

Welcome Letter from Principal  
Dear Parents/Guardian/Students:

It is so nice to welcome you back to Pleasant Home School for the 2018-2019 school year. As the start of the new school year fast approaches, I want you to know that I am looking forward to seeing you again or meeting you for the first time. Hopefully, the year ahead will be exciting, rewarding and filled with good experiences for us all. Your school years are important. They can be fun, exciting and alive for you as you continue to grow and develop. Enjoy the days ahead!

Getting off to a good start in the school year is important, but the real work is just beginning. The staff at Pleasant Home School is a talented, dedicated, and caring group of educators. They take their charge and responsibility seriously, and that is reflected in their daily work with your children. Our staff stresses academic success, positive engagement with peers and adults, respect for self and others, and pride in our school.

A fundamental importance for each child's success is an open line of communication between home and school. We remind you that the entire staff is available to help you with your concerns or questions. Please do not hesitate to call for an appointment. We would ask that you carefully review and read all publications and notices that you receive from the school. Most procedures and technical questions are answered in the Student Handbook. We encourage hearing from you.

It is incredibly rewarding for us as educators to observe your child grow and mature. At times the steps seem miniscule but they are steps, and before you realize it, you are asking where and how did this happen? Over the course of the student's thirteen years at Pleasant Home School, a transformation takes place that has been influenced by every teacher, every challenge, and every experience. We take our role and responsibility as educators, and the trust you place in us, most seriously. I thank you for the support and encouragement that you express.

On behalf of myself and the Pleasant Home School staff, we wish you well as we begin the 2018-2019 school year.

Sincerely,



Rodney C. Nichols, Principal

## Table of Contents

Daily School Opening, Bus Transportation .....	2
School Calendar .....	3
School Personnel .....	4-5
High School Time Schedule .....	6
Exam Schedule .....	7
Meal Prices .....	8
Enrollment Criteria .....	9
High School Sponsors, Club Sponsors .....	10
Weighting grades .....	11
Val-Sal, Dual Enrollment .....	12
Perfect attendance, Grading and Reporting .....	13
Progress Reports, Exam Exemptions .....	14
Grades, Grade Placement, Academic Honors .....	15
Notification of Rights Under the Protection of Pupil Rights Amendment .....	17
The Family Educational Rights and Privacy Act .....	19
Parental Rights to Information About Teachers .....	21
Building Based Student Support Team .....	21
Covington County Board of Education Internet Use Policy .....	22
Gifted Program Policy .....	23
School Health Services/Policy/ Procedure/Programs .....	25-30
Code of Student Conduct .....	31
Conduct at School .....	33
Debts, Worthless Check Policy .....	34
Parking, Telephone, Cell Phone/Pagers .....	35
Athletic Eligibility .....	36
Possession of Weapons and Firearms .....	37
Cheerleader Policy, School Activity Participation .....	38
Parental Involvement .....	39

## SCHOOL CALENDAR 2018-2019

First Day of School (Students).....Monday, August 13, 2018

Last Day of School (Students)..... Thursday, May 23, 2019

### Holidays

Labor Day.....September 3, 2018

Fall Break.....October 8, 2018

Veteran's Day.....November 12, 2018

Thanksgiving.....November 19-23, 2018

Christmas & New Years.....December 20-January 03

(Dismiss Dec. 19-Teachers return Jan. 3 and

Students return Jan. 4)

King/Lee Birthday.....January 21, 2019

Break/Weather Day.....February 18, 2019

Spring Break.....March 25-29, 2019

Break/Weather Day.....April 19, 2019

### Reporting Dates (9 week reporting periods)

First reporting period ends Oct. 11, 2018 (42 days)

Second reporting period & end of 1st semester Dec. 19 (43 days)

First Semester = 85 days

Third reporting period ends March 7, 2019 (43 days)

Fourth reporting period & end of 2nd semester May 23 (49 days)

Second Semester = 92 days

Progress Reports: .Sept. 13, Nov. 15, Feb. 7, Apr. 11

Report Cards: Oct. 18, Jan. 10, Mar. 14, May 23

All Day In-Service Meetings (students do not attend)

August 6-10, 2018

January 10, 2019

May 24, 2019

# PLEASANT HOME SCHOOL PERSONNEL

Rodney C. Nichols, Principal  
Amber McKathan, Assistant Principal  
Tony Wilson, Counselor  
Heather Bulger, Counselor

## High School Teachers

Mrs. Shannon Aplin, Special Services  
Mrs. Karen Castleberry, Vocational Agribusiness  
Mrs. Denise Clark, High School Special Education  
Mr. Jerry Davis, Physical Education, Enrichment  
Mrs. Lori Fuqua, Librarian  
Mrs. Kelley Garner, Physical Education  
Mrs. Jessica Gibson, Physical Education  
Mr. Roger Hammonds, Social Studies, Head Softball Coach  
Mr. Fred Kelley, Science, Boys Head Basketball Coach  
Ms. Cynthia Martin, English, Social Studies, Journalism  
Mr. Rick Mercer, Social Studies, Head Football Coach, Head Baseball Coach  
Ms. Angie Owens, English, Spanish  
Ms. Linda Patton, Home Economics  
Mr. Jeremy Silcox, Social Studies, Coach  
Mrs. Chelsea Farley, Math  
Mrs. Jessica Ward, Math  
Mrs. Jennifer Withrow, English, Drama  
Mr. Ron Yates, Science

## Elementary School Teachers

Ms. Natalie Broussard, Second Grade  
Mrs. Kimberly Byrd, Sixth Grade  
Mrs. Menden Clark, Fourth Grade  
Mrs. Emily Cleghorn, Speech Therapist  
Mrs. Maria Davis, Kindergarten  
Mrs. DeAnne DuBose, Fifth Grade  
Mrs. Erin Watkins, First Grade  
Mrs. Lori Griffin, Fourth Grade  
Mrs. Amanda Gunter, Third Grade  
Mrs. Lucretia Hawkins, Second Grade  
Mrs. Charlotte Holley, Third Grade  
Mrs. Sherry Kelley, First Grade  
Mrs. Jennifer Luckey, Pre K  
Mrs. Josephine Lindsey, Elementary Special Education  
Mrs. Kristi Powell, Reading Coach  
Mrs. Trinity Riley, Kindergarten  
Mrs. Casherria Sims, Sixth Grade  
Mrs. Carie Turman, Fifth Grade  
Mrs. Kim Turman, First Grade

# HIGH SCHOOL TIME SCHEDULE

7:45 First Bell

7:50 Tardy Bell

## Senior High (9-12 Grades)

7:50 - 8:50	First Period
8:54 - 9:48	Second Period
9:48 - 10:00	Recess
10:05 - 10:55	Third Period
10:59 - 11:49	Fourth Period
11:53 - 12:45	Fifth Period
12:45 - 1:05	Lunch
1:10 - 2:03	Sixth Period
2:08 - 3:00	Seventh Period

## Junior High (7<sup>th</sup>/8<sup>th</sup> Grades)

7:50 - 8:50	First Period
8:50 - 9:02	Recess
9:07 - 10:00	Second Period
10:05 - 10:55	Third Period
10:59 - 11:49	Fourth Period
11:49 - 12:07	Lunch
12:12 - 1:05	Fifth Period
1:10 - 2:03	Sixth Period
2:08 - 3:00	Seventh Period

3:08 Last Bell/Buses Leave

## Support Personnel

Mrs. Rhonda Bass, Lunchroom Manager  
, Nurse  
Mrs. Kerri Bradley, Lunchroom Worker  
Mrs. Debbie Godwin, Secretary/Bookkeeper  
Mrs. Evelyn Heichel, Secretary  
Mrs. Sue King, Maid  
Mrs. Leigh Lee, Aide  
Mrs. Threasa Martin, Aide  
Mrs. Deb McKathan, Receptionist/Secretary  
Mrs. Deborah McVay, Lunchroom Worker  
Mrs. Jackie Near, Aide  
Mr. Joe Schneider, Resource Officer  
Ms. Tammie Sims, Maid  
Mr. Matt Smith, Custodian

### Bus Drivers

Mrs. Sherry Baggett	18-84	Mr. Chris Morris	16-70
Mrs. Lisa Gunter	17-17	Mrs. Angela Seymour	19-26
Mrs. Rhonda Hardy	11-60	Mrs. Stephanie Smith	15-75
Mrs. Tammy Holt	09-61	Mrs. Jennifer Warthen	14-68
Mrs. Brenda Jackson	13-04	Mr. Allen Watson	13-98

### Central Office Staff

Mr. Shanon Driver, Superintendent	Mrs. Carrie Patterson, Child Nutrition
Mr. Ricky Messick, Trans/ Maint. Sup.	Mr. Chris Thommasson, Fed. Programs
Mrs. Nikki Guilford, Curriculum Coord.	Coordinator
Mr. Mark Miller, Technology Coord.	Mrs. Tonya Adams, Psychometrist,
Mrs. Kelly McCollough, Sp.Ed. Coord..	Testing Coord.

### Covington County Board of Education Members

Mr. James L. Rodgers	Mr. John P. Thomasson, President
Mr. Jeff Bailey	Mr. James T. Prestwood, Vice President
	Dr. James Barton

# Exam Schedule

## First Day

December 17, 2018 and May 21, 2019

(Students may check out at 12:00 with a note from a parent/guardian)

7:45-8:00	Homeroom
8:00-9:15	1st Period Exam
9:15-9:35	Break
9:40-10:50	2nd Period Exam
10:55-12:00	4th Period Exam
12:00-12:25	7-12 Lunch
12:30-1:20	3rd Period
1:25-2:15	5th Period
2:15-3:00	7th Period

## Second Day

December 18, 2018 and May 22, 2019

(Students may check out at 11:30 with a note from a parent/guardian)

7:45-8:30	Study in Homeroom for Exams
8:30-9:40	3rd Exam
9:40-10:00	Break
10:05-11:30	5th Exam
11:30-12:00	7-12 Lunch
12:00-1:30	6th Period
1:30-3:00	7th Period

## Third Day

December 19, 2018 and May 23, 2019

7:45-8:30	Study in Homeroom for Exams
8:30-9:40	6th Exam
9:40-10:00	Break
10:05-11:30	7th Exam
11:30-12:00	7-12 Lunch

\*School Dismisses at 12:00

Elementary Lunch Schedule For the First Two days of Exam

10:30-11:20	Kindergarten, 4 <sup>th</sup> , 6 <sup>th</sup> grades
11:20-11:50	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> grades

Elementary Lunch Schedule for the Last Day of Exam

10:15-11:00	Kindergarten, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> grades
11:00-11:30	4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> grades

All students must stay in their assigned classes for the entire testing period. Students who have proper permission from home may check out of school early only when they have completed all exams and/or work scheduled for that day. This includes teacher aides.

Covington County Schools  
Meal Prices  
2018-2019

Student Paid Lunch	\$2.25
Student Reduced Lunch	.40
Student Paid Breakfast	1.00
Student Reduced Breakfast	.30
Adult Employee Lunch	3.00
Adult Employee Breakfast	1.50
Visitor lunch	3.50
Visitor Breakfast	1.50

**Lunchroom Purchases May Not Be Charged**

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

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



## Enrollment Criteria and Documentation Required

### Criteria:

1. Students must meet the criteria set forth by the Covington County Board of Education.

### Documentation Required

Transfer students should provide the following:

1. Completed enrollment form
2. Immunization Form
3. Certified birth certificate
4. Social security card
5. Withdrawal form from previous school
6. Name and address of previous school

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

NOTE: Migrant, ESL/LEP, Homeless, and Immigrant students will be assisted in obtaining necessary documents.

## High School Sponsors 2018-2019

	<u>Meeting Place</u>	<u>Sponsor</u>
7	Martin's Room	Martin Gibson
8	Patton's Room	Patton Castleberry
9	Ward's Room	Ward F. Kelley
10	Hammond's Room	Hammond Mercer
11	Farley's Room	Farley Silcox Fuqua
12	Owens' Room	Wilson Owens

First period teachers will verify attendance for all students assigned to them first period regardless of their grade level. The first period teachers will also give out schedules the first day of school, collect enrollment forms, and hand out report cards on the day they are distributed.

Sponsors will meet with assigned class for class meeting and work with that grade level for extra curricular activities.

## Club Sponsors

Elementary 4-H (grades 5/6)	DuBose, Powell
Junior & Senior High 4-H	Castleberry
Junior Beta Club	Owens
Senior Beta Club	Owens
Student Council	Fuqua
FFA	Castleberry
FCCLA	Patton
Senior 4-H	Castleberry
Yearbook	Martin
Peer Helpers	Garner
FCA	F. Kelley

## Grade Calculation for Academic Honors (Weighting Grades)

All the high schools in the Covington County School System have agreed upon a uniform method of weighting grades. This method will be used in determining class rank and the valedictorian/salutatorian selection. The following criteria will be used:

1. A weight of 10 points will be added to grades earned in any advanced classes. These classes include honor English, Algebra I, Algebra II, Geometry, Advanced Math, Biology, Chemistry, Anatomy and Physiology, Spanish I, Spanish II, and other courses deemed advanced by the school administration.
2. Students are encouraged to enroll in dual credit courses in the junior college system for advanced course work.
3. Grades from approved dual enrollment courses or grades transferred from other secondary schools as letter grades will be converted to numerical grades using the following scale:

A+ = 98

C+ = 78

A = 93

C = 73

A- = 90

C- = 70

B+ = 88

D+ = 68

B = 83

D = 63

B- = 80

D- = 60

F = 59

4. Graduating seniors must maintain an average of 90 or above in academic subjects for the seven semesters beginning with 1<sup>st</sup> semester of the 9<sup>th</sup> grade through 1<sup>st</sup> semester of their senior year to be considered as honor graduates.

## Valedictorian and Salutatorian

Beginning with the class entering the ninth grade in the fall of 1993, a student must complete the requirements for an advanced diploma in order to be considered for the Valedictorian or Salutatorian award. Only academic subjects are used in calculating the grade averages for these honors. Grades earned from the ninth grade through the first semester of the senior year are used in the calculation. The students named for these honors must still complete the advanced endorsement requirements. Students must have been enrolled at Pleasant Home School continuously from the beginning of the junior year to be considered for valedictorian/salutatorian. Credits may be accepted by the school for subject matter taught in home schooling or non-accredited schools if there is reasonable evidence that the content closely correlates with the State Course of Study. However, grades from home schooling or non-accredited schools may be posted, but will not be counted toward class standing including honors program and valedictorian/salutatorian. Transfer letter grades will convert to numerical grades as specified in the new weighing system for calculating academic honors.

## Dual Enrollment/Dual Credit

With recent policies adopted by the State Board of Education and the Covington County Board of Education, it is now possible for students to earn both high school and college credits for approved courses taken at post-secondary institutions. The principal must give permission before enrolling in such courses. Grades received on official transcripts from the post secondary institutions will be posted on the high school transcript. Letter grades from colleges will be recorded on the high school transcript as determined by new weighting factor. Weighting factors for these courses will be applied following the same criteria as courses listed for the advanced diploma. **No dual enrollment classes will be used towards Val-Sal calculation, unless it is taught at local school.**

## Perfect Attendance

Perfect attendance certificates are given to students who meet the requirements as outlined in the Code of Student Conduct.

## Grading

### Homework Assignments

Homework that is deemed appropriate will be assigned to students. It will vary with the teacher and the needs of the students. Homework will be reviewed by the teacher and graded when appropriate. Homework assignments are considered as part of the curriculum, and completion of the homework assignment will be part of the criterion determining the child's grade. Continuous failure to do homework will be reported to the guidance counselor and to the parents. Success on tests correlates directly to completion of homework assignments.

### Reporting to Parents

Report Cards will be sent to parents four times during the school year. In addition to report cards, parents or teachers may request conferences during the school year. The school may be contacted by telephone for an appointment. The appointment will insure the teacher's having time to discuss fully the accomplishments of the child. The teacher can answer questions concerning grading for each child in detail at this time. (See page 3 for dates of grading periods. Report cards are normally given on Thursday following the end of the grading period).

For the child to gain the most from his education, it is necessary for the parents to stay closely acquainted with the schoolwork being done by their child. Parents need to cooperate and work with a child's teacher in order for the student to get the greatest benefit from his/her educational experiences.

## Progress Reports

Progress reports are given to each student at the midpoint of each grading period. These reports will reflect how the student stands in each subject at that time. (See page 3 for dates progress reports are given out).

## Exam Exemptions

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 mid-term and one 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, loses 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 days for the semester.

all students should be free of fever, vomiting, or diarrhea for a minimum of 24 hours without the use of any medications before returning to school. Please notify the nurse if your child has been diagnosed with a contagious illness.

## Grades

Maximum grade reported for 9 weeks and/or semester is 100.

### Grade Placement for 9-12

Grade Placement of high school students shall be based upon the following requirements:

1. Five (5) units are required for placement in the tenth grade homeroom.
2. Eleven (11) units are required for placement in the eleventh grade homeroom.
3. Seventeen (17) units, including all required subjects, are necessary for placement in the twelfth grade homeroom.

### Academic Honors

At the end of each nine weeks an honor roll for grades 4-12 is released to the local newspapers for publication. The All-A honor roll lists those students who have a grade of 90 or above for each subject. The A&B honor roll lists the names of students who have a grade of A or B in each subject.

To recognize outstanding academic achievement, academic letters and certificates are awarded during awards day each spring. The following criteria are used in making these awards:

**Academic Letters** – An academic letter will be awarded to each student in grades 9-12 who has an over-all average of 90 or above for the first three nine weeks of the school year. Only academic subjects will be considered. Only grades earned at Pleasant Home School will be considered. If a student fails any core class during the first three nine weeks, they are not eligible for this award.

**Academic Certificates** – An academic certificate will be given to each student in grades 4-8 who has an over-all average of 90 or above for the first three nine weeks of the school year. Only academic subjects will be used in determining the average. Only grades earned at Pleasant Home School will be considered. If a student fails any core class during the first three nine weeks, they are not eligible for this award.

## Elementary Promotions

School officials will determine promotions in the elementary school. Each student will be promoted or retained on the basis of what is best for the individual child.

### Grading Code

A+ = 98-100	C+ = 78-79
A = 93-97	C = 73-77
A- = 90-92	C- = 70-72
B+ = 88-89	D+ = 68-69
B = 83-87	D = 63-67
B- = 80-82	D- = 60-62
F = 59-0	

### Removal of Incomplete Grades

At the end of each nine weeks and semester, two weeks will be given for students to make up any special project work such as home economics projects, etc. After the period of two weeks, all grades will be averaged. The student is responsible for meeting with the teacher to do the necessary work to complete the grade.

For retention in grades 1-8, students must fail two academic subjects. (RTI plans will be in place for students who are retained.)

### Make Up Work

Students must make up work if the absence is excused. Students must make arrangements for making up this work immediately upon returning to school. Makeup test should be completed within 5 days of returning to school unless the teacher and/or principal approve extenuating circumstances.



## 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 others with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as with lawyers, physicians, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

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

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.

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 for marketing, sales, or other distribution purposes. 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
4. 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

## The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 123g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

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

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

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

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

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order of 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

## 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 or 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.

### Handbook Committee

Mrs. Sherry Kelley, Mrs. Kim Turman, Mrs. Debbie Godwin, Ms. Angie Owens, Mrs. Charlotte Holley, Mr. Craig Nichols, and Mrs. Deb McKathan

### Graduation Participation

Seniors must be in good standing with the Covington County School system to participate in graduation.

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

## Response to Intervention

Response to Intervention (RTI) is a problem-solving process that focuses on data-based response and evidence-based intervention. RTI targets improved academic and behavioral achievement for ALL students through research-based instruction/intervention. RTI is the practice of providing high-quality research-based instruction/intervention matched to student needs. A three-tiered model of support provides interventions to students with academic and behavioral needs through whole group, small group and individual instruction. Typically, the RTI system of support focuses on the general education population. However, a special education referral may be necessary if the interventions have not been proven successful.

### 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.

## Gifted Program Policy

Gifted students are those who perform at or who demonstrated the potential at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

To make a referral, contact Mrs. Shannon Aplin 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 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).

## Title I Schools in Covington County

All of the Covington County Schools are “Title I” schools. Mr. Chris Thomasson, Federal Programs Coordinator for Covington County Schools would like to inform parents at these schools that they are encouraged to participate in the decision-making process in regard to their school’s academic programs. Parents are invited to read their school’s Title I Schoolwide Plan, on file in the school office, and get involved in the budgeting process as well as the development of future Title I Schoolwide Plans. If you would like more information on becoming involved in your school’s planning process, please contact your school principal, or you may contact Mr. Thomasson at [chris.thomasson@cov.k12.al.us](mailto:chris.thomasson@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.



## School Health Services/ Policy/Procedure/Programs

### Screening Program:

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

### Procedure Following Screening Programs

Notification of a student's failure in any screening program will be sent immediately to the student's parent/guardian following any screening process. When a student has failed his/her vision screening, it is recommended by letter to the parent or legal guardian that he/she needs to see an optometrist for further evaluation. When hearing screening is failed, a referral is made to the Covington County Audiological Services Center where an audiologist will conduct an evaluation. When a student has failed the scoliosis screening, it is recommended by letter to the parent or legal guardian that he/she sees a physician for further evaluation.

### Student with Medical Conditions

The State Department requires all students with a medical condition to have an emergency care plan for each student. If your child has a medical condition, please notify the school nurse so this emergency care plan can be signed and implemented as soon as possible.

## Medical Regulations and Medication Policy

In accordance with the state guidelines, a physician must prescribe all medications given in the Covington County School system. A medication authorization form must be signed by the physician and a parent or legal guardian and returned to the school nurse before any prescribed medication can be administered at school. You can obtain a form from your local school nurse, physician's office, or from the Covington County Schools website under Health Services.

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

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

Prescription medication:

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

Self administered medication: Students who are capable of carrying their inhalers or epi-pens must bring a medication authorization form signed by both their physician and the parent or legal guardian. No student is allowed to carry any medication on them at school without this authorization form being on file in the nurse's office. Any student that has been given permission to carry medication will be responsible for keeping their medication on them at all times and not to share with any other student. Students will be reprimanded according to Covington County Schools Code of Student Conduct for failing to comply with this medication policy.

### Sunscreen Policy

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

### Illness/injury at School

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

It is very important that students are not sent to school with fever, vomiting, diarrhea or a contagious medical condition. Parents are advised that all students should be free of fever, vomiting, or diarrhea for a minimum of 24 hours without the use of any medications before returning to school. Please notify the nurse if your child has been diagnosed with a contagious illness.

### Procedure for Head Lice

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

Please contact your school nurse (Tammy Capps) if you have any questions.

## Illness at School

If a student becomes ill during the day, he is to get a note from his teacher before going to the nurse. If the nurse sends the student home and the absence continues for additional days, on the day he returns to school, he must bring a note from his parents stating the reason for the absence.

### Important Information on Meningococcal Disease and Vaccine

#### What is meningococcal disease?

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

#### What is influenza?

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

#### What is a Tdap vaccine?

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

Information in regards to Meningococcal Disease & Vaccine, Influenza (flu), and Tdap Vaccine can be located on the Covington County Schools website under Health Services. Please contact your school nurse if you have any questions.

### 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](http://www.adph.org/immunization)

### 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 School's high schools to be used for purposes of recruitment by these entities.

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

- (a) POLICY – (1) ACCESS TO STUDENT RECRUITING INFORMATION – Notwithstanding section 444 (a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.
- (2) CONSENT – A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency shall notify parents of the option to make a request and shall comply with any request.
- (3) SAME ACCESS TO STUDENTS – Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.

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

## Code of Student Conduct

The Code of Student Conduct, adopted June 13, 1995, and amendments as approved by the Covington County Board of Education addresses the items listed below. Each student will be provided a copy of the code on the first day of school or when he/she enrolls during the year. Students should read and become familiar with the policies and procedures outlined in the Code of Student Conduct. (Adopted 6-13, 1995; Amended 6-10, 1996, 5-13, 1997, 8-4, 1998, 6-8, 1999, 7-11, 2000, 5-1, 2001, 4-1, 2002, 4-6, 2004, 5-3, 2005, 5-2, 2006, 5-22, 2007, 4-1, 2008).

**Note:** Grievance and Complaint Procedure for parents, students, and employees of the Covington County Board of Education is outlined elsewhere in this handbook.

Clarification and routine procedures specific for Pleasant Home students will be given to the students through daily announcements. Areas covered in the Code of Student Conduct are:

Attendance	After-School Detention
Documentation of Absences	Truancy
Absences	Crisis Management Program
Tardiness	Alternative School
Disciplinary Action for Tardies	School Bus Suspension
Check-ins	Corporal Punishment
Check-outs	Suspension from School
Code of Student Conduct	Electronic Communication
Search of Property & Individual	Recording Devices
Dress and Appearance	Expulsion
Make-Up Work	Saturday School
Possession of Weapons on Campus	Disciplinary Procedures Anti Harassment/Bullying Policy

## Disciplinary action for Class I and Class II

Offenses are left to the discretion of the individual schools. Disciplinary action for Class I and Class II offenses at Pleasant Home School are handled by the individual teachers and/or referrals to the office. Disciplinary measure may include any of the following depending on the nature of the offense and the frequency of occurrences:

- Recess Detention
- Telephone Parents
- Conference with Student and/or Parents
- Written Assignment
- Crisis Management
- Corporal Punishment
- In school suspension
- Out of school suspension
- Other punishment as deemed appropriate by teacher or school Administrator.



## Conduct at School

### Buildings and Grounds

All students are urged to cooperate with the staff in keeping the buildings and grounds neat and attractive. Students are responsible for keeping their assigned lockers neat and clean. Trash cans are placed around the campus and should be used. Soft drinks and snacks should be consumed in the break area and kept out of the halls. Food and drinks in lockers must be in a lunch box or thermos.

### Cafeteria

A student should carefully stack his tray in the window before leaving the room. Each student should help keep the cafeteria clean. To crowd or push ahead in the lunch line is not courteous. Students who do this will be sent to the end of the line.

### Decorum

Decorum for school can be compared to that of any other place of business. Affection should not be displayed in the hall, or in any other part of the campus. A display of affection is not in keeping with the purpose for which students attend school.

### Conduct at School Sponsored Activities

People attending ball games, beauty contests, and other school-sponsored activities should show courtesy to others. Polite applause only is appropriate at activities such as beauty pageants, graduation, and assemblies. Cheering at ball games should always be done in the true spirit of good sportsmanship. Booming or making insulting remarks toward the opposing team should not be done. Students may be suspended from school because of unacceptable behavior at school activities.

### Valuables

Students should refrain from bringing unnecessary cash or expensive jewelry to school. Students are required to use a combination lock on their lockers.

### Lockers

Students in grades 7-12 are assigned lockers. Students are to use only the locker assigned to them. Each student is responsible for keeping his/her locker neat and clean. Nothing is to be placed on top of lockers. Stickers, decals, and other items are not to be pasted, taped, or otherwise put on locker doors.

### Locker Fee

Students in grades 7-12 will be charged a \$10.00 locker fee. This fee is charged at any time during the year when a student enrolls. There is no refund if a student leaves school during the year. (This is not a deposit it is a fee) At the end of the year lockers and locks will be inspected. If there is damage to a locker or if a lock is lost, the student will be required to pay for the lost lock or damage done to the locker. The cost for a lost lock is \$10.00. The cost of a lost parking permit is \$5.00.

### Office

The office is a place of business. Everyone is asked to be considerate of those working there and reduce to a minimum the interruptions of the working staff. No one should be in the office unless school business requires it.

## 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.

## 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.

## 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.

## Debts

Students are responsible for debts that are incurred at school. All debts must be cleared in a prompt manner. Failure to pay debts owed to the school or school organization 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, include, but are not limited to lost or damaged school property or equipment, library fines, penalties for unsportsmanlike conduct in athletic contests, and shortages in fund-raising activities.

## Parking

1. Assigned parking permits are required to be purchased from Deputy Schneider.
2. Parking permits will cost \$15.00 per year. Students will be able to move the permit from one vehicle to another but must register each vehicle they plan to drive to school. All drivers must be fully licensed, (license in good standing, no permit...etc.) and proof of insurance in order to receive a parking permit.
3. The parking lot is off-limits to students during the school day. This includes the lunch period unless the student is leaving to go to work.
4. If a student must go to the car during the school day, he must receive clearance from the office or the duty teachers.
5. Parking rules apply to motorcycles in the same manner as autos.
6. Students are to park in the designated areas and never on the shoulder of the road.

## Telephone

The telephone is for school use only. Students will be allowed to use the telephone in the main office only in case of emergencies. Phones in other locations of the school are not to be used by students to make calls to their homes or other places. The school secretary will make the necessary call. No student will receive an incoming message unless the office personnel determine that it is an emergency. Students should advise their friends of this policy.

## Cell Phones/Pagers

It is a violation of the Student Code of Conduct to have cell phones or pagers at school. (See student Code of Conduct for further clarification.)

## Student Council

The student council was organized for Pleasant Home School during the 1996-97 school year. Two students from each grade 6-12 are elected as representatives on the council. A president and vice president are elected in a school wide election in the spring. Students must meet the Constitution by Laws of Student Council to qualify to serve as council members and to hold the office of President and Vice President. New members are elected each year. The election for President and Vice President are held in the spring of each year.

## Referrals

Referrals for the different programs may be made as follows:

Special Services	Mr. Tony Wilson	PHS
	Mrs. Kelly McCollough	Central Office
504 (ADA)	Mr. Tony Wilson	PHS
	Mrs. Kelly McCollough	Central Office
Title IX	Mr. Tony Wilson	PHS
	Mrs. Kelly McCollough	Central Office
Sexual Harassment	See Code of Conduct	

## Athletic Eligibility

To meet the academic rule a student must meet the requirements of the Alabama High School Athletic Association.

A student must supply the school with a certified birth certificate. Physical exams must be current and on file in the principal's office before practicing or participating in any interscholastic contest.

Every student must have completed the appropriate STAR Sportsmanship Program and filled out the Concussion Information form before participating in any interscholastic contest.

Any student athlete who is ejected from a contest is required to reimburse the school the amount of the fine before participating in any future games.

Any coach who is ejected has to abide the same policy.

## COVINGTON COUNTY SCHOOLS

### Possession of Weapons and Firearms By School Personnel, Parents/Guardians And Other Persons

School personnel, parents/guardians and other persons are prohibited from bringing firearms or other weapons on school system property at any time or to any school system function or activity. Items forbidden shall include, but not be limited to the following: any weapon which will or is designated to or may readily be converted to expel a projectile by the action of any explosive, the frame or receiver of any weapon described above, and firearm muffler or firearm silencer, any explosive, incendiary, or poison gas (bomb, grenade, rocket having a propellant charger of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, fireworks/ pyrotechnics of any class, mine, or similar device), any weapon which will, or which may be readily converted to, expel a projectile by the action of any explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter, any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled, knives, openers, metallic knuckles, tear gas gun, chemical weapon or device, double/triple/quadruple rings which are attached or connected in such fashion that they may be used as a weapon, explosive devices including fireworks of any description, any items which may be used as clubs, all sharp or pointed objects designed for use as weapons, or any other weapon, instrument or object.

Authorized law enforcement personnel are excluded from provisions of this policy.

Parents/guardians and other persons found in violation of this policy will be:

1. Placed on immediate suspension from employment pending an investigation, or from visitation or attendance at any school, or school system function or activity.
2. Referred to appropriate law enforcement or criminal justice authorities and/or in the case of an employee, brought before the Board of Education for disciplinary action.

Announcement of this policy shall be posted at every Board owned building and other property, as well as in the school handbook, and on the system web-site, so that school personnel, parents/guardians and the general public will be given adequate notice.

#### Gun-Free School Act of 1994

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

#### Participation for Any School Activities

Students must meet the same academic and attendance requirements as required by the Alabama High School Athletic Association in order to participate in any school related activities. This includes but is not limited to beauty pageant, homecoming court, club meetings, class officers, and athletics. School organizations may enforce higher requirements as stated in their by-laws.

## Injury Policy

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

## Cheerleading Policy

In order for students to try out for cheerleading in the spring for the succeeding school year, they must currently meet the academic requirements of the Alabama High School Athletic Association. They are required to maintain their eligibility for the upcoming school year.

## 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.