periods of each school day. Excused tardies shall not count against perfect attendance.

## **SCHOOL HEALTH SERVICES: POLICIES, PROCEDURES, PROGRAMS**

### **Injury Policy**

In the event of injury or severe illness to any student in Covington County Schools, appropriate first aid will be rendered and 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 a local hospital.

### **Medical Regulations and Medication Policy**

In accordance with the state guidelines, a physician must prescribe all medications given in Covington County Schools. Whether it is a prescription (antibiotic, inhaler, Ritalin, etc.), or any over-the-counter medication, the following information must be attached to the original bottle or box:

1. Student's name
2. Directions for administering
3. Prescriber's name
4. Date of drug's discontinuation (when appropriate)
5. Name of medication

Medication should be taken to the nurse's office for storage and administering. All medication will be given in the school nurse's office and in the presence of the school nurse or designee.

Asthma students desiring to keep their inhalers must bring a medication release form from their physician, allowing the student to carry the inhaler on his/her person for self-administering. Students will be reprimanded for failing to comply with this medication policy.

### **Screening Programs and Procedures**

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

Notification of a child's failure in any screening program will be sent immediately following any screening process. When a student has failed his/her vision screening, it is recommended by letter to the parent/legal guardian that he/she see an optometrist for further evaluation. When a hearing screening is failed, a referral is made to the Covington County Audiological Services Center where an audiologist will evaluate the subject at no expense to the parent.

In case of head lice, parents will be notified by phone, if possible, or by a letter in a sealed envelope. Parents should:

1. Shampoo your child's hair with any of the lice shampoos or rinses available at the drugstore. All these products must be used carefully, observing all 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-reinfestation; therefore, a second treatment will be necessary after 7 days.
3. Your child's hair will be rechecked by school personnel when he/she returns to school; and if they continue to have lice or eggs, they will be sent home and it will be considered an unexcused absence.

Special services are available to help students and parents recognize a potential health problem and to act as a referral service to other health agencies. Questions or requests for assistance should be made to your child's school or the Special Services Office at the Covington County Board of Education, phone 222-7571 or 222-2632.

### **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.
3. Always go by the office before going directly to a teacher's room.

We appreciate your help in this matter and we will endeavor to make all parent/teacher conferences as convenient as possible.

### **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.....	\$1.50
Reduced lunch.....	\$.40
Adult lunch.....	\$2.00
Carry out lunch.....	\$2.25
Visitor lunch.....	\$2.25

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.

### **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. Elementary students may check out books for one week with the privilege of renewing at the end of the week; high school students may check out books for two weeks.
2. 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.
3. No one will be allowed to check out a book until any lost or damaged books have been paid for.
4. 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. 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. 13 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 picture taken can have them made at 8:00 A.M.

### **SCHOOL INSURANCE**

Pupil 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 and 24 hour coverage. All athletes are encouraged to take out school insurance.

### **IMMUNIZATION REQUIREMENTS**

The Compulsory Immunization School Entrance Law requires that pupils 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.

### **BIRTH CERTIFICATE - SOCIAL SECURITY NUMBER REQUIREMENTS**

Any student entering kindergarten or first grade for the first time is required to present a birth certificate that is registered with the State Bureau of Vital Statistics and a Social Security card identifying student by name and number. All students in all grades are required to have a 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 ground of race, sex, religion, color, creed, national origin, handicap, or age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program, activity, or employment. Inquiries of complaints regarding compliance with federal regulations may be directed to the Covington County Board of Education.

### **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 GUIDLINES**

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 4x4 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 4x4 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., are provided transportation by Red Level School, and 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 constitution. 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 meetings 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  
2005**

Aug. 19	Straughn	7:30	Away
Aug. 26	Goshen	7:00	Home
Sept. 2	Washington Co. (R)	7:00	Away
Sept. 9	Leroy (R)	7:00	Home
Sept. 16	Bayside Academy(R)	7:00	Away
Sept. 23	Floral	7:00	Home
Sept. 30	Southern Choctaw (R)	7:00	Home
Oct. 7	Excel (R)	7:00	Away
Oct. 14	Georgiana (R)	7:00	Away
Oct. 21	Flomaton (R) Homecoming	7:00	Home
Oct. 28	McKenzie	7:00	Home

(R) Denotes Region Games

**RED LEVEL JUNIOR VARSITY  
FOOTBALL SCHEDULE**

**2005**

Sept. 12	Opp	6:00	Home
Sept. 19	Straughn	6:00	Home
Sept. 26	Opp	6:00	Away
Oct. 3	Georgiana	6:00	Home
Oct. 10	Straughn	6:00	Away
Oct. 17	Georgiana	6:00	Away

**RED LEVEL BASKETBALL SCHEDULE**

**2005-2006**

Date	Opponent	Place	Time	Game
Nov. 29	Opp	Home	4:30	B-G-V
Dec. 2	Straughn	Away	4:30	B-G-V
Dec. 5	Luverne	Away	4:30	B-G-V
Dec. 6	Opp	Away	4:30	B-G-V
Dec. 9	Hillcrest	Home	4:30	B-G-V
Dec. 12	Luverne	Home	4:30	B-G-V
Dec. 16	Straughn Floral	Home Home	4:30 4:30	B-G-V B-G-V
Jan. 3				
Jan. 6	*Georgiana	Home	4:30	B-G-V
Jan. 9	*Excel	Away	4:30	B-G-V
Jan. 10	McKenzie	Home	4:30	B-G-V
Jan. 13	*Flomaton	Away	4:30	B-G-V
Jan. 17	*Georgiana	Away	4:30	B-G-V
Jan. 20	Highland Home	Home	4:30	B-G-V
Jan. 24	*Flomaton	Home	4:30	B-G-V
Jan. 27	*Excell	Home	4:30	B-G-V
Jan. 31	Floral	Away	4:30	B-G-V
Feb. 2	Highland Home Mckenzie	Away Away	4:30 4:30	B-G-V B-G-V

**\*Denotes Area Games**

Area Basketball Tournament, Feb. 6-13  
Sub-Regional Games, Feb. 16-17  
Southwest Regional Tournament, Feb. 20-25  
Final Four Basketball Tournament, Feb. 28-March 4

## ATHLETIC ADMISSION PRICES

### FOOTBALL

Varsity	\$5	
	\$4	Advanced
Jr. Varsity	\$3	
	\$2	Advanced

### BASKETBALL

Varsity	\$4	
	\$3	Advanced
Jr. High	\$3	
	\$2	Advanced

### BASEBALL

	\$3	
	\$2	Advanced

### SOFTBALL

	\$3	
	\$2	Advanced

### VOLLEYBALL

	\$3	
	\$2	Advanced

## 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, parents 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.

### CLASS OFFENSES AND DISCIPLINARY ACTIONS

#### CLASS I - MINOR OFFENSES

- 105 Distraction of other students--any behavior that alters the teaching process of the classroom or educational activity
- 110 Quarreling, minor harrassment
- 115 General use of profane or obscene language
- 120 Nonconformity to dress code
- 125 Minor misbehavior on a school bus
- 130 Inappropriate public display of affection
- 135 Unauthorized use of school or personal property
- 140 Eating or drinking in unauthorized areas
- 145 Locker abuse, incidental defacement, littering of school property
- 155 Possession of radios, tape players, cards, electronic games, etc. without administrative approval will result in the confiscation of said articles which will only be returned to student's parent or legal guardian
- 160 Sitting in parked vehicle after arriving at school or returning to vehicle during the school day without permission
- 165 Tardies: Procedures will be followed as outlined under Tardiness
- 170 Minor physical conflicts (ex: pushing, shoving) which stops when directed to do so. (It should be understood that the principal or his/her designee shall investigate all fights and make appropriate decisions concerning the roles of each participant.)

- 175 Failure to follow specific instructions, disobedience
- 180 Cheating (copying school work)
- 190 Any other violation which in the discretion of the principal may deem reasonable to fall within this category after consideration of extenuating circumstances

**DISCIPLINARY ACTIONS FOR CLASS I OFFENSES**

- FIRST OFFENSE:** In-school Suspension, 2 periods or 5 days of In-school Suspension during break or 2 licks
- SECOND OFFENSE:** In-school Suspension, 3 periods or 3 licks
- THIRD OFFENSE:** In-school Suspension, 1 day
- FOURTH OFFENSE:** Automatically becomes Type II Disciplinary Action

**CLASS II - INTERMEDIATE**

- 200 Defiance of School Board employee’s authority--over and/or continuing failure to follow instructions
- 210 Possession and/or igniting fireworks, firecrackers, stink bombs, etc.
- 215 Use of obscene behavior (verbal, written, gesture) toward another person
- 220 Leaving class or campus without written permission
- 225 Refusal to give name or intentionally giving false information to authorized person
- 230 Misuse of lunch tickets and/or privileges
- 235 Truancy: 1) Absence from school without principal and/or parental approval 2) Truancy from class--absence from class without principal approval
- 240 Speeding (exceeding any posted campus speed limit) or reckless driving
- 245 Intimidation of students--the intentional, unlawful threat by word to do violence to another student
- 250 Any misuse of school equipment
- 290 Any other violations which in the discretion of the principal may deem reasonable to fall within the category after consideration of extenuating circumstances

**DISCIPLINARY ACTIONS FOR CLASS II OFFENSES**

- FIRST OFFENSE:** In-school Suspension, 2 days
- SECOND OFFENSE:** In-school Suspension, 3 days
- THIRD OFFENSE:** In-school Suspension, 4 days
- FOURTH OFFENSE:** Automatically becomes Type III Disciplinary Action

**CLASS III - MAJOR**

See Covington County Schools Code of Student Conduct

**CLASS IV - SEVERE**

See Covington County Schools Code of Student Conduct

**DRESS AND APPEARANCE**

See 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.

**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 seniors.

Students are encouraged not to arrive on campus before 7:30 a.m. Any elementary students arriving before 7:30 should report to the elementary office hall area; 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 hang 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.
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. Students should advise their friends of this policy.

A pay telephone is available for student use. This phone may be used during breaks. If it is used at any other time, permission must be given by a teacher or from the office.

### **CORRIDOR PASSES**

If for any reason a student must leave a class, he/she must have in his/her possession a hall pass.

### **LOCKERS**

Lockers are available for students in grades 7 - 12 at a cost of \$5 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.

## WITHDRAWALS

In order to withdraw from school, a student 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, 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, AND 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.

## VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS

Valedictorian (senior with highest average) and Salutatorian (senior with second highest average) will be selected from the **advanced 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.

## GRADUATION REQUIREMENTS

### Regular Diploma Requirements

<u>Grade 9</u>	<u>Units</u>
English .....	1
Algebra I .....	1
Physical Science .....	1
World History .....	1
Physical Education .....	1
Electives .....	2

### Grade 10

<u>Units</u>	
English .....	1
Geometry .....	1
Biology .....	1
U.S. History .....	1
Health/Fine Arts .....	1
Electives .....	2

### Grade 11

<u>Units</u>	
English .....	1
Algebra II A .....	1
Anatomy & Physiology .....	1
U.S. History .....	1
Electives .....	3

### Grade 12

<u>Units</u>	
English .....	1
Algebra II B .....	1
Environmental Sciences .....	1
Government/Economics .....	1
Electives .....	3

### Advanced Academic Requirements

<u>Grade 9</u>	<u>Units</u>
English .....	1
Algebra I .....	1
Physical Science .....	1
World History .....	1
Physical Education .....	1
Electives .....	2

### Grade 10

<u>Units</u>	
English .....	1
Geometry .....	1
Biology .....	1
U.S. History .....	1
Health/Fine Arts .....	1
Electives .....	2

### Grade 11

<u>Units</u>	
English .....	1
Algebra II/Trigonometry .....	1
Chemistry .....	1
U.S. History .....	1
French I .....	1
Electives .....	2

### Grade 12

<u>Units</u>	
Honors English .....	1
Government/Economics .....	1
Advanced Math .....	1
Physics .....	1
French II .....	1
Electives .....	2

### Credit Requirements

English	4	Health	1/2
Math	4	Fine Arts	1/2
Science	4	Computer Applications	1/2
Social Studies	4	Foreign Language (Advanced)	2
Physical Education	1		

Electives: Regular Diploma: 5 1/2 Advanced Diploma: 3 1/2

Total: Regular Diploma: 24 Advanced Diploma: 24

## ELECTIVES

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

Subject:	Units:
Accounting .....	1
Advanced Math .....	1
AlgebraII .....	1
AgriScience .....	1
AgriPower Mechanics .....	1
AgriMetal Fabrication .....	1
AgriConstruction .....	1
Athletics .....	1
Band .....	1
Chemistry .....	1
Driver Education .....	1/2
Family Living .....	1
French I .....	1
French II .....	1
Basic--Family & Home .....	1
Clothing & Foods .....	1
Parenting & Careers .....	1
Family & Society .....	1
Honors English .....	1
Computer/Technology Essentials .....	1
Office Aide .....	1
Physical Education .....	1
Physics .....	1
Publications .....	1
Teacher's Aide .....	1
Yearbook .....	1

## 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 10 points.

## 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.

At the present time, Kindergarten, Grade 1, Grade 2, and Grade 3 are assessed with the Dynamic Indicators of Basic Early Literacy Skills (DIBELS), the Stanford Achievement Test Series, Tenth Edition, is administered to Grades 2-8, the Alabama Direct Assessment of Writing Test is administered in Grades 5,7, and 10, 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 counselors.

## 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:

#### **Kindergarten**

Explanation of the kindergarten grading systems will be sent to parents of kindergarten students.

#### **First through Third:**

G (85-100)  
S (70-84)  
NI (60-69) Needs Improvement  
U (below 60) Unsatisfactory

#### **Fourth through 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)	

Second semester grades can pull up first semester grades. Exceptions are one-semester courses.

### **ELEMENTARY 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.

Each student in grades K - 6 will receive a grade for physical education. These grades will be derived from participation and skills tests.

### **EXAM EXEMPTION POLICY**

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

#### **A. Perfect Attendance**

- 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.
- Students sent to Alternative School, Resource Instruction, or Saturday School lose perfect attendance exemption privileges.
- 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.

### **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 one 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.

### **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 news-paper 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 needed 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 instructional 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 School:

1. Technology Fee - \$ 12.50 collected by the end of the first nine weeks of each semester.
2. Driver Education - \$12.50 collected by the end of the first nine weeks of the semester in which the course is taken.
3. 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.
4. A class that wishes to use supplementary items such as Weekly Readers, Scholastic Magazines, etc., may purchase them with student contributions.
5. All other teaching materials will be purchased from the fee replacement allocation.

## INSURANCE DISCOUNT FORMS

Driver Education and Good Student discount forms should be taken to the counselor's office to be certified.

## COVINGTON COUNTY SCHOOLS PARENT'S RIGHT TO KNOW AND PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires **Covington County Schools** to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the students or student's parents;
2. Mental or psychological problems of the student or student's family;
3. Income, other than as required by law to determine program eligibility.
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or beliefs of the student or parents; or
8. Sex behavior or attitudes;

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to **the school principal**. The **school principal** will notify you of the time and place where you may review these materials. You have the right to review surveys and/or instructional materials before the survey is administered to a student.

If you wish to receive the Family Educational Rights and Privacy Act (FERPA) or Protection of Pupil Rights Amendments (PPRA) guidelines, please contact your local school.

### DIRECTORY INFORMATION NOTICE

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Covington County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Covington County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Covington County Schools to include this type of information from your child's education records in certain school publications.

Examples include:

- \*The annual yearbook
- \*Honor roll or other recognition lists
- \*Graduation programs
- \*Sports activity sheets

Directory Information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish year books. In addition, two federal laws require local educational agencies (LEA's) 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.

If you do not want Covington County Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing upon enrolling your student. Covington County Schools has designated the following information as directory information: [Note: An LEA may, but does not have to, include all the information listed below.]

- \*Major field of study
- \*Telephone listing
- \*Photograph
- \*Student's name
- \*Participation in activities and sports
- \*Weight and height of athletes
- \*Degrees, honors, and awards
- \*Dates of attendance
- \*Address
- \*Electronic mail address
- \*Date and place of birth
- \*Grade Level

**Parents in accordance with NCLB guidelines have the right to request certification information regarding their child's teacher(s). You may request information from your local school. In addition, parents will be notified if their child receives instruction from any teacher who has not met the Highly Qualified Teacher Guidelines instituted by the No Child Left Behind Legislation.**

All Covington County School teachers are fully certified and qualified to teach and are teaching in the field in which they are certified. In accordance with the No Child Left Behind Act of 2002, we are endeavoring to go above and beyond the state standards in order to provide our students with the highest level of instruction. This is evidenced by the fact that over 75% of our teachers have obtained their Master's Degree or achieved Highly Qualified Teacher status under the Alabama model which sets some of the highest nationwide standards. This is part of an ongoing effort to provide the highest quality education to the boys and girls of Covington County. Your child's teacher has either met all of these newly instituted standards or is in the process of attaining additional certifications.

If you have any questions about your child's teacher's certification, qualifications or experience, please feel free to contact **the school principal**. We appreciate the opportunity to teach your child and encourage you to join us in preparing your child for an exciting and productive future.

## **SCHOOL/PARENT COMPACT**

The purpose of the school/parent compact is to build and foster the development of a school/parent partnership. This partnership, designed to help students achieve Alabama's high standards of learning, will be parents, teachers, staff, administrators, and the student. It is the responsibility of the school to provide high-quality curriculum and instruction in a supportive and effective environment that enables students to meet the State's student performance standards.

### **PARENT/GUARDIAN AGREEMENT**

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- See that my child is punctual and attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Communicate regularly with my child's teacher.
- Establish a time for homework and review homework regularly.
- Provide a quiet well-lighted place for study.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.
- Provide a library card for my child.
- Read to my child and let my child see me read.
- Attend Title I Annual Informational Meeting.
- Attend Parent Educational Meetings/Workshops held at my child's school.

### **STUDENT AGREEMENT**

It is important that I work to do the best of my ability. Therefore, I shall strive to do the following:

- Attend school regularly, be punctual.
- Come to school each day with pens, pencils, paper, and other necessary tools for learning.
- Complete and return homework assignments in all subject areas.
- Observe regular study hours.
- Conform to rules of student conduct.
- Respect and cooperate with other students and adults.

### **TEACHER AGREEMENT**

It is important that students achieve. Therefore, I shall strive to do the following:

- Provide high quality curriculum and instruction that enables the student to meet state performance standards.
- Provide homework assignments for students/encourage them to do all homework assignments.
- Provide necessary assistance to parents so they can help with assignments.
- Encourage students and parents by providing information about student progress.
- Use special activities in the classroom to make learning enjoyable.

### **PRINCIPAL AGREEMENT**

The principal supports this form of parental involvement. Therefore, I shall strive to do the following:

- Provide leadership that maintains high standards in curriculum and instructions, and in code of conduct and scholastic expectations.
- Provide an environment that allows for positive communication between the teacher, parent and the student.
- Encourage teachers to regularly provide homework assignments that will reinforce classroom instructions.

## **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 following three areas:

1. Aptitude: Assessed through an individual or group test of intelligence or creativity.
2. Characteristics: A behavior rating scale designed to assess gifted behaviors is completed by a classroom teacher.
3. Performance: At least three indicators of performance at a gifted level such as achievement test scores, grades, products, work samples, and/or portfolios.

The scores from the assessment items used are 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.

## **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).

## 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** violate copyright laws.
9. **DO NOT** view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or pictures.
10. **DO NOT** share your password.
11. **DO NOT** reveal personal addresses or telephone numbers.
12. **DO NOT** access other students' work, folders, or files.
13. **DO NOT** re-post non-academic personal communications without the original author's prior consent.
14. **DO** have your parent to submit a written statement to the teacher/principal if Internet use is not preferred at school.

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