

# PARENT & STUDENT HANDBOOK

2025-2026



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Eufaula, Alabama  
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## **EUFULA CITY BOARD OF EDUCATION**

Mrs. Twana R. Purifoy Anderson  
Mrs. Yadira Chavez  
Mr. Richard W. Wingate  
Ms. Leslie Wright

Mr. Patrick “Joey” Brannan, Jr., Superintendent

Board Approved June 24, 2025

The Eufaula City Board of Education meets the third Tuesday of each month for the regularly scheduled meeting at 5:30 p.m. Meetings are open to the public and are held in the board room at the Central Office, 333 State Docks Road, Eufaula, AL 36027, unless otherwise noted.

### **NOTICE OF NON-DISCRIMINATION:**

The Eufaula City Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Lisa Johnson, Special Education Services by calling 334-687-1100, via fax at 334-687-1150, or by emailing [lisa.johnson@ecsk12.org](mailto:lisa.johnson@ecsk12.org) or Brandon Kiser, Title IX Director, by calling 334-687-1100, via fax at 334-687-1150, or by emailing [brandon.kiser@ecsk12.org](mailto:brandon.kiser@ecsk12.org).

### **EQUAL EDUCATIONAL OPPORTUNITIES:**

No student will be unlawfully excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity offered or sponsored by the Board on the basis of race, ethnicity, color, disability, creed, national origin, sex, immigrant or migrant status, non-English speaking ability, or homeless status. All career and technical education opportunities are offered to all students regardless of race, color, national origin, sex, or disability. The district also provides equal access to the Boy Scouts and other designated youth groups. For more information, please contact Lisa Johnson, Special Education Services by calling 334-687-1100, via fax at 334-687-1150, or by emailing [lisa.johnson@ecsk12.org](mailto:lisa.johnson@ecsk12.org) or Brandon Kiser, Title IX Director, by calling 334-687-1100, via fax at 334-687-1150, or by emailing [brandon.kiser@ecsk12.org](mailto:brandon.kiser@ecsk12.org).

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## DIRECTORY

DISTRICT ADMINISTRATION		Office Phone #
Board of Education, Central Office	333 State Docks Road Eufaula, AL 36027	334-687-1100
Superintendent	Patrick “Joey” Brannan, Jr.	
Assistant Superintendent	Deltonya Warren	
Associate Superintendent (Federal Programs & Elementary Curriculum)	Roshanda Lewis	
Chief School Financial Officer	Angie Ellis	
Parent/Student Services	Zane Johnson	
Child Nutrition Program	Dena Fortson	
Curriculum, Secondary; Career Technical; Certification	Brandon Kiser	
Operations (Facilities, Safety, & Technology)	James Bailey	
Health Services, Lead Nurse	Carly Wilbourne	
Public Information Liaison	Stephanie Douglas	
Special Education	Lisa Johnson	
Testing	Tera Scott	
Transportation	Andy Hinton	334-687-1155
SCHOOLS		
Eufaula Primary School (EPS) Grades: PreK-2 Tina Richards, Principal	520 Pump Station Road Eufaula, AL 36027	334-687-1140
Eufaula Elementary School (EES) Grades: 3-5 Terry Crawford, Principal	422 Sanford Avenue Eufaula, AL 36027	334-687-1134
Admiral Moorer Middle School (AMMS) Grades: 6-8 Sean Clark, Principal	101 St. Francis Road Eufaula, AL 36027	334-687-1130
Eufaula High School (EHS) Grades: 9-12 Emily Jackson, Principal	530 Lake Drive Eufaula, AL 36027	334-687-1110
Alternative Learning Center Zane Johnson, Coordinator	530 Lake Drive Eufaula, AL 36027	334-687-1110

## **INTRODUCTION**

The Eufaula City Board of Education believes instruction should occur in an environment conducive to learning, and effective instruction requires orderly procedures, expectations, rules, and disciplinary standards. The intent of furnishing this handbook is to foster a safe, friendly, and orderly atmosphere in which parents, students, and school personnel work cooperatively to the benefit of the children in Eufaula City Schools.

### **JURISDICTION OF THE BOARD OF EDUCATION**

Students enrolled in the Eufaula City School System are subject to the policies of the Eufaula City Board of Education and to the rules and regulations of the schools. This authority applies to all school sponsored activities including, but not necessarily limited to, the following:

- Transportation on school buses and at bus stops when bus is present,
- Field trips,
- Club or organization meetings,
- Occupants in an automobile driven or parked on school property,
- School groups representing the school system in educational events,
- Other school-sponsored events including but not limited to athletic events (football, baseball, basketball games, etc. on and off campus) dances, plays, etc., and
- Usual and customary parking area at facilities used for school sponsored activities.

The Code of Student Conduct is in effect during the time a student is transported under the sponsorship of the school system and during the time he/she is attending school, is attending a school sponsored event, or is participating in a school sponsored event as noted above. The student shall be under the control and supervision of the principal, the teacher, or other staff member in charge or the bus driver as assigned.

Eufaula City School students who commit acts of harassment, violence, vandalism, threats, or physical harm to school board employees and students, on or off school property, during school hours or non-school hours, will be held responsible for these acts according to the discipline policies of the Eufaula City Schools Code of Student Conduct.

Eufaula City School student(s) found to have violated a local school board policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, whether this took place on or off school property, during school hours or non-school hours, may not be readmitted to Eufaula City Schools until (1) criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities and (2) the student has satisfied all other requirements imposed by the Eufaula City Board of Education as a condition for readmission.

### **PARENTAL RESPONSIBILITIES FOR THEIR CHILD'S CONDUCT**

The Eufaula City School System recognizes the privilege and responsibility of parents and guardians in supporting and demanding responsible behavior from their children. In an effort to ensure parental awareness and acceptance of that responsibility, reasonable efforts will be made to contact parents regarding Class II and III misconduct. Reasonable efforts will be made on Class I offenses also if such misconduct is continuing and notification is needed.

Reasonable efforts may include one or more of the following: telephone calls, copies of referrals, parental conferences, letters to parents, registered mail and, when possible, home visits. In the event of continued misbehavior, parents may be asked to sit in class with their child. Petitions may be filed with the Juvenile Court if the child is in need of supervision beyond that given by the parent or guardian.

The Board hereby advises parent(s)/guardian(s) of their responsibility for the conduct of their child(ren) based on Legislative Act No. 93-672 that amends Section 16-28-12 of The Code of Alabama, 1975, which states:

“(A) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have child enrolled in school or who fails to send the child to school, or to have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, denominational school, or parochial school or be instructed by private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal or teacher of the school he or she attends or should attend, or of the tutor, who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.”

“(B) Any parent, guardian, or other person having control of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct him or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the Superintendent of Education of the school system in which the suspected violation occurred. The Superintendent or designee shall report such violations to the district attorney within 10 days. Any principal or Superintendent of Education or his or her designee intentionally failing to report such a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in the public schools.”

## ARRIVAL & DISMISSAL SCHEDULES

(See individual school sections for specific arrival and departure procedures)

Eufaula Primary School	Arrival: 7:15-7:50am	Tardy Bell: 7:50am	Dismissal: 2:50pm (2:20 PreK)
Eufaula Elementary School	Arrival: 7:15-8:00am	Tardy Bell: 8:00am	Dismissal: 3:00pm
Admiral Moorer Middle School	Arrival: 7:15-8:00am	Tardy Bell: 8:00am	Dismissal: 3:13pm
Eufaula High School	Arrival: 7:15-7:55am	Tardy Bell: 8:00am	Dismissal: 3:12pm

## ASSIGNMENT OF STUDENTS TO CLASSES

The principal has full authority to assign students to classes. The information to be used in the assignments of students includes: results of the student testing program; teacher recommendation; previous placements of students; interests of students, other coursework of students; the emotional, social, mental, or physical characteristics of students; and teacher loads. Students in grades 6-12 select courses in collaboration with guidance counselors and their parents.

## ATTENDANCE POLICY

It is the belief of the Eufaula City Board of Education that regular school attendance is important to all students and to the school system. It is further believed course content and grading procedures should be structured in such a fashion that regular attendance is necessary in order to successfully complete course requirements.

Subject to parental guidance, each student must be responsible for his/her own attendance. Administrators and teachers will make every effort to encourage regular attendance by students and to solicit assistance from parents and guardians in accomplishing this objective.

An absence is defined as non-attendance (except for in-school activities which are excused by school personnel) in a regularly scheduled class or activity, regardless of the reason for such non-attendance.

According to the Alabama State Department of Education's Attendance Manual, the following are reasons for which an absence from school may be excused:

- Illness,
- Death in immediate family,
- Inclement weather which would be dangerous to the life and health of the child as determined by the principal,
- Legal quarantine,
- Emergency conditions as determined by the principal, and/or
- Prior permission of the principal upon request of the parent or legal guardian.

## OTHER ATTENDANCE INFORMATION

- All other absences are considered to be unexcused.
- Students have three days for each excused day to make up work.
- A doctor's excuse is required after ten days of absences (unless extenuating circumstances arise and are approved by administration).
- A note must be brought within three days of returning from an absence or the absence will be unexcused. Students should request make-up assignments for each absence.
- PreK and Kindergarten students who accumulate more than twenty absences (excused or unexcused) in one school year may be withdrawn from class for the remainder of the school year.
- Students in grades Kindergarten-12 who accumulate more than ten unexcused absences per semester may not be allowed to participate in extracurricular activities.
- Students in grades 1-12 who acquire more than 15 unexcused absences in any academic year, will be denied promotion and/or credit and will not be eligible for credit/grade recovery in summer school. EHS students with 15 unexcused absences will be denied credit for that class. Eufaula High School seniors may complete credits during the summer but will not be allowed to participate in graduation ceremonies.
- Refer to Student Handbook for attendance/academic recovery procedures.

## ATTENDANCE MATTERS

Eufaula City Schools Designated Administrators Weekly Procedures- *Authority: Code of Alabama (1975) §16-28-7*

- Pull attendance and tardy reports weekly.
- Hard copies of school data should be reviewed to identify potential issues.
- Administrator notes on attendance data should be sent to ECS Truancy Officer (scan hard copy with notes).
- This step will ensure accountability and will help to identify attendance issues in families with students at multiple schools.

At 10 absences which have been excused by any means, a letter will be sent informing the parent/guardian that all future absences will require an excuse from a doctor, court, or other means deemed acceptable.

Step 1:

- At 1 unexcused absence a letter will be sent to the parent/guardian informing them of the ECS attendance policy (this policy will include the Alabama law) and will inform the parent/guardian of the potential issue.
- This letter will be generated in PowerSchool and will be available to view under the student's truancy profile.
- Any conversation had with the student and/or parent will be documented in PowerSchool as well.

Step 2:

- At 5 unexcused absences a letter is sent to the parent/guardian informing them there is an attendance violation.
- The parent/guardian will come in for a meeting with the designated site administrator.
- Parents who do not call to schedule an appointment will be contacted (2 attempts) to schedule a meeting.
- This letter will be generated in PowerSchool and will be available to view under the student's truancy profile.
- Any conversation had with the student and/or parent will be documented in PowerSchool as well.
- Every effort will be made to conduct a home visit for parents/guardians who do not meet with the school administrator.
- Meeting goal:
  - Fact finding
  - Parent/guardian and student will sign a truancy pre-referral form that will be completed by the building administrator
  - The pre-referral form will be sent to the ECS Truancy Officer.
- Students who do not have any additional unexcused absences will be monitored by the ECS Truancy Officer for the remainder of the school year and the following school year.

Step 3:

- Any additional unexcused absences, the parents will be invited to attend a district meeting that will be held by the ECS Truancy Officer.
- A record of the parent/guardian being notified as well as a record of their attendance will be documented in PowerSchool.

Step 4:

- When a student has 7 unexcused absences, an Early Warning Referral will be made.
- This is the first time the court system is involved.
- The court system will receive a complete record of the attempts by ECS to remedy the attendance issue.

Step 5:

- Court Petition

Students ages 16 to 19 who have 10 or more consecutive or 15 cumulative days of unexcused absences during a single semester will be reported to the Alabama Department of Public Safety which may result in suspension of their drivers license. Code of Alabama (1975) §16-28-40; Alabama Administrative Code 290-3-1-.02(7)(b)(1)

#### **FREEDOM OF OUR CLASSROOMS OF UNNECESSARY SCREENS FOR SAFETY (FOCUS) ACT**

As stated in the FOCUS Act, beginning with the 2025-2026 school year, no student shall use or operate any wireless communication device in any public elementary or secondary or on the grounds thereof during the instructional day. No student may possess a wireless communication device in any public elementary or secondary school building or on the grounds.

#### **WIRELESS COMMUNICATION DEVICE DISCIPLINE STEPS**

Eufaula Primary School and Eufaula Elementary School will not allow cell phones. In accordance with the Alabama FOCUS Act, any wireless communication devices brought on campus must be turned off and stored off a student's person in their car or locker. Students may not access any wireless device during the school day including break, lunch, and during class change. If it is apparent that a student is using or has in their possession a cell phone, apple watch, tablet, air pods, headphones, or other wireless communication device at school (visible, noise alert, etc.) it will be taken up and documented on an office referral. When this occurs, a parent or guardian must come to the school to retrieve the wireless device from administration. Students may not leave class to put a cell phone in their locker or vehicle. Teachers will provide headphones or earbuds for class activities/assignments when needed.

Discipline steps are as follows:

- First Offense - Three Days ISS
- Second Offense - Five Days ISS
- Third Offense - Three Days OSS
- Any additional offenses will result in additional consequences as determined by administration.

#### **FREE SPEECH/EXPRESSION**

Citizens in our democracy are guaranteed self-expression under the First and Fourteenth Amendments of the Constitution of the United States; therefore, in a democratic society, one of the basic purposes of education is to prepare students for responsible self-expression.

Student responsibilities in this area are:

- To respect the rights of others and to express disagreement in a manner which does not infringe upon the rights of others and does not interfere with the orderly educational process.
- To act in a manner which preserves the dignity of all persons.
- To plan for, seek approval of, and conduct activities which are consistent with the educational objectives of the school.

Student rights are:

- To form and express viewpoints through speaking and writing in a manner which is not obscene, slanderous or libelous.
- To affirm identity with the American ideals as are exemplified in the Constitution of the United States.
- To refrain from any activities which violate the precepts of their religion.

### **PROBLEM SOLVING TEAMS (PSTs)**

Problem Solving Teams (PSTs) will help to guide general education intervention services for all students who have academic or behavior difficulties. PST is a school-initiated process. Parents will be notified and informed of these instructional strategies. The PST is central to the school's successful implementation of the Response to Instruction (RTI) framework. The PST is responsible for the day-to-day decisions which ensure that:

1. Students receive instruction and interventions matched to their identified needs.
2. Appropriate progress monitoring tools are utilized to provide evidence of students' response to instruction and intervention.
3. Progress monitoring data is used to make timely instructional decisions which maximize student outcome.

Team members should include, as appropriate:

- Classroom Teachers
- Intervention Teachers
- Instructional Coaches (Reading, Literacy, Math, Graduation, etc.)
- Special Education Teachers
- School Counselor/School Psychologist

Response to Instruction (RTI) refers to an instructional framework that promotes an integrated system connecting general, gifted, supplemental, and special education services in providing high quality, standards based instruction and intervention that is matched to students' academic, social/emotional, and behavior needs. The purpose of the RTI framework is to combine core instruction, assessment, and interventions within a multi-tiered system to increase student achievement and to reduce behavior problems.

Simply put, RTI involves:

- Doing what is needed to teach students.
- Teaching students using scientifically validated methods.
- Checking regularly to see how well students are learning.
- Adjusting instruction as needed to improve students' outcomes.

### **MULTI-TIERED SYSTEM OF SUPPORT (MTSS)**

Alabama's Multi-Tiered System of Supports (AL-MTSS) is a comprehensive framework that encompasses the academic, behavioral, physical, mental health and wellness, and social-emotional needs to support the whole child. The AL-MTSS uses a proactive, team-driven approach that involves stakeholders: state, regional, district, school, higher education, community, family, and student to ensure equitable access to opportunities that will improve outcomes for every student. The purpose is to implement and sustain a continuum of evidence-based practices that align with the needs of all students and eliminate barriers to teaching and learning. Data are utilized at all levels to ensure safe, positive, and personalized services that assist all students along their educational journey...Every Child. Every Chance. Every Day.

### **PARENT PORTAL [PowerSchool®]**

Parents can view students' attendance record, discipline record, and grades on PowerSchool®. Log-in information can be obtained by visiting your student's school. Parents must present some form of picture identification.

### **RACIAL, SEXUAL, RELIGIOUS, AND ETHNIC HARASSMENT AND VIOLENCE POLICY**

It is the policy of Eufaula City Schools that racial, sexual, religious/ethnic harassment and violence will not be tolerated under any circumstances. We firmly believe all persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents.

Racial, sexual, religious/ethnic harassment and violence refers to unwelcome and unwanted behavior related to sex, race, religion, or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry, unsafe, or upsets the recipient to the point that he/she cannot learn, cannot teach, or be effective at school or at his/her job.

Harassment and violence are prohibited between staff members, between staff members and students, between students, and from members of the public directed, at students or staff on school property or at school-sponsored events. Some examples of harassment and violence may include, but are not limited to: unwelcome patting, pinching, or physical contact; obscene gesturing or name-calling; ethnic or racial slurs; or threats, insults, or assaults against someone due to their sex, race, religion, or ethnic group.

If a staff member or student feels his/her emotional well-being, his/her sense of safety and security or sense of self-worth is being affected by such conduct, a complaint may be filed by contacting his/her principal. If the principal is not available, the complaint may be filed with the Assistant Superintendent by calling 687-1100.

### **SEARCHES BY SCHOOL OFFICIALS**

#### School Property

Desks and lockers are public property, and school authorities may make regulations regarding their use. Students, however, have the right to a reasonable amount of privacy in their lockers and desks. No school official shall inspect or search lockers unless there is a reasonable suspicion to believe articles are kept there that may endanger other individuals in the school or that such articles possessed are contrary to law or the regulations of the Board. If possible, the student(s) shall be present prior to any search of his/her desk or locker. When possible, a witness from the certified staff shall be present during the search when the student cannot be present.

#### Individuals

School officials (school principal or designee only) may make searches of a student's and/or attendant's personal belongings if there is reasonable suspicion to believe the student is carrying articles that may endanger other individuals in the school or that such articles possessed are contrary to

law or the regulations of the Board. If a student is searched, it shall be in private by a school official of the same sex with a certified staff member of the same sex present. Any such action shall not deliberately be intended to embarrass, harass, or intimidate the student.

#### Vehicles

School officials may search selected vehicles while on school property when there is reasonable suspicion to believe or plain-view evidence that the vehicles contain articles that may endanger other individuals or are contrary to law or regulations of the Board. If possible, the student(s) shall be present prior to any search of his/her vehicle. When possible, a witness from the certified staff shall be present during the search when the student cannot be present.

#### By Law Enforcement Officials

The Board respects the rights of all persons in the schools and will uphold those rights. At the same time, school property cannot be regarded as a sanctuary from enforcement of the law. School officials should seek to cooperate with law enforcement officials in their effort to enforce the law.

### **METAL DETECTORS**

Use of metal detectors to minimize the risk of weapons on campus is determined to be a desirable technique for campus security. No student or teacher should be subject to the dangers inherent in a knife, firearm, or other potentially dangerous object being carried onto the campus by another person.

This policy sets forth guidelines for the use of metal detectors. Deviation from the guidelines is permitted in all cases based on the sound use of discretion by the individual using the metal detector and by that person's supervisor.

Metal detectors may be used either at random without cause at times to be determined by the principal or as otherwise prescribed by the Board of Education, or they may be used for minor reasonable suspicion on a selective basis. Care shall be exercised to be sure the selection of students to be subjected to the detection process as part of a random sweep shall be demonstrably according to chance.

Surveillance solely with a metal detector shall not be considered a search governed by other policies of the Board relating to search of students and other persons on campus. Nevertheless, no person shall selectively use a metal detector on one student or non-randomly selected group of students except:

- Alternative Placement students; or
- On reasonable suspicion that a weapon will be found; or
- Due to reasonable personal fear based on circumstances present or past that a weapon may be present; or
- During state testing.

### **STATE DEPARTMENT OF EDUCATION CRITERIA FOR INTERVENTION FOR DISCIPLINE AND SAFETY**

The State Department of Education may intervene in a school system if evidence is presented that a request for school discipline and safety issues is presented to a principal and no action taken, then presented to the Superintendent and no action taken, then presented to the local school board and no action taken. If these steps are taken without resulting in satisfactory action, a request may be made by a local PTA/PTO, a majority of the school employees of that school, the student government association of a school, the school principal, the Superintendent, or the local school board of education. The Eufaula City Schools will make every effort to provide a safe and disciplined school for the children who attend. However, the State Department may intervene for the following reasons:

- Failure of a school or school system to implement policies, rules laws, and regulations relative to discipline and safety,
- Failure of a school or school system to adequately address the concerns of students, parents, employees, principals, superintendents, or local boards of education as determined by the State Superintendent of Education.

### **STUDENT GOVERNMENT**

Effective student governments are the forums for the training and involvement of students in the democratic processes. Members of the school community share the responsibility for shaping governments into positive instruments for student involvement.

Student responsibilities are:

- To become knowledgeable of School Board and individual school policies governing the actions of students.
- To conduct election campaigns in a positive, mature manner with all due respect provided to opponents.
- To vote for student government officers and representatives who are responsive to the needs of the school and who will work constructively toward the resolution of such needs.
- To attend regularly scheduled meetings, if elected as a student representative, and to exhibit appropriate conduct at all times.

Student rights are:

- To form and operate a student government within the respective schools under the direction of a faculty advisor.
- To have access to policies of the School Board and the individual school.
- To seek office in student government, or any school organization, regardless of race, sex, color, creed or political beliefs.
- To attend, as student government officers and representatives, official student government meetings upon approval of such meetings by the school principal.

### **STUDENT HEALTH SERVICES**

“School nursing is a specialized practice of professional nursing that advances the well-being, academic success, and life-long achievement of students. To that end, school nurses facilitate positive student responses to normal development; promote health and safety; intervene with actual and

potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self-management, self-advocacy, and learning.” - National Association of School Nurses

#### **GUIDELINES FOR ADMINISTERING MEDICATION TO STUDENTS**

Only designated members of the school staff may administer medication to students. In cases of hyperactivity, attention deficit, seizures or conditions that are chronic or life threatening, appropriate school personnel may administer medication. A physician must prescribe the medication, and the Administration of Medication Form must be completed and signed by the physician and parent/guardian. Forms are available at the local schools. Medication must be kept in a secure location and proper documentation that medicine was given is required. Medication must be in the original pharmacy bottle with the proper label. Students may be allowed to carry inhalers on their person and self-administer the medication as directed by the physician. This arrangement will be allowed upon written request of the physician and the approval of the principal. Students found with medication not authorized by school officials will be handled as per the Code of Conduct.

Invasive procedures, including but not limited to, tracheotomy care, gastrostomy tube feeding, and medication administration by injection or other means, shall be provided only by a registered nurse or by a licensed practical nurse under the supervision of a registered nurse and with written authorization from the physician and parent. No over-the-counter medicines will be available. If a child needs over-the-counter medicine, parents must send the medicine in the original container accompanied by a completed and signed parent authorization form.

#### **IMPORTANT INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE**

##### ***What is meningococcal disease?***

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

##### ***How do you catch the disease?***

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

##### ***What are the symptoms of the disease?***

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

##### ***Meningococcal vaccine: Who should get the vaccine and when?***

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

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

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

Flu shots are offered for staff and students.

#### **STUDENT PUBLICATIONS**

Education is the process of inquiring and learning, acquiring and imparting knowledge, and exchanging ideas. One of the important roles of the school is to provide effective avenues through which students may express themselves on a wide range of subjects.

Student responsibilities are:

- To refrain from publishing libelous and obscene materials.
- To seek full information on the topic about which they write.
- To observe the accepted rules for responsible journalism under the guidance of the faculty advisor.

Student rights are:

- To participate, as part of the educational process, in the development and distribution of publications.

#### **STUDENT RECORDS**

It is the policy of the Eufaula City Board of Education to assure the custodial parent or guardian and eligible student access to student education records and to restrict the release of such records and/or directory information to third parties as set forth in the Family Educational Rights and Privacy Act of 1974.

Parents or eligible students have a right to inspect and review their student education records and to see who has accessed their records.

Access to records will be granted within a reasonable length of time, not to exceed 45 days. A fee, to be determined by each school, may be charged for copies of records. One transcript will be provided to a college, university, or other post-secondary institution free of charge. Subsequent transcripts shall be provided for a fee determined by the high school Principal. Eufaula City Schools shall keep a record of every person who has



requested or obtained access to a student's records. The access record shall specifically indicate the legitimate interest of each person. The access record shall be available only to parents and school officials responsible for the custody of student records and auditing and enforcement officials.

In order to ensure proper access and disclosure procedures, Eufaula City Schools shall adhere to the following:

- a. The Eufaula City Board of Education shall inform parents and students of their right to inspect and review student records.
- b. Parents and eligible students shall be permitted to inspect and review their student education records.
- c. Neither educational records of students nor directory information shall be released without the consent of the individual or his/her parent or legal guardian to any individual, agency, or organization other than to persons with legitimate educational interests.
- d. Any time a permanent record is copied, the name of the recipient will be recorded on the record prior to the copying.

The parent or eligible student may request that a record thought to be in error be amended. In most cases, requests can be resolved informally by presenting the matter orally or in writing to the school principal who shall decide whether to amend within ten (10) working days. If not amended, the Principal shall inform the student or parent, in writing, of his/her right to a hearing. A hearing may be requested by the parent or student by writing to the Superintendent specifying the discrepant information and the desired change. The written communication shall be signed by the eligible student or parent requesting to amend the education record. A hearing shall be arranged by the Superintendent or designee within ten (10) working days upon receiving the request. The Superintendent may request the Principal or other school employees attend the hearing.

The parents or student shall be provided the opportunity to present evidence. The burden of proof to amend the record is placed on the person requesting the change.

The Superintendent's or designee's decision, based solely upon the evidence presented, shall be made within ten (10) working days of the hearing. In cases in which the request to amend the education record is denied, those requesting the change may submit a written explanation which shall remain permanently attached to the unamended record.

#### **VISITS BY LAW ENFORCEMENT AGENCIES**

Law enforcement officers have the right without giving prior notice to come on a school campus under the jurisdiction of the Board of Education for the purpose of detecting the presence of illegal drugs. Law enforcement officers have the right to come on campus to interview students as suspects or witnesses. School officials will not delay, hinder or obstruct law officers from the performance of their duties. Before any such interview, the principal or designee will carefully ascertain the officer's identity, official capacity, and the authority under which he/she acts.

The Board of Education authorizes site administrators to release minor students into the custody of law enforcement officers upon presentation of a court order or warrant for the student's arrest or to remove a student from school premises if the officer or school administrator has reason to believe the student has violated the law.

Personnel responsible for releasing a student from school custody will exercise extreme diligence to prevent such release to any unauthorized or unidentified person.

#### **PLAGIARISM / ACADEMIC DISHONESTY**

Integrity means to integrate one's values and beliefs into every activity that is undertaken. The Eufaula City School System believes honesty is right and stealing and cheating are wrong. Academic integrity means doing one's own work to the best of one's ability, without the unauthorized help or assistance from someone else. Therefore, in an effort to foster academic integrity in all Eufaula City Schools' students, this honor code has been created to help students recognize, understand and practice ethical conduct with regard to their academic assignments.

There are various academic scenarios pertaining to the completion of academic assignments that would be considered unethical. These instances include, but are not limited to, the following:

- Cheating: copying another student's work, and is inclusive of both giving and receiving information on an academic assignment;
- Plagiarism: defined as either the intentional or unintentional use of another person's words, ideas, or data without providing the proper acknowledgement of the source through quotations, references, or footnotes;
- Fabrication/Falsification: scenario in which one either invents or distorts the origin or content of information used as authority. This is inclusive of citing a source that does not exist, citing information from a source that does not actually contain the information that was cited, as well as listing a bibliography source when the source was neither referenced nor cited in the assignment.

Generally, when academic assignments are made, the expectation is students will do their own work without the help or assistance of others. Exceptions to this expectation might include group projects in which the teacher authorized certain students to work together on a particular assignment. When instances of academic dishonesty have been discovered, typically, either reduced credit or possibly no credit (i.e., a "zero") will be awarded. Further, instances of academic dishonesty will be documented in the student's individual conduct file and additional consequences may also be assigned as applicable to the particular incident.

#### **PROMOTION AND RETENTION**

Students are promoted from grade to grade on the basis of credit earned during the school year, in summer school programs, or in such other academic programs as may be approved or recognized by the Board in accordance with applicable law. Students who are eligible for promotion may nevertheless be retained by agreement of the parents and appropriate school officials. Students may also be retained in accordance with the following guidelines.

*Kindergarten Through Second Grade* – To be promoted, a student must receive a passing yearly average in reading and mathematics. If a student fails a subject (Reading or Math), he/she may be retained. A subject failure is a yearly average of 59% or below. Teacher assessments, attendance,



and other student data sources may also be considered in the promotion/retention decision. The teacher, parents, principal, or his/her designee will meet to determine the appropriate placement of the child for the next school year.

*Third Grade Through Fifth Grade* – To be promoted, a student must receive a passing yearly average in reading, and mathematics. A student who fails any one of these subjects shall be required to attend summer school and meet an accepted standard for promotion. Students failing both reading and math will be retained. Students who fail language arts will strongly be encouraged to attend summer reading/language arts. A subject failure is a yearly average of 59% or below. However, extenuating circumstances may justify promotion or placement in an educational program to address the child's weaknesses.

*Middle School* – To be promoted, a student must receive a passing yearly average in each of English, science, social studies, and mathematics. In addition, a student must pass two elective courses. If these criteria are not met, the student shall be retained unless extenuating circumstances justify promotion or placement in an appropriate skills-based educational program. Students who fail in one of these ~~core~~ subjects may be considered for promotion if summer school work meets an accepted standard. Only one ~~core~~ subject can be made up for promotion.

*Guidelines for Retention of Students in Grades K-8* – The following are provided to assist Principals and teachers in making decisions regarding the retention of students in grades K-8:

1. Parents shall be notified in writing as early as possible that retention is under consideration. Such notification shall be by the end of the first semester, if possible. Notification shall indicate that while promotion is doubtful at the time, substantial progress during the remainder of the school year could lead to promotion.
2. The decision to promote or retain a child is the responsibility of the Principal and the teacher(s). The teacher shall make the initial suggestion, but careful consideration shall be given by both teacher and Principal. A parent may suggest promotion or retention, but the decision is a professional one and shall not be made solely on the basis of the wishes of a parent. Parent conferences are required and documented in all cases under consideration for retention.

*High School Students* – High school students shall be counseled by teachers and administrators so as to clearly understand they are expected to pass all courses. Grade placement is determined by the number of units of credit earned. All local and state requirements must be met before a diploma can be issued to any student. Required subjects which are failed must be made up during the school year, or in a legitimate summer school class of the same content, and/or an approved correspondence course.

#### **LOST AND FOUND**

Found items should be turned in to the school office. Students and parents should check school offices for lost belongings.

#### **STUDENT FEES**

##### **Elementary Grades**

In accordance with law, no fees of any kind shall be mandated for collection from students attending kindergarten through grade five. Voluntary contributions may be solicited, grades K-5, only upon approval of the local school principal and the superintendent. Voluntary participation in non-mandated areas may require a fee for participation.

##### **Grades 6-12**

Reasonable fees may be charged for courses.

##### **Student Activity Fees**

Participation in school-sponsored student extracurricular activities shall be on a voluntary basis by all students. Fees to support school-sponsored student extracurricular activities shall be approved by the local school principal or designee.

#### **K – 12 ASSESSMENT REPORTS**

Assessment for learning is an ongoing process that arises out of the interaction between teaching and learning. Grades should reflect mastery of content standards.

Teachers in grades K-5 will send home weekly folders to inform parents of assessment grades, as well as mid-quarter/nine-weeks progress reports and report cards. Teachers in grades K – 12 will use computer gradebooks and provide mid-quarter/nine-weeks progress reports. No extra credit is to be given. Grade reports are not to be altered or reproduced in any manner by students. Violation of this policy by students will result in disciplinary action by school officials. Any corrections needed on grade reports shall be made by the teacher responsible for the specified grade report.

##### **Grades K-2**

###### **Reading**

Comprehension: 25%

- Second grade reads all text independently.
- First grade will have text read to them first and second nine weeks. Students will read tests independently with teacher assistance and support in third nine weeks. Tests will be read independently by students in fourth nine weeks.
- Kindergarten will have all text read to them all year.

Phonics: 50%

- Second grade and First grade: letter sounds, blending and segmenting words, sight words, accuracy and fluency on connected text
- Kindergarten: letter names and sounds, blending and segmenting, sight words; accuracy on connected text

Phonological Awareness: 25%

### Language/Writing

Grammar: 50%

Writing: 50%

Second grade and First grade:

- Assessments: 60%
- Daily grades: 40%

Kindergarten:

- Assessments: 60%
- Daily Grades: 40%

### Math

Second grade and First grade:

- Assessments: 60%
- Daily grades: 40%

Kindergarten:

- Assessments: 60%
- Daily Grades: 40%

### Science/Social Studies

S, N, or U

### **Grades 3-5**

Grade percentage breakdowns are calculated as follows for grades 3-5:

#### Reading

Comprehension: 50% of the nine-weeks' average

Phonics and Word Study: 50% of the nine-weeks' average

Comprehension, Phonics and Word Study will be weighted as follows:

Unit Assessments (Major Grades): 60%

Daily Grades (Minor Grades): 40%

### English Language Arts

Grammar: 50% of the nine-weeks' average

Writing: 50% of the nine weeks' average

Grammar and Writing grades will be weighted as follows:

Unit Assessments (Major Grades): 60%

Daily Grades (Minor Grades): 40%

### Math, Science, and Social Studies

Standards-based assessments: 60% of the nine-weeks' average

Concept Application Assessments or Classworks/Quizzes: 40% of the nine-weeks' average

- Concept Application Assessments include, but are not limited to, open-ended problems, constructed-response tasks, performance assessments, journal entries and/or portfolios. A rubric or checklist may be utilized to score these short, standards based assessments. The assessments will enable students to apply mathematical concepts and utilize the eight Standards for Mathematical Practice in a real-world application.

### **Grades 6-8**

Grade percentage breakdowns are calculated as follows for grades 6-8:

- Major Grades: (summative - tests, research papers, projects/portfolios, etc.) 60% of the nine-weeks' average.
- Minor Grades: (summative – quizzes, daily assignments, etc.) 30% of the nine-weeks' average.
- Miscellaneous: (assignments that check for understanding, but not the completion of a lesson) 10% of the nine-weeks' average.

### **Grades 9-12**

Grade percentage breakdowns are calculated as follows for grades 9-12:

- Unit Assessments (summative - unit tests/research papers/projects/portfolios, etc.) 60% of the nine-weeks' average.
- Daily Tasks (formative - classwork/quizzes/journals/exit slips/interviews, etc.) 40% of the nine-weeks' average.

### **Grading System for Eufaula City Schools**

Grades K - 12 Grade Range:

A 90-100

B 80-89

C 70-79

D 60-69

F 59 and below

### Purposes

- To provide information to parents on student performance in all curricula areas.
- To provide information to parents on student progress toward achievement of proficiencies and benchmarks established in curricula areas.
- To provide information on student academic performance, progress toward promotion, and student behavior.

- To provide information to parents and students regarding areas in need of improvement for success at each grade level.
- To provide information that will be used along with achievement test scores, Individualized Education Plans (IEP), Personal Education Plan (PEP), and teacher observation to determine appropriate placement.

#### Objectives

The type of grade report will vary with the grade and subject being studied. Grades should reflect mastery of course objectives and/or educational plan goals. The following should be considered at each level:

#### K-2:

Teachers will use checklist reports, portfolios, and benchmark assessments. Reports should reflect mastery on the Alabama Course of Study for English Language Arts and math. Parents will be informed about the time frame for mastery of specific skills and the requirements for promotion. Parents will be involved and asked to assist with student non-mastery. Weekly folders are sent home each week.

#### 3-5:

Benchmark assessments (formative, summative, and projects) will be used to determine mastery. Parents will be involved and asked to assist with non-mastery. Weekly folders will be sent home to communicate success and areas of need to parents. A teacher-generated newsletter will inform parents of the specific grading procedures.

#### 6-8:

Teachers will inform parents of the grading percentages, homework percentage, nine-week and/or semester exam percentages on the take-home syllabus issued to each student for each course.

#### 9-12:

Teachers will inform parents of the grading percentage, homework percentage, and mid-term and final exam percentages on the take-home syllabus issued to each student for each course.

### SPECIAL EDUCATION SERVICES

The Eufaula City School's Office of Special Education provides specialized instructional services, related services, and supplementary aids and services to students suspected of or identified as having disabilities. Eufaula City Schools adheres to all federal and state guidelines required for the identification and placement of students with disabilities in needed programs. Parents are encouraged to participate in the special education process and to attend Individualized Education Program (IEP) meetings if their child is determined to be eligible for services.

### GIFTED EDUCATION PROGRAM

Intellectually gifted children and youth are those who perform at or have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience or environment. These children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Gifted students may be found within any race, ethnicity, gender, economic class, or nationality.

Teachers, counselors, administrators, parents/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. Procedures are in place to ensure that students who exhibit gifted characteristics are referred for gifted services. These include: public notice, equity to ensure that efforts are made to identify students among all populations and socio-economic groups, Second Grade Child Find and standard referrals made by teachers, counselors, administrators and parents/guardians. Parents must be informed when students are referred. To make a referral, contact the guidance counselor or principal at your child's school.

### CHILD FIND

#### What is Child Find?

Child Find is a statewide effort by the State Department of Education and the Department of Rehabilitation Services to locate, identify, and evaluate children with disabilities from birth to 21. Eufaula City Schools is presently conducting its annual Child Find Project. The project is an attempt to locate all children with disabilities in our district from birth through twenty-one years of age. If you are aware of a child with a disability or a suspected disability, please contact Lisa Johnson with Eufaula City Schools at (334) 687-1100 or [lisa.johnson@ecsk12.org](mailto:lisa.johnson@ecsk12.org), concerning available services.

#### How Does Child Find Work?

Early Intervention and Special Education Services work closely with community service agencies, parents, and local school systems to locate children with disabilities. A toll-free number is provided for parents or other persons interested in information about referring a child from birth to 21.

#### Why is Child Find Important?

It helps the child, the family, and the provider to plan appropriate services and link families to these services.

Disability Areas

Hearing Impaired

Intellectual Disability

Orthopedically Impaired

Emotional Disturbance

Visually Impaired  
Autism  
Developmentally Delayed  
Deaf-Blind  
Multiple Disabilities  
Other Health Impaired  
Speech and Language Impaired  
Specific Learning Disabilities  
Traumatic Brain Injury

#### **Child Find**

1-800-392-8020- (Ages 3-21)  
1-800-543-3098 - (Birth-2)  
1-800-548-2546 - (TTY)

### **SECTION 504 OF THE REHABILITATION ACT OF 1973**

#### **What is Section 504?**

- Civil Rights legislation for persons with disabilities
- Legislative intent is to prevent discrimination based on disability

#### **Who is handicapped under 504?**

- “Handicapped person.” (1) “Handicapped persons” means any person who (i) has a physical or mental impairment which substantially limits one or more major life activities, (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment.

#### **What is substantial limitation?**

- Unable to perform a major life activity that the average person in the general population can perform, or
- Significantly restricted as to the condition, manner or duration under which an individual can perform a particular major life activity as compared to the condition, manner or duration under which the average person in the general population can perform the same major life activity.

#### **What are major life activities?**

- “Major life activities” means functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

To inquire about or refer a student for services under Section 504, please contact your local school guidance counselor, administrator, or ECS Special Services – Lisa Johnson at (334) 687-1100 or [lisa.johnson@ecsk12.org](mailto:lisa.johnson@ecsk12.org).

### **DISCIPLINE AND STUDENTS WITH DISABILITIES**

Discipline of students with disabilities will be subject to applicable legal implications and requirements as determined by the Individuals with Disabilities Education Act (IDEA) and its associated regulations as well as the Americans with Disabilities Act, Section 504.

### **RESPONSE TO INTERVENTION (RTI) AND SPECIAL EDUCATION SERVICES**

The Individuals with Disabilities Education Act (IDEA) allows for research-/evidence-based programs and strategies to be used before identifying students in a category of special education. The goal of the Response to Intervention (RTI) model is to address deficits as soon as the interferences of learning are noticed instead of waiting for the students to fail. The Three-Tier Model incorporates flexible grouping practices to group and regroup students based on their progress, interests, and changing needs. Interventions are individualized plans designed to assist in meeting general education students’ academic and behavior needs. The term PST stands for Problem Solving Teams.

*The focus of the Problem Solving Team is to:*

- Provide the ability to successfully teach all students in the regular education setting
- Identify both strengths and needs of students
- Address discipline, academic and behavioral needs for students
- Provide immediate support for teacher, parent and/or student concerns that need to be addressed in a timely manner
- Are written to specific individual needs of students and teachers
- Are interventions and strategies that can be evaluated by the level of success
- Require follow-up meetings to assist in weekly and monthly monitoring the success of the plan
- Ensure that appropriate referrals are made for special education services

#### **IDEA Referral Process**

A Special Education referral can be made from a parent of a child, state education agency, other state agency, or local education agency to determine if the child is a child with a disability. As a part of the referral process, information is gathered from the PST plan, classroom environmental observation, a parent interview and the Environmental, Cultural and/or Economic Concerns checklist. The IEP Team makes the decision to accept or reject the Special Education referral.

### **IDEA Eligibility**

An eligibility meeting will be held once the testing is completed as agreed upon from the referral meeting. The purpose of the meeting is to review and discuss the assessment results and any other pertinent information and to determine whether or not the child has a disability and is eligible for special education services. If the IEP team has determined the child eligible for Special Education services, another meeting is scheduled within 30 days to develop an Individualized Educational Program (IEP) to address needs for the child.

**Who May I Contact to Obtain More Information Concerning Gifted Services?** Please contact Lisa Johnson, Special Education Services, by calling (334) 687-1100, via fax at (334) 687-1150, or by emailing [lisa.johnson@ecsk12.org](mailto:lisa.johnson@ecsk12.org) or contact your student's teacher, guidance counselor, or local school administrator.

### **PARENTS RIGHT TO KNOW NOTICE**

In accordance with the *Every Student Succeeds Act of 2015* (ESSA), Sec. 1112(e)(1)(A), you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Under ESSA, Sec. 1112(e)(1)(B) a school that receives funds under this part shall provide to each individual parent of a child who is a student in such school, with respect to such student:

- Information on the level of achievement and academic growth of the student, if applicable and available, on each of the state academic assessments required under this part.
- Timely notice that the student has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

### **TITLE I PARENT INFORMATION**

**Parents should develop knowledge related to the Title I programs in the following areas:**

1. Each school conducts an annual Title I meeting to explain the purpose and offerings of the Title I program. It is usually at the beginning of the school year.
2. The school system's Title I plan is monitored by a system-wide advisory committee. Information related to the advisory committee meetings may be obtained by contacting the superintendent's office.
3. Title I programs must operate consistently with the school Continuous Improvement Plan (CIP) and be evaluated annually for performance. The CIP is available for review in the school office.
4. Each school's Title I plan is created by a school planning team that includes parents. For information about joining this planning team, contact the school office.
5. Each school is required to offer opportunities for parent involvement and training. Watch for these events and plan to participate.
6. Each family of a child in a Title I school must sign a school/guardian compact. The compact explains how the school and guardian will work together to improve educational opportunities for the child.
7. Parents are encouraged to volunteer in Title I schools. For information on services needed, contact the school office.
8. The curriculum in Title I schools follows the Alabama Course of Study Standards. For more information on the Course of Study, contact your child's teacher.
9. Copies of the district's Title I Parent Involvement plan are available for review in the central office and on the school system website. School level Parent Involvement Plans are available for review at the schools and on each school's website.

### **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 the 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 protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED).
- Receive notice and an opportunity to opt a student out.
- Inspect, upon request and before administration or use.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

#### **Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires the Eufaula City Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Eufaula City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the school system to the contrary in accordance with procedures.

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 yearbooks. In addition, two federal laws require local education agencies (LEAs) 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 child's information disclosed without their prior written consent.

#### **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school system to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

Family Policy and Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

#### **MEDIA RELEASE**

Unless the school is notified in writing to the school principal, by the parent/guardian stating otherwise, students may be photographed or videoed, and pictures may be used for public relations purposes through commercial print, television media, Internet and/or system media productions. Students' names may also be listed in commercial print, television media, the Internet and/or system media productions. For questions regarding this procedure, contact the school principal.

#### **SCHOOL ACTIVITIES**

A school activity is defined as any educational experience or curricular or extracurricular event that is approved officially by the school principal based on the following criteria: it is scheduled by the school principal and the school principal has made specific assignments to an employee(s) of the Board to teach, coordinate, monitor, advise, sponsor, and chaperone said activity as a part of employment responsibilities. A variety of age appropriate activities are available in the school system. At the middle school and high school levels, students are encouraged to participate in all extracurricular programs. Sponsors, directors, and coaches will be available throughout the year to meet with any interested student to fully inform him/her about their program.

#### **SELLING ITEMS ON CAMPUS**

Students are not allowed to sell any items on school property without written permission from the principal.

#### **STUDENT CLUBS AND ORGANIZATIONS**

The Board encourages school-sponsored clubs and organizations that are directly related to the school curriculum and operate for the welfare and the best interest of the students and the schools. All school-sponsored clubs and organizations shall be under the direct control of the local school principal or his/her designated representative. Such clubs and organizations shall not be affiliated or associated with any political or religious organization or any organization that denies membership on the basis of race, creed, color, disability, or national origin.

#### **RESIDENCY STATEMENT**

All Eufaula City Schools' students must reside within the municipal limits of the City of Eufaula with their parent or legal guardian. Parents or guardians of all registered / enrolled Eufaula City Schools students must submit two documents as verification of residency at the beginning of each school year.

Those students who are not residents will be withdrawn immediately and may apply for Non-Resident Student enrollment. Students approved for enrollment through the Non-Resident policy will be charged a yearly tuition of \$1,200.

#### **NO BARRIERS TO ENROLLMENT**

All Homeless, Migratory, Immigrant, Limited English Proficient Children and Students in Foster Care shall have equal access to the same free appropriate public education, including public pre-school education, provided to other children and youth. Such children will be provided the opportunity to participate in the same state educational programs and to meet the same state student performance standards as all other children without being isolated or stigmatized. There will be no barriers to their enrollment in Eufaula City Schools.

#### **GUIDANCE SERVICES**

A trained counselor is available to work with students needing or wanting help. Any student who wishes to see the counselor need only ask in the Guidance Office. Visits to the Guidance Office should be made between classes, or before or after school; however, teachers may give permission for students to visit the Guidance Office at other times.

#### **STUDENT NUTRITION**

Eufaula City Schools participates in the National School Breakfast Program (NSBP) and the National School Lunch Program (NSLP). These federal programs ensure that healthy, nutritious meals are available to students in all schools. School meals are a healthy option, a great value, and a tremendous convenience for busy families.



## **Meal Prices (for all grade levels):**

### **Breakfast:**

Students: No Cost  
ECS Employees: \$3.25  
Guests: \$4.00

### **Lunch:**

Students: No Cost  
ECS Employees: \$5.00  
Guests: \$6.00

### **Summer Feeding Program:**

During the summer, ECS provides a free breakfast and lunch at select school locations. Summer meals are available for all children ages 18 and under. For more information, parents are encouraged to visit the Child Nutrition Department's page on the ECS website.

### **Wellness Policy:**

We strive to provide an environment of health and wellness for our students through the school day. A copy of the wellness policy is available in the Board of Education Policy Manual.

Payments: Payments can be made by cash or check to your student's school for a la carte items. On-line payments are not presently available.

Charge Limit: All charges incurred are the responsibility of the parents and must be paid in a prompt manner.

**Any fast foods containing logos are not to be brought into the lunchroom during school hours. Carbonated beverages are not allowed in any school lunchroom. Food deliveries are prohibited.**

## **FLOWERS, FOOD, AND GIFT DELIVERY**

Deliveries of flowers, food, balloons or gifts are prohibited at all schools.

## **USE OF TELEPHONE**

Students are not allowed to use school telephones at any time during the school day unless permission has been given.

## **STUDENT MESSAGES**

Personal calls to students cannot be accepted through school phone lines. These lines must be kept open for school business. Students will not be called out of class to the phone unless it is for an emergency reason. Parents should make arrangements for appointments or alternative transportation before the student leaves for school.

## **FIELD TRIPS**

When participating in a field trip, students are expected to exhibit good behavior and will be subject to the same code of conduct applicable to regular classroom activities. Students must have a Field Trip Permission Form signed by their parent(s)/guardian(s) on file with school officials prior to departing on a school-sponsored field trip, either by school bus or approved private transportation.

## **AUTOMOBILE AND MOTORIZED VEHICLE USE BY STUDENTS**

Students operating motorized vehicles on school premises shall do so in accordance with Alabama traffic laws, and such rules and regulations as may be formulated by local school officials. Students must not remain in their automobiles or other motorized vehicles after arrival on campus and must not return to them during the school day without authorization. Students driving cars to school must park them in the approved student parking spaces. All cars should be locked after arriving in the morning.

Students will be required to present evidence of an Alabama driver's license and proof of current liability insurance before they are authorized to bring a vehicle on school premises. Students will be required to purchase parking decals. **Driving privileges may be revoked or suspended for violation of rules and/or regulations.** Students in middle school will not be permitted to drive cars to school.

## **BICYCLES**

Students must park bicycles in the designated areas. Students are responsible for providing locks for their bicycles.

## **NOTICE OF SURVEILLANCE**

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Eufaula City Board of Education uses surveillance equipment on all properties (including buses) owned and/or maintained by the school system. Therefore, anyone on the premises of these properties (including buses) is subject to being videotaped while on the property. Surveillance cameras and video tapes may be used in disciplinary procedures within the jurisdiction of the Board of Education. Due to educational privacy laws, parents will not be allowed to view surveillance video.

## ALCOHOL

Students shall be specifically prohibited from being under the influence of, consuming, or being in possession of alcoholic beverages as defined by state statutes, on school premises, or school bus, or at a school function away from school. Students violating this policy shall be subject to applicable sanctions listed in the Student Code of Conduct.

## DRUGS

Any student who is in possession of narcotics during school or at a school function, or who is involved in the use of narcotics and paraphernalia during school, or who is involved in the use of narcotics prior to coming to campus, or who is involved in selling or buying drugs, or who is involved in selling "imitation" drugs, will be disciplined according to the Eufaula City School System Code of Conduct.

## STUDENT DRESS CODE AND APPEARANCE

School is a place of business, and students should dress accordingly. Students are expected to maintain the highest possible standard of personal hygiene. This includes personal cleanliness (for example, daily bath and oral hygiene) as well as wearing neat and clean clothes. Students are also expected to choose their clothes in good taste, wearing only those clothes which are appropriate for the educational environment and not disruptive to instruction.

All students are expected to comply with the Dress Code. For compelling reason, such as medical requirements, the principal or Superintendent or designee may, at their discretion, review an individual situation to determine whether a modification of a provision is required for the health and safety of a particular student or other compelling reasons.

The School Administration will judge the appropriateness of any "fad" or questionable article of apparel. Special consideration will be given for elementary students.

1. Shoes must be worn. (K-5, shoes must be safe for play).
2. Jewelry that creates a hazardous and/or distracting condition shall not be worn. (Studded bracelets, etc.)
3. Students will not wear dark glasses inside the school building, unless required to do so for medical reasons pursuant to a doctor's written orders.
4. Hairstyles should be neat and appropriate. Extreme styles and coloring as determined by the Administration will not be allowed.
5. No hats, caps, or hoods of any type are to be worn inside the building. No bandannas or head coverings will be worn. This includes but is not limited to sweatshirt/jacket hoods. Blankets are not allowed without prior approval from administration.
6. All students must wear shirts, blouses, or dresses with a collar or with a non-revealing neckline, such as crew neck, jewel neck, or boat neck. Low cut, open back, bare midriff or clothing that allows the midriff to be exposed, are not permitted.
7. Mid-Thigh Rule: When a student is standing up straight with arms and hands straight down, the hem of the garment should be no higher than mid-thigh from the top of the kneecap and around the perimeter of the legs when measured by a ruler. Tops must have shoulder sleeves that have a minimum two (2) inches width shoulder strap. This includes t-shirts. Tops that reveal the body in an inappropriate manner are not permitted. This includes, but is not limited to, mid-riffs, bare at the sides, sundresses, "spaghetti strap" type tops, racer backs, off-the-shoulder tops, low-cut front or low-cut tops, tops that show cleavage, sheer or see-through clothing, etc. T-shirts that extend below mid-thigh from the top of the kneecap must be tucked in. Men's style undershirts are not permitted to be worn unless concealed under an acceptable shirt/top garment.
8. Holes above the knees in jeans or pants will not be allowed unless made as part of the garment and does not reveal skin.
9. Shorts, skirts, and dresses must be mid-thigh. Leggings, or other similar garments (i.e., jeggings), must be paired with shorts, skirts, shirt, or dress. Bottoms must be covered.
10. Pants must be worn securely above the hips.
11. Proper undergarments must be worn with all clothing.
12. No decals, slogans, or sayings (including lewd or vulgar) on clothes that contain references to illegal or immoral behaviors are allowed. Decals, slogans, or sayings that advertise alcohol, alcoholic beverages, illegal drugs, or tobacco products are not allowed.
13. Athletic sportswear will be allowed during the school day. Garments with draw strings must be tied.
14. No costumes or pajamas are allowed except when approved as a school sponsored activity.

Any student who fails to dress appropriately will not be allowed to attend class until proper clothes can be secured.

If necessary, parents will be called to bring clothes to school. Until proper clothing can be secured, the student will be referred to In-School Suspension and will be responsible for all classwork missed. Nonconformity to the dress code is a Class I offense of the *Code of Student Conduct*.

## ANTI-HARASSMENT/BULLYING PREVENTION POLICY

Bullying, Intimidation, Violence, and Threats of Violence Prohibited: No student shall engage in nor should any be subjected to bullying, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator's authority and decision.

Definitions: In this policy, these terms shall have the following meanings:

- a. "Bullying" means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to: cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:
  - Place a student in reasonable fear of harm to his or her person or damage to his or her property;
  - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student;



- Have the effect of substantially disrupting or interfering with the orderly operation of the school;
  - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function; or
  - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- b. “Hostile environment” means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.
- c. “Violence” means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- d. “Threat” means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.
- e. “Threat of violence” means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.
- f. “Intimidation” means an unjustified threat or other action that is intended to cause fear or apprehension in a student.
- g. “Student” as used in this policy means a person who is enrolled in Eufaula City public school system.

#### Description of Behavior Expected of Students:

- a. Students are expected to treat other students with courtesy, respect, and dignity, and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- b. Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:
- Race
  - Sex
  - Religion
  - National origin
  - Disability

**Consequences for Violations:** A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy.

#### Reporting, Investigation, and Complaint Resolution Procedures:

- a. Complaints alleging violations of this policy may be made on a Board-approved complaint form available in the handbook, on the website, or at the school’s office. The complaint must be delivered to the principal or the principal’s designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal’s designee is authorized to inform the student’s parent or guardian of the report unless at the discretion of the school principal or the principal’s designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian. Visit [www.eufaulacityschools.org](http://www.eufaulacityschools.org) to anonymously report bullying.
- b. Upon receipt of the complaint, the principal or the principal’s designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal’s designee determines that the complaint alleges a serious violation, the principal or the principal’s designee will undertake a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violations(s) may also be imposed by the principal or the school system.
- c. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

**Promulgation of Policy and Related Procedures, Rules, and Forms:** This policy and any procedures, rules and forms developed and approved to implement the policy will be published on the website of each local board of education and school, shall be available at each school office, and shall be included in the student handbook that is distributed to each student at the beginning of each school year.

**Construction of Policy:** This policy is supplemental to other Board policies and procedures and does not repeal, replace, or supersede any other prohibition on bullying, violence, threats of violence or intimidation found elsewhere in Board policy or procedure, including the Code of Student Conduct. This policy shall not be construed to allow bullying, violence, threats of violence or intimidation for any reason not specifically listed in this policy or to prohibit the Board from disciplining students for acts of harassment, violence, threats of violence or intimidation not specifically listed

herein. Students who engage in bullying, violence, threats of violence or intimidation not specifically covered by this policy may be subject to appropriate disciplinary action in accordance with the Code of Student Conduct.

[Reference: Ala. Code §16-28B-1, *et seq.* (1975)]

### **DANGEROUS WEAPONS**

The Board authorizes the principal or designee to initiate suspension proceedings against any student found in possession of a dangerous weapon while on school premises, school buses, or at any school sponsored event, during or after school hours. When the student is found in possession of a weapon, the superintendent shall be notified immediately and the following procedures shall be implemented:

1. The principal or designee shall conduct a brief but adequate hearing, and if the student is found to have a weapon in his/her possession, said student shall be suspended.
2. The parent(s) or legal guardian(s) of the student shall be notified and the student released in his/her custody or with his/her knowledge. If the situation warrants, the student may be released in the custody of the juvenile or civil authorities. In any event, parent(s) or guardian(s) shall be notified immediately of the action taken.
3. Within three (3) days after policy violation, a conference shall be arranged by the principal. Included in this conference shall be the student, parent(s) or guardian(s), juvenile or civil authorities (depending on age of student), principal, and superintendent's designee. Others may be present if deemed necessary by school officials. If it is impossible to arrange a conference within three (3) days, the superintendent shall extend the suspension (not to exceed a total of ten [10] school days) or readmit the student.
4. After the conference is held and all evidence is weighed, the student and parent(s) or legal guardian(s) shall be notified by the school principal concerning the future status of the student.

### **DUE PROCESS**

Students shall be treated with fairness in all discipline matters and shall be accorded procedural due process when the discipline measures of short- and long-term suspension or expulsion are applied. Before being punished for violation of a Board policy or local school rule and regulation, the local school principal or designee shall ensure that students are accorded the following minimal due process:

#### The Informal Process

1. The student shall be given oral or written notice of the charge(s) against him/her.
2. The evidence supporting the charge(s) shall be explained to the student.
3. The student shall be given an opportunity to present his/her own version of the facts concerning the charge(s).

The disciplining authority (principal, teacher, etc.) may impose appropriate discipline measures immediately following the informal due process hearing stated above.

#### The Formal Process

When a student is facing possible long-term suspension (more than 10 school days) or expulsion, the Board shall ensure that the following formal due process procedures are accorded the student:

1. The right to a hearing before the Board,
2. The right to be represented by counsel,
3. The right to cross-examine witnesses,
4. The right to a written record of the hearing, and
5. The right to a written record of the Board's decision.

#### Formal Process for Exceptional Students

Prior to the application of the above procedures to an exceptional student, said student's IEP committee shall be convened to determine if the student's behavior warranting punishment is related to the exceptionality. In the event it is determined the student's behavior is not related to the exceptionality, the student shall be treated as any other student, except that, an exceptional program student may not be suspended or expelled for more than ten (10) school days without being provided an alternative educational program. If it is determined the offense is related to the exceptionality, the student shall not be punished suspended, or expelled.

### **STUDENT COMPLAINTS AND GRIEVANCES**

Students shall be assured the opportunity for an orderly presentation and review of grievances.

**Level One:** The resolution of a grievance through free and informal communications as close as possible to the point of origin is encouraged. A student with a grievance may first take it to his/her immediate teacher or principal. Both shall be consulted prior to further resolution procedures.

**Level Two:** In the event the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, he/she may file an appeal in writing with the superintendent or his/her designee within five (5) days of the meeting at Level One. Within ten (10) days from receipt of the grievance, the superintendent shall request a conference with the aggrieved or render a written decision.

**Level Three:** In the event the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, he/she may request the superintendent or his/her designee to schedule a brief hearing before the Board of Education at its next regular meeting in closed session.

The aggrieved person may select a representative to accompany him/her at each level, may ask such representative to state the facts in written form, and may request a written decision at each level outlined above.

The grievance procedure must be initiated at the level at which the grievance occurred, and all requirements specified must be observed by students and school officials.

For the discussion and consideration of a grievance, time and place shall be selected which will not interfere with regular scheduled classes of school-related activities. The faculty and administration shall make an honest effort to resolve student grievances as quickly as possible at the most immediate level of supervision.

#### **ALABAMA UNSAFE SCHOOL OPTION**

A student who becomes a victim of a violent criminal offense committed on school property during school hours or at school-sponsored activities shall be given an opportunity to transfer to a safe public school within the local education agency. The school shall notify the student's parent/guardian of the right to transfer within ten (10) calendar days from the date of a final determination by the school board that a violent criminal offense has occurred. Alabama students who attend a school deemed persistently dangerous by the State Department criteria will be offered a transfer option to another school. A persistently dangerous school is one in which for three (3) consecutive years the school has expelled 1% of the student population or five (5) students (whichever is greater) for violent criminal offenses committed on school property during school hours or committed at school-sponsored activities. (Ala Code 290-3-1-02)

#### **STUDENTS CHARGED WITH NON-SCHOOL RELATED CRIMES**

If a Eufaula City Schools student is charged with a non-school related felony or a delinquent act, based upon an offense that would be a felony if committed by an adult, or is charged with an offense involving a firearm, a meeting with a disciplinary committee must be held to discuss the details of the offense and the potential impact of that offense on the school safety before the student is allowed on any Eufaula City Schools property. The committee may determine that placing the student in an alternative education setting until all legal changes have been resolved is warranted.

#### **CODE OF STUDENT CONDUCT**

##### **STUDENT DISCIPLINE**

##### **CLASSIFICATION OF VIOLATIONS**

It is fundamental that orderly schools have clearly defined behaviors to which students must conform. Non-conformity to these behaviors results in violations of the *Code of Student Conduct*. Violations are grouped into three classes (Class I, Class II, and Class III) that range from least to most serious.

Appropriate school personnel shall investigate, verify, and take necessary action to resolve student misconduct. After determining a violation and the classification of violation, the teacher, principal or designee shall implement the appropriate sanction. Violations apply to student conduct on a school campus, at school related events, and while being transported to and from school or school-related events.

The principals in accordance with the classifications in the *Code of Student Conduct* will handle bus referrals.

A review of the IEP by the IEP team or the 504 Plan by the 504 Committee may be held for any student who is in special education or the 504 program and has serious or excessive referrals to the office.

##### **MINOR OFFENSES – CLASS I**

- 1.01 Illegal organization** - Any on-campus activities of fraternities, sororities, secret societies or non-affiliated school clubs.
- 1.02 Minor intimidation of a student** - The intentional, unlawful threat by work or act to do harm to another student, coupled with an apparent ability to do so, and the performance of some act which creates a well-founded fear in the person that such harm is likely.
- 1.03 Excessive tardiness** - Repeatedly reporting late to school or class.
- 1.04 Unintentional and/or non-directed use of profane or obscene language.**
- 1.05 Non-conformity to dress code.**
- 1.06 Minor disruption on a school bus.**
- 1.07 Inappropriate public display of affection** - Including, but not limited to, embracing and kissing.
- 1.08 Unauthorized absence from class or classes.**
- 1.09 Intentionally providing false information to a School Board employee** - Including, but not limited to, student information data and the concealment of information directly related to school business.
- 1.10 Continued refusal to complete class assignments.**

- 1.11 Failure to follow instructions** - Examples: Off task, excessive distraction of other students, failure to carry correspondence home, failure to obey directions in the hallways, assemblies, eating/drinking outside of designated areas, horseplay, cell phone violations, etc.
- 1.12 Unauthorized use of school or personal property. Including unauthorized student fundraising.**
- 1.13 Littering or defacing of school property.**
- 1.14 Possession of cigarette lighters, matches, etc.** will result in the confiscation of said articles which will only be returned to student's parents or legal guardian.
- 1.15 Sitting in parked vehicle after arriving at school or returning to vehicle during the day without permission.**
- 1.16 Disrespect by student toward a School Board employee.**
- 1.17 Cheating/Academic Dishonesty**
- 1.18 Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.**

#### **DISCIPLINARY ACTION/MINOR OFFENSES - CLASS I**

##### **Administrative Options for Elementary Students (Grades K-5)**

1. In-school conference and parental or guardian contact when warranted.
2. Parental contact and disciplinary action.
3. In-School disciplinary action such as change in student's seating, detention, in-school suspension, suspension at the discretion of the principal or designee, or work assignments before or after school.
4. Repetitive Class I offenses will become a Class II offense.

##### **Administrative Options for Secondary Students (Grades 6-12)**

1. In-school conference and parental or guardian contact when warranted. Special circumstances may warrant disciplinary action as outlined under subsequent offenses.
2. In-school disciplinary action such as change in student's seating, detention, in-school suspension, Saturday School, suspension at the discretion of the principal or designee, or work assignments before or after school. Parking privileges at Eufaula High School will be revoked, and parent/guardian/emergency designee must sign their child in to school and out from school with the ISS Teacher each day.
3. Repetitive Class I offenses will become a Class II offense.

#### **INTERMEDIATE OFFENSES – CLASS II**

- 2.01 Defiance of/Dispute with School Board employee's authority:** Defiance and/or disrespect of School Board employee's authority; any non-verbal or verbal refusal to comply with a lawful directive or order of a school system employee or to comply with school rules.
- 2.02 Use or possession of tobacco products, including e-cigarettes and similar such devices:** "Tobacco product" is defined to include cigarettes, electronic cigarettes, vape pens, hookah pens, e-hookahs, vape pipes, nicotine pouches, and any similar type of device or substance designed to deliver nicotine, flavor, and other chemicals via inhalation, cigars, blunts, bidis, pipes, chewing tobacco, snuff and other items containing or reasonably resembling tobacco or tobacco products. "Tobacco use" includes smoking, vaping, chewing, dipping, or any other use of tobacco products. Students may not solicit, use, or possess on their persons or in their vehicles any tobacco product. First offense will result in an ISS assignment and the student will be required to complete an online class regarding the dangers of vaping. A second offense will result in an Administrative Hearing.
- 2.03 Vandalism:** Intentional and deliberate action resulting in injury or damages of less than \$200 to public property or the real personal property of another.
- 2.04 Stealing / Larceny / Petty Theft / Gambling / Cheating:** The intentional, unlawful participation in gambling activities involving amounts less than \$100. Stealing tests, gradebooks, falsifying records, communicating answers or trying to gain unfair advantage for the purpose of improving grades.
- 2.05 Verbal Altercation**
- 2.06 Physical Altercation**
- 2.07 Possession of stolen property with the knowledge that it is stolen.**
- 2.08 Threats/Extortion/Bullying:** Threatening or appearing to threaten to cause bodily harm to an individual. After investigating the incident, an administrator will determine assignment(s). Any form of communication, or by use of a weapon or facsimile of a weapon or any device which could be mistaken for or interpreted as a weapon, maliciously threatening an injury to the person, property, or reputation of another, with the intent to extort money of any pecuniary advantage whatsoever, or with the intent to compel the person so threatened

or any other person to do any act or refrain from doing any act against his or her will. Note: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense.

- 2.09 **Trespassing:** Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; is warned by an authorized person to depart and refuses to do so.
- 2.10 **Use of obscene manifestations/language, racial remarks, and/or instigating a disruptive situation or provoking other students by using verbal, written, or gestures directed toward another person(s).**
- 2.11 **Leaving class or campus without permission, or skipping school.**
- 2.12 **Possessing and/or igniting fireworks, firecrackers, or smoke bombs.**
- 2.13 **Speeding (exceeding any posted campus speed limit), reckless driving or failure to observe all traffic laws and local school regulations.**
- 2.14 **Any inappropriate or misuse of electronic devices.**
- 2.15 **Forgery of school documents, parent signature, doctor excuses, etc.**
- 2.16 **The wearing or displaying of colors or clothing, making hand signals or body gestures, and/or using verbal language or chanting that would suggest gang affiliation.** Students will be sent to Out of School Suspension up to ten (10) days pending Administrative Hearing.
- 2.17 **Possession or use of prescription medications, over-the-counter medications, inhalants or aerosol sprays. Distribution of any of these substances will qualify as a Class III for Drugs.**
- 2.18 **Excessive Class I offenses (minimum of three).**
- 2.19 **Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.**

## DISCIPLINARY ACTION/INTERMEDIATE OFFENSES - CLASS II

### Administrative Options for Elementary Students (Grades K-5)

1. Parental or guardian contact and disciplinary action.
2. In-School Suspension.
3. Suspension for one (1) to ten (10) school days.
4. Recommendation for alternative placement.
5. Recommendation for expulsion.
6. Repetitive Class II offenses will become a Class III offense.

### Administrative Options for Secondary Students (Grades 6-12), in conjunction with a possible assignment to "Why Try/Parenting Project".

1. Appropriate disciplinary action which may include referral to Juvenile Court.
2. Parking privileges at Eufaula High School will be revoked, and parent/guardian/emergency designee must sign their child into and out from school with the ISS Teacher each day.
3. Assignment to In-School Suspension or recommendation for Alternative Placement.
4. Suspension (1 to 10 days).
5. Recommendation for expulsion.
6. Repetitive Class II offenses will become a Class III offense. **(minimum of five).**

## MAJOR OFFENSES – CLASS III

- 3.01 **Drugs:** Unauthorized possession, transfer, use of drugs, drug paraphernalia (CBD, Delta, Kratom, any substance that's sole intent is for intoxication, etc.) or alcoholic beverages. (Possession means on your person, in your property, locker or vehicle.)
- 3.02 **Alcohol:** Unauthorized possession, transfer, use of alcoholic beverages. (Possession means on your person, in your property, locker or vehicle.)
- 3.03 **Arson:** The willful and malicious burning of any part of Board property.
- 3.04 **Assault upon a Board employee:** The unlawful and intentional touching or striking of a Board employee against his or her will, or the intentional causing of bodily harm to a School Board employee.
- 3.05 **Robbery:** The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault, and instilling the fear of same.

- 3.06 Stealing / Larceny / Grand Theft:** The intentional unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession or custody of another.
- 3.07 Gambling:** The intentional unlawful participation in gambling activities involving amounts of more than \$100.
- 3.08 Burglary of school property:** Entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.
- 3.09 Criminal mischief:** Willful and malicious injury or damages at or in excess of \$200 to public property or to real or personal property belonging to another.
- 3.10 Possessions of weapons/firearms:** Possession of weapons/firearms: (possession means on your person, in your property, locker or vehicle).
- Weapons include but are not limited to the following:
1. A firearm, or any other device from which a projectile is discharged by explosive powder\*
  2. A realistic replica of any firearm.
  3. Air gun, blank gun (starter's pistol), gas operated gun.
  4. Explosive device of any type including but not limited to fireworks or ammunition.
  5. Knife, irrespective of the blade length, or any other item that utilizes a razor blade or other blade, replacement or fixed; or metal fingernail file.
  6. Nunchucks (nunchaku), throwing stars, fighting claws or other weapons utilized in martial arts.
  7. Any device capable of discharging a projectile of any kind.
  8. Any other object not specifically listed which is primarily meant and adapted for attack and for the infliction of injury.
- Use of cutting devices are allowed when issued by a teacher for classroom use such as biology, art, etc., and used under the strict supervision of the teacher.
- \* Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device. Expulsion of minimum of one year if student is found to be in violation of this major offense.
- 3.11 Discharging of any pistol, rifle, shotgun, air gun or any other device.**
- 3.12 Sexual acts:** Acts of sexual nature including but not limited to battery, intercourse, attempted rape, or rape.
- 3.13 Fighting:** A significant physical altercation. Fight which causes bodily harm, disability or permanent disfigurement; use of deadly weapon. Fighting is a violation of the Code of Alabama 13A-11-7 and is considered disorderly conduct. Students guilty of this type of fighting will be Out of School Suspended for up to ten (10) days and recommended for expulsion, and possible referral to law enforcement, referral to the Juvenile Court authorities or other Class III Administrative options.
- 3.14 Inciting or participating in major student disorder:** Leading, encouraging or assisting in (major) disruptions which result in destruction or damage of private or public property or personal injury to participants or others.
- 3.15 Unjustified activation of a fire alarm system.**
- 3.16 Threats and/or Open defiance of a teacher or Board employee.**
- 3.17 Any gross abuse of electronic devices including computers or computer programs:** Students are not to take any parts of a computer or damage a computer in any way. Students are not to use computers to bully or threaten any individual or entity. Students are not to misrepresent themselves when using a computer. At all times, the use of a digital device for photo and/or video purposes is strictly forbidden in private areas, such as locker rooms, restrooms, dressing areas, classrooms, and offices. When necessary, these violations may be treated as Class III offenses. Such use may be in violation of the criminal Code of Alabama.
- 3.18 Possession of gang paraphernalia or insignia, writing gang insignia on personal or school property, exhibiting threatening, hostile, or bullying behavior, etc.:** Students will be recommended for expulsion and/or ten (10) days Out of School Suspension and recommended for Alternative Placement.
- 3.19 Any sexual harassment that is a violation of the Code of Alabama.**  
Any sexual advances, request for sexual favors, use of vulgar or sexually explicit verbal or written comments, gestures or conduct, obscene or sexually explicit pictures, sexually oriented "kidding", teasing, or practical jokes directed toward another person or offensive to a third-party observer, including unsolicited written or verbal proposition to engage in sexual acts.
- 3.20 Assault:** Attempt to cause physical injury to another person without provocation, and without "victim's" retaliation

- 3.21 Terroristic Threats (i.e. bomb threats, explosives):** A person commits the crime of making a terrorist threat when he or she threatens by any means to commit any crime of violence or to damage any property by doing any of the following:
- (1) Intentionally or recklessly:
    - a. Terrorizing another person.
    - b. Causing the disruption of school activities.
    - c. Causing the evacuation of a building, place of assembly, or facility of public transportation, or other serious public inconvenience.
- 3.22 Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.**

### **DISCIPLINARY ACTION/MAJOR OFFENSES – CLASS III**

#### **Administrative Steps for Elementary Students (Grades K-5)**

1. Immediate suspension
2. Possible referral to law enforcement
3. Investigate to see if expulsion is warranted
4. Expulsion recommendation
5. If expulsion is not warranted, ISS or recommendation for alternative placement, consideration will be given to the age of the child, seriousness of the offense, and prior offenses.
  - A. Grades K-1 minimum of 5 days
  - B. Grades 2-3 minimum of 10 days
  - C. Grades 4-5 minimum of 15 days

#### **Administrative Steps for Secondary Students (Grades 6-12),** in conjunction with a possible assignment to “Why Try/Parenting Project”.

1. Immediate suspension
2. Referral to law enforcement
3. Investigate to see if expulsion is warranted
4. Expulsion
5. Expulsion of a minimum of one (1) year if student is found to be in violation of 3.09 Possession of Firearm.
6. If expulsion is not warranted, recommendation for alternative placement

### **EUFAULA CITY SCHOOLS BUS DISCIPLINE PROCEDURES**

#### **Transportation**

Parents and students should be aware that the sole purpose of a school bus is to transport students safely to and from school. Since the school bus driver carries this heavy burden of responsibility, the school bus and bus room are considered an extension of the classroom and all Eufaula City Board of Education rules apply. The following guidelines are to be followed when riding the bus. Any student not abiding by these guidelines may be subject to discipline as outlined in this publication:

- A. Students will be picked-up and dropped-off at their residence or designated bus stop only.
- B. Students should be at the bus stop at least five (5) minutes prior to the designated time.
- C. Once students arrive at their school bus stop, they are subject to the rules of the school system when the bus is visible.
- D. Students must obey instructions given by the driver.
- E. Students must be courteous to fellow pupils and the bus driver (Do not annoy other students).
- F. Horseplay, threats, and fighting are not permitted on or around the bus or at bus stops.
- G. Students should remain silent when approaching and crossing railroads.
- H. Students should talk only in a normal voice and not use profanity or obscene language.
- I. Students should remain properly seated, not change seats, and keep head and hands inside the bus.
- J. Students are not allowed to eat, chew gum, drink, smoke, or strike matches on the school bus.
- K. Weapons of any kind are not permitted on the bus.
- L. Students are not allowed to tamper with any of the equipment on the bus, especially the emergency door.
- M. Students are not allowed to litter the bus or throw objects within or outside the bus.

#### **Class I Offense/Minor**

- Any Class I minor offense

#### **Class I Administrative Steps**

- Principal/Student conference –Warning
- Principal/Student/Parent conference – 5 days suspension from riding bus
- Principal/Student/Parent conference – 15 days suspension from riding bus
- Suspended from the bus for the remainder of the school year

#### **Class II Offense/Intermediate**

1. Refusing to obey driver
2. Involvement in an Altercation

3. Profanity
4. Throwing objects
5. Damaging or defacing bus
6. Refusal to identify self
7. Spitting
8. Tripping
9. Loud talking at a railroad crossing
10. Hanging out of window
11. Any other Class II offense

#### **Class II Administrative Steps**

- Principal/Student/Parent conference – 5 days suspension from riding bus
- Principal/Student/Parent conference – 15 days suspension from riding bus
- Suspended from the bus for the remainder of the school year

#### **Class III Offense/Major**

1. Lighting matches
2. Smoking/Vaping on bus
3. Possession of firearms or weapons
4. Possession of illegal drugs
5. Fighting (Any student involved in a fight will be suspended from riding the bus for a calendar year.)
6. Any other Class III offense

#### **Class III Administrative Steps**

- Principal/Student/Parent conference – suspension from riding the bus for a calendar year, and follow Class III administrative steps in the *Code of Student Conduct*.
- Certain acts of misconduct will result in additional punitive action. This action will be decided according to the administrative options for Class I, Class II, or Class III offenses as defined in the *Student Code of Conduct*.

#### **School Bus Suspensions**

The principal or his/her designated person(s) has the authority to deny a student the privilege of riding a school bus based on the misconduct of the student on the school bus. This action will be for a reasonable and specified period of time.

#### **POSSIBLE PROCEDURES AND CONSEQUENCES**

**After-School Detention:** The principal or his/her designated person(s) has the authority to assign students to a designated room (detention hall) on campus at the end of the regular school day for a reasonable and specified period of time as a disciplinary action. The parent(s) or guardian is responsible for providing transportation in these cases. A reasonable attempt will be made to notify the parent(s) or guardian prior to the assignment of a student to detention hall. If the parent(s) or guardian can be notified on the day of the misbehavior, the student will be assigned on that day; if not, the student will be assigned on the following day.

**Disciplinary Probation:** Disciplinary probation is a period of time specified by the principal or his/her designated person(s) during which a student must correct his/her behavior while abiding by all regulations that govern student behavior. The principal or his/her designated person(s) has the authority to place a student on disciplinary probation for a reasonable and specified period of time. The staff members involved in the action will assist in monitoring the student's adjustment to the school environment. The principal and appropriate central office staff will establish probation standards that will describe the conditions under which the student will correct his/her behavior within a reasonable and specific period of time. School counseling, parent involvement and other forms of assistance will be a part of the probation standards and agreement.

**In-School Suspension Program / Alternative Placement:** In-School suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The principal or his/her designated person(s) has the authority to assign students to the in-school suspension program for a reasonable and specified period of time. The principals and their staffs should determine the scope of in-school suspension in their respective schools. Alternative Placement assignment will be for the time assigned by the Alternative Placement Committee. Parents are required to sign students in and out of In-School Suspension.

**Physical Restraint:** Eufaula City Schools allows the use of physical restraint only in situations in which the student is an imminent danger to himself/herself or others and when the student is not responsive to less intensive de-escalation techniques. At no time is physical restraint used as a form of discipline or punishment or as a means to gain compliance. Only staff properly trained in the use of adopted restraint techniques are allowed to perform this procedure. Parents will receive written notification if and when physical restraint is used to restrain their student within one (1) school day of the use of the restraint.

**Saturday School:** Saturday School assignment will be a disciplinary option for middle and high school students for Class I offenses. Saturday School will be 8:00 a.m. - 12:00 p.m. Failure to attend Saturday School will be a Class II offense.

#### **Out of School Suspension: *Student Suspension (including Students with Disabilities)***

In order to maintain order, minimize the risk of potential personal injury, property damage or disruption, or to permit an orderly investigation and evaluation of a suspected violation of school or school system rules, standards, or policies, principals may temporarily suspend a student pending a



conference with the parent or guardian of the student and a final disciplinary decision. Suspension may also be imposed as a disciplinary measure as provided in the Code of Student Conduct. Suspensions goes into effect immediately as it relates to being on school campus and/or attending any school activities. Suspensions will be counted as excused absences. Make up work will be permitted for such absences unless permitting such work under the circumstances would be impractical or impossible, would serve no purpose, would place school personnel at risk of harm, or would be unreasonable in light of the grounds for the suspension. Suspension of students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act ("IDEA") and its implementing regulations.



## Eufaula Primary School

Principal: Tina Richards

Assistant Principals: Yvonne Grant & Tracy Berry

**Our vision is that ALL students in Eufaula will become strategic readers, thinkers, and writers through consistent, explicit instruction using best practices identified through quality research.**

### EXPECT EXCELLENCE!!!

#### SCHOOL DAY SCHEDULE

7:15	Doors Open/Breakfast begins
7:45	First bell rings.
7:50	Tardy bell rings. Morning announcements are made. <b>Parents must sign their child(ren) in after 7:50 a.m.</b> <b>Pre-K students will not be allowed to check in after 9:00 am without a doctor's excuse.</b>
7:50-2:45	Instruction
1:00	<b>Check-outs end for PRE-K students only!</b>
2:15	Check-outs end for K-2 students*

***\*For the safety of EPS children, students may not be checked out after 2:15.  
If you have scheduled appointments for your children around this time, you will need to check them out before 2:15. Pre-K students begin napping at 1:00 pm and classes will not be interrupted for check outs.***

2:20-2:45	Pre-K dismissal begins at 2:20-2:45 in the horseshoe parking lot.
2:50-3:15	Car Rider and Bus Rider Dismissal
3:15	ALL students must be picked up by 3:15. <b>We do not have a "drop-in" extended day for when students are not picked up on time.</b> Please make sure that your child is picked up from school by 3:15! Any incident of students remaining at Eufaula Primary School after 4:00 will be reported to the proper authorities. There will be a \$5.00 late fee charged for every ten minutes after 2:45 for PK and 3:15 for K-2 students.

#### EUFULA PRIMARY SCHOOL PRE-K PROGRAM

There are requirements for attending pre-k under the Office of School Readiness guidelines. Parents enter a contract agreeing to complete 12 hours of parental involvement in a year. Parents also agree to have students in school each day by 7:50 am and picked up each day by 2:45 pm. Pre-K students are not allowed to ride the school bus. A separate handbook will be provided at Pre-K orientation.

#### VOLUNTEERS

Volunteers are welcome at Eufaula Primary School. A clear background check is required of all volunteers. Volunteers will then need to schedule a time come to the school to complete specific duties.

#### VISITORS

All visitors must come to the front office. A valid picture ID must be presented and a Raptor visitor pass printed. Visitors are not allowed in classrooms. For all school events, prior approval of visitors is required. **Visitors smelling of alcohol or marijuana will be asked to leave and the School Resource officer may be contacted.** Visitors must be appropriately dressed to enter the building: no pajamas or head rags allowed. Bodies should be adequately covered (no underwear or cleavage showing).

## **PARENT TEACHER CONFERENCES**

Conferences may be scheduled by calling the school office (334-687-1140) to leave a message for the teacher and also by emailing or writing your child's teacher. At the end of the first nine weeks, conferences will be set up with all parents to go over students' report cards. Conferences will only be conducted with the parent or legal guardian of the student.

## **ARRIVAL AND DISMISSAL PROCEDURES**

Students who arrive by car will unload in the front of the school on Pump Station Road at the north end of the school building. Students may begin being dropped off at 7:15 until 7:50. Any students who arrive after 7:50 are considered tardy and must be signed in through the front office.

We highly discourage students walking to the school. If you choose for your child to walk, an adult must be with the child. All EPS staff at arrival will enter the building at 7:50 and your child will not be able to enter the gate. For safety reasons, if you choose for your child to walk to the school, an adult **MUST** accompany them.

Please be aware that students will NOT be released without an approved EPS Car Rider Dismissal Tag. One tag per student will be issued at no cost. Additional tags may be purchased at the front office for \$3.00 each.

Anyone without a Car Rider Dismissal Tag will be required to report to the front office for ID verification and student sign-out. *Students will ONLY be released to adults listed on their Emergency Card.*

Changes of transportation plans will NOT be accepted over the telephone. Transportation changes should be sent to the teacher in writing the morning of the change. PLEASE do not rely on e-mail messages.

A student who lives two or more miles from the school can sign up to be a bus rider. Bus transportation is provided **ONLY** to the student's home address. Attendance of a mandatory parent meeting and a bus note must be issued by the school office **EACH YEAR** at the beginning of the school year.

Pre-K students will dismiss from the circular parking lot on the side of the school beginning at 2:20 until 2:45. Traffic will flow entering Laney Avenue from Country Club Road. Traffic will then flow to the right to the five-point intersection.

First grade students will dismiss from the front of the school beginning at 3:00 with traffic lined up on Pump Station Road.

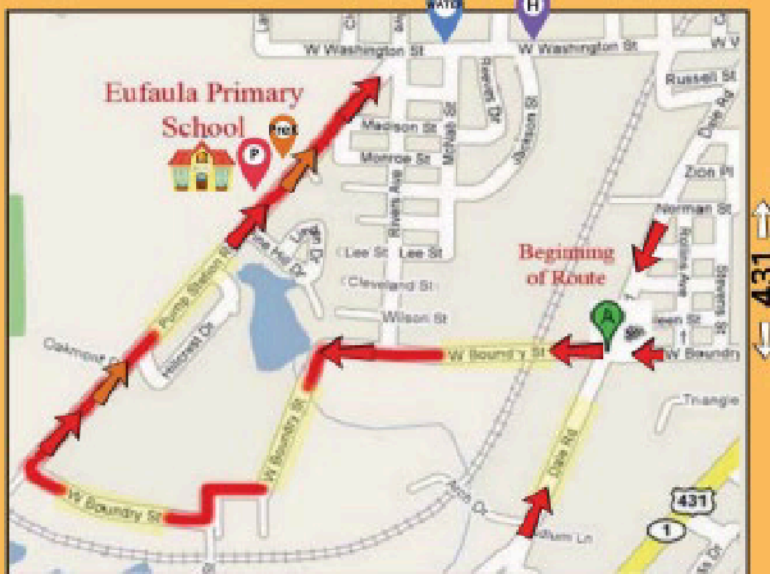
Kindergarten and Second grade students will dismiss from the rear of the school at 3:00 and traffic will exit campus by making a left hand turn out of the parking lot onto Laney Avenue.

In the case where there are multiple riders from varying grade levels, the dismissal assignment will be made at Open House. If a K-2 student has a Pre-K sibling, they will be picked up in the front of the school.

Van riders will dismiss from the front of the school. We must have written confirmation from local day cares to allow your child to ride a day care van.

## CAR RIDER ARRIVAL AND DISMISSAL MAP

### MORNING Drop off at EPS for Everyone (PreK - 2nd)

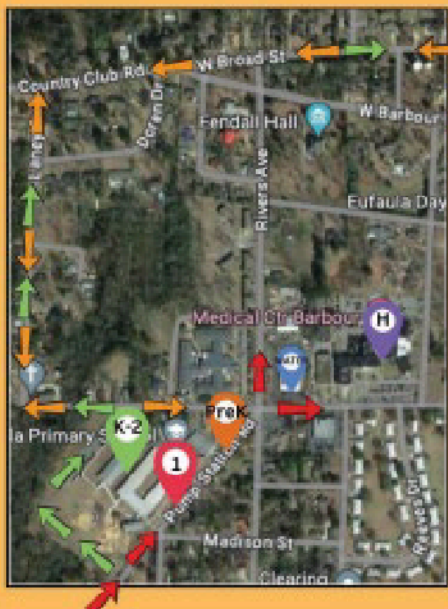


#### Drop Off at EPS

- EPS opens its doors at 7:15 am
- Drop off until 7:50 am
- 7:51 am - It's LATE - Gate will close
- After 7:51 am - Please sign your child in at the office

**\*Every grade at EPS enters between 7:15 am and 7:50 am**

### AFTERNOON Pick up by Car by Grade at EPS



#### Zoom in View



#### Afternoon Departure:

\*Need Car-Tag to pick up your student

- Pre-K 2:20 pm
- Cars 1st FRONT 2:50 pm
- Cars K & 2nd BACK 3:00 pm
- Buses 2:40 pm



Pre-Kinder



1st



Kindergarten and 2nd



Water



Hospital

### **MONDAY INFO FOLDERS**

Students will bring weekly folders home on **Mondays**. The weekly newsletter, test scores, and work samples/assignments from the previous week will be included. Please sign the papers and return all to school the following day.

### **DAILY COMMUNICATION**

Teachers will communicate via text through the School Status communication system only and not via personal cell phone numbers. Parents may also contact teachers via email.

Daily folders are sent home that will include homework, school calendars, memos, behavior notes, etc. The folder should be checked and returned each day. Money should be sent in a sealed envelope labeled with your child's name, teacher's name, and purpose of the money. Anything sent to school (notes, money, etc.) should be placed in this folder. Folders will be checked daily. Please note we do not check student's book bags. The teacher cannot accept verbal messages relayed by your child. DUE DATES and DEADLINES will be communicated and expected to be followed.

### **SCHOOL STATUS**

Guardians will initially receive a message from an unknown number at the beginning of school. This will be the teacher's School Status number. This is how the teacher will communicate with parents individually or to the entire class by way of text or phone call. If your phone number changes during the school year, the teacher will not be able to reach you, so please let us know when changes need to be made. You can also reach your child's teacher by emailing them.

### **ATTENDANCE**

Please see the attendance policy in the front of the handbook. Students should be at school every day unless they are sick. A written excuse should be sent when your child is absent. Retention is possible if a child has accumulated multiple absences.

### **FAMILY TRIPS DURING THE SCHOOL YEAR**

Parents are discouraged from taking their children on trips during regular school days. Generally, these absences are considered unexcused. Exceptions will be made for trips of educational/cultural significance with prior approval of the principal. Parents should send this approval request to the principal two weeks prior to the trip.

### **FIELD TRIPS**

Field trips are a fun learning experience for our students. However, we need to make sure that all students are safe and well-behaved when they are away from Eufaula Primary School. If a student has been assigned to ISS by an administrator for two or more times in the nine weeks of a field trip, the student will not be able to attend the field trip. A student will not be allowed to attend a field trip if they have been assigned OSS within a nine-weeks. If a student is not able to attend a field trip for any reason, the money is non-refundable. This year mandatory meetings will be held prior to the field trip to discuss field trip guidelines. Siblings are not permitted on any field trip. This is an opportunity for you to spend time with your child on their field trip. K-2 students may be checked out from field trips with prior approval and appropriate paperwork.

### **CLASS PARTIES**

EPS enjoys being able to have parties for the students. We celebrate most holidays with school-wide parties. We want to help you celebrate your child's birthday as well. If you would like to celebrate your child's birthday, we ask that you abide by the following:

- Parties must be scheduled ahead of time with the classroom teacher and confirmed with the office staff and the parent a week in advance.
- Please only bring individual drinks and cupcakes. There is a fifteen-minute block of time for parties.
- Parents/guardians are responsible for plates and napkins.
- Parents/guardians are responsible for assisting with clean-up of the party area.
- In order for parents to attend the party in the classroom, a background check must be done prior to the party.

Pre-K parties will be scheduled for 12:30-12:45 in the lunchroom or pavilion on PK playground.

K-2 parties will be scheduled for 2:00-2:15 in the lunchroom.

## **SCHOOL EVENTS**

For all school events, prior approval of visitors is required. DUE DATES and DEADLINES will be communicated and expected to be followed.

## **SNACKS**

Students are given the opportunity to eat a snack each day. Please do not send candy or sodas for a snack.

## **CELL PHONES**

Cell phones are not allowed at Eufaula Primary School without prior approval from administration.

## **LIBRARY BOOKS**

Fines are not charged for overdue books; however, students are required to pay for lost or damaged books. Any student owing money for a lost or damaged book may not check out another book until the fine is paid.





Principal: Terry Crawford  
Assistant Principal: Luke Herndon

#### Mission Statement

The mission of Eufaula Elementary School is to create self-motivated learners who set goals and achieve those goals while developing and demonstrating the ability to work collaboratively in order to navigate through productive challenges that will yield social and academic growth.

#### Vision Statement

The vision of Eufaula Elementary School is to create a model school where students master an ENGAGING and RIGOROUS curriculum that will prepare them for, as well as propel them to, global competition in the field of endeavor of their choice.

#### School Day Schedule

8:00 a.m.	Teaching and learning begins
3:00 p.m.	Dismissal
3:30 p.m.	21 <sup>st</sup> Century After School Program Activities
5:30 p.m.	21 <sup>st</sup> Century After School Program Ends

#### Visitors

Parents are encouraged to visit the school. Please stop by the office to sign in and get a Raptor-generated visitor pass. **In order to better protect our students and staff, all visitors will be required to show a valid, government-issued ID.** To set up a parent-teacher conference, parents should contact the teacher ahead of time and schedule an appointment. Teachers will notify the office of any visitors they have scheduled for the day. Please review the reminders below about visiting our school:

- All visitors may only enter the building by way of the front door. No one will be admitted through the side entrance.
- All visitors should sign in at the office and get a Raptor generated visitor sticker.
- The office staff will deliver any backpacks, homework folders, jackets, or glasses to the students.

#### Parent-Teacher Conferences

Parents may contact their child's teacher by calling the school at 334-687-1134 or using the teachers' school email. School emails will be provided at Open House. All teachers will use School Status to communicate with parents/guardian. When you receive the first message from your child's teacher, please add the assigned phone number to your contacts in your phone. Once you do this, the number displayed will be assigned to all communications between you and the teacher. At the end of the 1<sup>st</sup> nine weeks, conferences will be scheduled with all parents to review and discuss their child's report cards. Conferences will only be conducted with the parent or legal guardian of the student.

#### Tuesday Information Folders

Students will bring weekly folders home on Tuesdays. The weekly newsletter, assessments, and assignments from the previous week will be included. Please sign the papers and return to school the following day.

#### Technology

Eufaula Elementary School students will be provided iPad for instructional purposes. All students will be trained on the use and care of the iPad as well as provided lessons on digital citizenship. Parents/guardians must sign the Student Acceptable Use Policy (S-AUP) showing an understanding of rules and regulations. **(Please see the Student Acceptable Use Policy in the handbook).**

### Child Nutrition Program

The lunchroom is an essential part of the school program which operates daily during the school year for the convenience of our students and staff. All students will be provided free breakfast and lunch. During lunch and breakfast, unless otherwise directed by the principal, **all food/drink must be consumed within the cafeteria.**

**ABSOLUTELY NO OUTSIDE DELIVERIES OR DISTRIBUTION OF LUNCH FROM FOOD VENDORS (i.e. fast food, restaurants) IS ALLOWED.** Carbonated beverages are not allowed in the cafeteria.

If a student desires to purchase additional meal items, items must be paid at the time of purchase. Students are welcome to bring a lunch from home that follows the following guidelines: No carbonated beverages, no containers/bags/boxes with restaurant logos or names, and students may NOT share food brought into the lunchroom with any other students due to potential food allergies.

### Snacks

Students are given an opportunity to have a snack each day. Please do not send candy or sodas for a snack.

In addition to a snack, students may bring water in a clear, plastic container to have following PE. (WATER only, no sports drinks, flavored water, etc.).

### Field Trips

A signed permission form must be returned to the school **one day prior** to each trip. **Verbal permission cannot be accepted.** All fee(s) must be paid by the due date indicated. If a student has been assigned to ISS for two or more times in a semester, the student will not be allowed to attend a field trip. A student will not be allowed to attend a field trip if he/she has been assigned OSS within the school year. Students will travel to and from all field trip activities in the mode of transportation provided by the school system. Most field trips require the advance purchase of tickets. **Once the tickets have been purchased, refunds will not be made to a student who does not participate due to choice or disciplinary action.**

### Dismissal Procedures

Students who live two miles or more from the school he/she attends will be provided with transportation. Riding the school bus is a privilege and with every privilege comes responsibilities. Bus students will follow the rules written in the Code of Student Conduct.

- Transportation plan changes will NOT be accepted over the telephone unless it is a rare, true emergency. Transportation changes should be sent to the teacher in writing. Requests faxed to 334-687-1136 are accepted prior to 2:00 p.m. Contact the office to confirm fax was received.
- Walkers and students who attend the Boys and Girls Club will be supervised by a Eufaula Elementary staff member.
- Students will not be released without an approved EES Car rider tag. Each car rider will be issued one tag at no cost. Additional tags may be purchased at the front office for \$3.00 each.
- Anyone without a car rider tag will be required to report to the front office for ID verification and student sign-out. Students will ONLY be released to adults listed on their emergency cards.
- Car riders will be dropped off in the rear of the school using a one-lane drop-off.
- Car riders will be picked up in the rear of the school using a two-lane pick-up.
- Eufaula Elementary School offers 21<sup>st</sup> Century Program after school until 5:30 to parents.

### Arrival-Car Riders

All car riders must adhere to the car rider policy. Car rider traffic may turn west on Highland Ave., veer right on Spruce Drive, turn left on Broadview Drive, then left onto Malone Drive. Cars may also enter Malone Drive-by traveling north on Broadview Drive. Malone will be one-way with one lane. Traffic will travel east towards the back of the school building. School personnel will help direct traffic allowing five or six vehicles to proceed at one time. Students should only be dropped off at the designated cones. Students should exit the vehicle from the left side of the vehicle when possible. Parents, please drop off at the first available cone. This will help with traffic flow. All cars will exit South on Birch St. and proceed East or West on Cherry Street. **Students cannot be dropped off prior to 7:15.**



### Dismissal-Car Riders

All car riders will be dismissed from the rear of our campus (west side). In order to safely reach our pick-up point, please adhere to the following instructions: ALL car rider traffic should turn west on Highland Avenue, veer right on Spruce Drive, turn left on Broadview Drive, then left onto Malone Street. Proceed east on Malone with caution. All vehicles will be routed to cones 1, 2, 3, 4, or 5 by school staff, and your child will be called to a specific cone/dismissal point. Traffic will be routed into two lanes. ***Students will not be released for dismissal unless the driver has the appropriate tag in the vehicle. If the driver does not have the tag, he/she will continue in the car rider line and will have to drive to the front of the school to the front office to pick up the student.***

***NO EXCEPTIONS.*** No students will be dismissed from extended day while regular dismissal is taking place. After picking up your child, proceed around the circular drive and proceed south on Birch Street. You may then turn right or left on Cherry Street in order to exit the area.

PLEASE NOTE: Sanford Avenue will continue to be a one-way street (SOUTH) for school bus dismissal.

**NOTE: Car Riders are to be picked up and dropped off at designated areas only.** Please be reminded that the parking lots adjacent to Eufaula Elementary School, City Auditorium, and Jack Powell Gym are active parking lots for school personnel. **Under no circumstances are these areas to be used to pick up or drop off. Students are also not to be picked up or dropped off on Malone Street or at the city auditorium.**

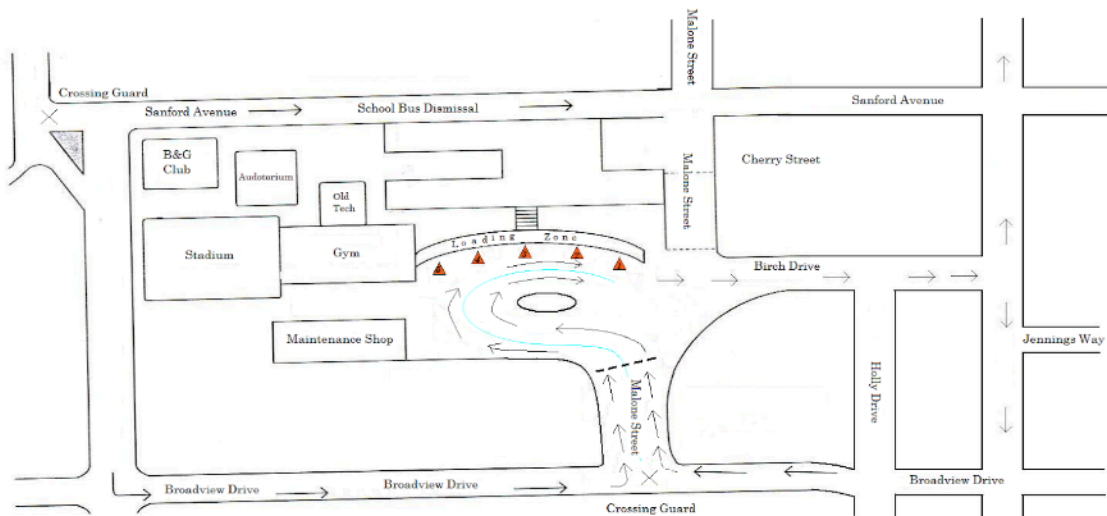
### Arrival and Dismissal – Students in ISS

Students assigned to ISS must be signed in and out daily by an adult at the designated area.

Sign in: 7:15 a.m.

Sign out: 3:00 p.m.

## Eufaula Elementary School Afternoon Dismissal



Updated 7/26/17

# ADMIRAL MOORER MIDDLE SCHOOL



101 St. Francis Road | Eufaula, AL 36027  
Phone (334) 687-1130  
Fax (334) 687-1138  
<https://www.eufaulacityschools.org/Domain/10>



## ADMINISTRATION

**Principal: Sean Clark**  
sean.clark@ecksk12.org

## ASSISTANT PRINCIPALS:

**Allysia Black**  
allysia.black@ecksk12.org

**Jermieke Cliatt**  
Jermieke.cliatt@ecksk12.org

## GUIDANCE:

**Bonnie McCullough**  
bonnie.mccullough@ecksk12.org

## PARENT TEACHER CONFERENCES:

All conferences must be scheduled at least 24-hours in advance to ensure teachers are available to meet.

### Mission

*To educate students to be  
Actively involved,  
Motivate others,  
Make the most of every moment, and to  
Stay focused on the future.*

### Vision

*To grow responsible young adult learners by providing them with experience and education  
to prepare them for the future.*

## STUDENT DROP-OFF/PICK-UP

### ***BEFORE SCHOOL***

- Students arriving in cars are dropped off at the ANCHOR on St. Francis Road. Students should not be dropped off in the front parking lot of the school unless raining. Please note that the parking lot of the school and St. Francis are ONE WAY as designated by street signs.
- Please note that no student should be dropped off before 7:15 a.m. Students will enter the building upon arrival at school and must report immediately to the following areas: 6<sup>th</sup> grade to Cafeteria; 7<sup>th</sup> grade to gym floor; and 8<sup>th</sup> grade to gym seating.
- Students will sit and remain seated in their designated area until teachers escort them to their homeroom or first period.
- The tardy bell rings at 8:00 a.m. Students will report to the main office and follow tardy procedures.

### ***AFTER SCHOOL***

- Students will be dismissed at 3:13 p.m. Car riders will be picked up in front of the school in the grassy area near the ANCHOR. Students may not re-enter the building. **Car riders must be picked up by 3:30 p.m.**
- Students should not be picked up in any other area than the designated school pick-up area. This is a safety concern for all students.
- If your child is remaining after 3:13 p.m. for scheduled after-school activities, please make sure you have planned for transportation.

## CHECK OUT

No student will be allowed to be checked out after 2:43 or 30 minutes before the end of the school day.  
This is for the safety and accountability of all students.

## DRESS CODE

Please refer to the student dress information at the front of this handbook.

## ELECTRONICS

All students will be required to turn in their electronic devices to every teacher at the beginning of the class period. Electronic devices may not be used during the school day. Refusal to do so will result in disciplinary action. Each classroom will have a designated location for electronic devices. AMMS is not responsible for lost, damaged, or stolen electronic devices. Please know that any communication device utilized during school hours will result in discipline.

## FIELD TRIPS

Field trips may take place during the school year. Field trips grow directly from the instructional program. Students receiving any Class III offenses will not be allowed to participate. Students serving a Class II offense will be ineligible to participate in field trips. Multiple Class II's may impact a student's opportunity to participate. Most field trips require the advanced purchase of tickets. *Once tickets have been purchased, refunds will not be made to a student who does not participate due to personal choice or disciplinary action.* Students are subject to all school rules while participating in a field trip.

## SCHOOL ACTIVITIES

School dances, assemblies, and other activities are held periodically during the school day. Students who receive ISS/OSS/Alternative Placement after the event is announced will not be permitted to attend and will not receive a refund for tickets they have purchased. Students who have a CLASS III offense may not be allowed to participate, regardless of the event announcement.

## FOOD AND DRINK

Drinks must be in a sealed container. Drinks and food must be kept in a lunchbox or backpack outside of designated times and areas.  
**No eating is allowed in the classroom.**

## TARDIES

- 1<sup>st</sup> and 2<sup>nd</sup> warning
- 3<sup>rd</sup> Warning and parent phone call
- 4<sup>th</sup> Afternoon detention
- 5<sup>th</sup> Lunch Detention
- 6<sup>th</sup> ISS and parent conference

Tardies create learning loss in the classroom and create additional disruptions for other students.

**Tardies will reset at the beginning of each semester.**

## IN SCHOOL SUSPENSION

Students assigned to in-school suspension will receive a copy of the rules that must be signed by a parent/guardian and returned to the ISS room on their first visit. Students may not ride the bus while assigned to ISS and must be signed IN/OUT by a parent/guardian or adult emergency contact.

## STUDENT TRANSITIONS

To maintain a safe and orderly school students must walk on the right side of the hall or breezeway only. This will allow a smooth transition and allow for supervision to monitor these times consistently.

## AMMS BELL SCHEDULE 2025-26

1 <sup>st</sup> period	8:00-8:55
2 <sup>nd</sup> period	8:58-9:53
3 <sup>rd</sup> period	9:56-10:51
4 <sup>th</sup> period	10:54-12:11 (lunch)
5 <sup>th</sup> period	12:14-1:09
6 <sup>th</sup> period	1:12-2:15
7 <sup>th</sup> period	2:18-3:13



**EUFULA HIGH SCHOOL**  
 530 Lake Drive | Eufaula, AL 36027  
 (334) 687-1110 - Phone | (334) 687-1120 - Fax  
<http://eufaulacityschools.org/ehs>  
 Emily Jackson, Principal



### **Mission**

*Educate each student to prepare for college and/or career which will allow them to become contributing members of society.*

### **Vision**

*Develop a community of learners who demonstrate excellence and are prepared to lead others to solve the problems of tomorrow.*

### **Beliefs**

*Provide all students the confidence to learn and solve real-world problems and to demonstrate academic growth as well as ensure access to education that is well-rounded; teachers should create positive environments that teach students marketable skills to help them succeed beyond the classroom.*

### **Guidance Services:**

Reginald Hicks (9th and 10th Grade Students)  
 Courtney Hinton (11th and 12th Grade Students)

### **Parent/Teacher Conferences:**

All conferences must be scheduled at least 24 hours in advance in order to ensure teachers are available to meet.

### **Educational Opportunities**

Advanced Placement Courses with AP Trained Teachers  
 Project Lead the Way Biomedical Science and Engineering  
 Wallace Community College Dual Enrollment Partnership  
 University of Alabama Early College Dual Enrollment Partnership  
 Troy University Accelerate Dual Enrollment Partnership

Auburn University Dual Enrollment Partnership  
 Southern Union Dual Enrollment Partnership  
 CTE Courses in Desirable Career Fields  
 \$3.8 Million Awarded in Scholarships for the Class of 2025

### **2025-2026 Bell Schedule**

<b>Initial Bell 7:55 Tardy Bell 8:00</b>	
1st Block	8:00-9:20
2nd Block	9:25-10:55
1st Break	9:20-9:30
2nd Break	10:45-10:55
3rd Block	11:00-12:49
A Lunch	11:05-11:30
B Lunch	11:40-12:05
C Lunch	12:20-12:45
WIN	12:54-1:47
4th Block	1:52-3:12

### **Alabama High School Graduation Requirements**

English - Four (4) Credits  
 History - Four (4) Credits  
 Mathematics - Four (4) Credits  
 Science - Four (4) Credits  
 Beginning Kinesiology (former Life PE) - One (1) Credit - See counselor for Acceptable Replacements  
 Health Education - ½ (0.5) Credit  
 Career and Technical Education and/or Foreign Language and/or Art Education - Three (3) Credits  
 Electives - Three (3) Credits

**General Fee - \$25** - This fee covers the cost of a locker, student activities, parent mailouts, grade level incentives and activities. Every student is required to pay this fee, and it will be automatically added to school fees for the school year. Any student who faces a financial burden may discuss payment options with the principal to be approved on a case-by-case basis.

## EUFULA HIGH SCHOOL

### Honors Diploma Options

#### Advanced Academic Endorsement with Honors

Four (4) Credits of Honors/Advanced Placement Courses  
Three (3) Advanced Placement/Dual Enrollment Courses  
Two (2) Credits of Foreign Language  
Two (2) Advanced Science Courses  
One (1) Upper Level Math (Pre-Cal, Math Modeling, AP Calculus, or AP Computer Science)

#### Advanced Academic Endorsement with Highest Honors

All Honors/Advanced Placement Courses in 9th and 10th Grade  
All AP/Dual Enrollment\* Courses in 11th and 12th Grade  
\*Students may have the option to take two of the following in science:  
Honors Physics, AP Biology, or AP Chemistry  
Two (2) Credits of a Foreign Language  
AP Calculus or AP Computer Science

#### Freeing our Classrooms of Unnecessary Screens for Safety (FOCUS) Act #2025-386

As stated in the FOCUS Act, *beginning with the 2025-2026 school year, no student shall use or operate any wireless communication device in any public elementary or secondary school building or on the grounds thereof during the instructional day. (b) Beginning with the 2025-2026 school year, no student may possess a wireless communication device in any public elementary or secondary school building or on the grounds.*

#### Wireless Communication Device Discipline Steps

- Any wireless communication devices brought on campus must be turned off and stored in the student's car or locker upon arrival. Students may not keep any wireless device in their possession nor may they access any wireless device during the school day including break, lunch, and during class change.
- If it is apparent that a student is using or has in their possession a cell phone, apple watch, tablet, air pods, headphones, or other wireless communication device at school (visible, noise alert, etc.) it will be taken up and documented on an office referral. When this occurs, a parent or guardian must come to the school to retrieve the wireless device from administration.
- Discipline steps are as follows:
  - First Offense - Three Days ISS
  - Second Offense - Five Days ISS
  - Third Offense - Three Days OSS
  - Any additional offenses will result in additional consequences as determined by administration.
- Students who visit their locker during the school day to access their phone will receive disciplinary action as described above.
- Students may not leave class to put a cell phone in their locker or vehicle.
- Teachers will provide headphones or earbuds for class activities/assignments when needed.

Once the school day is over at 3:12, students may regain possession and access to their wireless communication devices.

#### Student Attendance

- The initial bell rings at 7:55 am to report to class. The tardy bell rings at 8:00 am.
- If students are not in their assigned classroom when the tardy bell rings, they should report to the front office.
- Students must always check out through the front office to leave campus** and have a valid excuse. A parent note or email for check out must include the student's name, the parent's phone number, and parent signature.
- Absences and tardies are counted by period in order to issue credit for enrolled classes.
- Students who accumulate more than 15 unexcused absences in individual classes during a given semester will be denied credit and will not be eligible for credit/grade recovery in summer school (grades 9-11). Any senior who accumulates more than 15 unexcused absences in individual classes during a given semester will be denied credit and will not be eligible to walk at graduation. For seniors, credit may be made up during summer school.
- Students who accumulate more than 10 unexcused absences in a given semester will not be allowed to participate in extracurricular activities, including sports, field trips, prom, military ball, competitions, organization-based trips, and incentive activities. Field trip and prom/military ball ticket costs will not be refunded.
- Students with excessive absences as determined by administration may be denied permission to attend field trips or other school activities. This includes, but is not limited to: prom, military ball, competitions, organization-based trips, and/or incentive activities. Field trip and prom/military ball ticket costs will not be refunded.
- State law requires all students to bring a written or typed and signed excuse stating the reason for the absence.
  - Students should give excuses to the office clerk within three days, including check-outs.
- Students with unexcused absences cannot make up missing work for full credit but may discuss a plan with teachers to recover unattempted assignments per the standards recovery policy.

- Students who are currently enrolled as seniors (must have the proper credits to be counted as a senior) may take one (1) college visit day per semester as long as it is approved in advance. Students may see a guidance counselor for a visitation form. Any days in excess of one (1) per year, must be approved by the principal.

#### **Tardies**

- Tardies, like absences, are counted per class period. Students are expected to arrive at school on time and promptly report to their classes each period.
- Students who accumulate unexcused tardies within a given week will be assigned consequences based on the number of unexcused tardies received.
  - **Three Unexcused Tardies/First Offense:** After school detention
  - **Five Unexcused Tardies or Second Offense:** Saturday school
  - **Seven Unexcused Tardies or Third Offense:** One day ISS
- **Any two additional tardies beyond seven will result in an additional day of ISS**
- Students who accumulate an excessive amount of unexcused tardies for the semester and/or week may have additional consequences including loss of driving privileges, Class II consequences for excessive tardies, unable to participate in extracurricular activities, etc.
- Students who arrive to class late with an unexcused tardy may not be allowed to make up missed work or time they missed due to the tardy (timed assignments, bell ringers, etc.)

Students who do not attend after school detention and/or Saturday School will have additional consequences.

#### **Promotion and Graduation Requirements**

- In high school grade level classification is based on credits. Students must have the appropriate number credits to be considered on grade level.
  - Tenth grade (sophomore) students must have earned 6 credits
  - Eleventh grade (junior) students must have earned 12 credits
  - Twelfth grade (senior) students must have earned 16-17 credits
  - To graduate a senior must have earned a minimum of 24 credits\*\*
- \*\* Please see the previous page for Honors Diploma credit options
- Graduation requirements
  - FAFSA application or waiver completed
  - Civics test taken and passed in senior year in government class
  - The registration guide outlines specific credit requirements
  - All fees must be paid in order to receive a cap and gown and be eligible to walk at graduation
  - All seniors must purchase a cap and gown through Balfour to walk at graduation. Pricing points will be shared at the beginning of the school year through Balfour along with payment options.
  - Career Readiness Indicator (CRI) earned

#### **Standards Recovery and Credit Recovery**

- Standards recovery is offered in-class to support students who are struggling to master standards and need additional support. Students who score a 65 or below on a test grade may request standards recovery.
  - Students must request standards recovery up to five days following an assignment.
  - The highest grade a student can recover is a 70
  - Students can only recover assignments in the 60% (major tests) category and must have made adequate progress and attempts to complete work leading into the recovery assignment
  - Teachers may require additional work or tutoring (that may not be graded) prior to recovery
  - Students must complete a parent contact form and submit it prior to standards recovery.
  - Cheating or plagiarizing on a standards recovery assignment will result in an automatic zero.
  - Students must coordinate the date of the make-up with the teacher within a reasonable timeframe as outlined in the standards recovery policy.
  - Students who plagiarize or cheat will receive an automatic zero on an assignment and may discuss standards recovery options with his/her teacher. Additional offenses will result in disciplinary action and an automatic zero.
- Students who have failed a course have two options and should see a guidance counselor as early as possible to discuss recovery options:
  - Retaking a course



- On a block schedule, a failed fall course can be taken in the spring, provided that scheduling allows the student to take the failed course. The course may also be taken during summer school.
- Both grades remain on the transcript
- Student can recover the maximum grade (out of 100)
- The grade and credit are recognized by the NCAA
- Credit Recovery:
  - On a block schedule, a failed fall course can be taken through credit recovery in the spring, provided that scheduling allows the student to take the failed course
  - A shorter course
  - Maximum grade a student can receive is a 70
  - The credit is not recognized by the NCAA and cannot be counted as a course. This does affect eligibility requirements.
  - Both grades remain on the transcript

#### **Visitors:**

- All visitors should enter through the front office and be appropriately dressed.
- If a visitor is believed to be under the influence of illegal substances and/or alcohol, he/she will be asked to leave and the school resource officer may be called.
- Visitors who have business within the school should check-in with the office clerk and receive a visitor's sticker. Once visitors have been checked in, they will be escorted to the appropriate location to handle any school-related business.

#### **Student Drop-Off and Pick-Up**

- The speed limit on campus and Tiger Drive is 5mph. All students, guests, parents, and guardians are expected to obey all signs and speed limits while driving on campus.
- **No vehicle should try to go around or pass any bus that is loading or unloading on campus.**
- **All students** should be dropped off in front of the school unless prior arrangements have been made with administration.
- The dismissal bell rings at 3:12pm.
- In the afternoons:
  - At dismissal all students should exit the building through the front of the school building.
  - Bus riders should report to the Commons area and be seated to wait for their buses when they are called.
  - Car riders should exit the front of the building and report to the car rider loading area (next to the Alternative School/Hope building) and wait for their rides.
    - Car rider traffic should enter Tiger Drive from Hwy 431 and approach the circle drive at the west end of the school behind the Hope/Alternative School building to pick up students.
    - No student should be picked up next to the gym, behind the school, in front of the school, at the Community Center, or at Gardens of Eufaula. This is to ensure the safety of all students and prevent cars from disrupting the flow of traffic or blocking other vehicles and/or buses.
- Any vehicle on campus may be subject to search and seizure.
- Students who participate in after school activities (athletics, band, etc.) may move their vehicle once the school day has concluded as long as they follow the flow of traffic.
- Students who participate in activities before school should park in student parking as soon as they arrive.

#### **Parking Regulations**

- All students who drive on campus should pay for and have a visible parking decal and only park in designated spaces. Students who drive on campus without a parking permit may receive a ticket and/or be towed at the owner's expense. A parking decal must be purchased each year.
  - To obtain a parking decal:
    - Students must have a valid driver's license and proof of valid insurance
    - Students must submit a parking registration form to register their vehicle
- Student parking is marked with a white curb at the front of the school. No students should park in faculty parking - yellow curb. Students should not park next to the gym/stadium, behind the school, or behind or in front of the alternative learning center, nor should students park at the Community Center.



- Parking privileges may be revoked for any student with excessive tardies and/or excessive discipline issues.
- Students should not back into parking spaces.
- All vehicles parked on campus are subject to search as warranted by law enforcement.

### **Exam Exemptions**

- Only courses that have been approved by the Board of Education to exempt exams are allowed to exempt. This includes AP courses for students who take the AP exam and students in Business Tech who receive PowerPoint and Word certifications.
- Students who have earned specific benchmarks on ACT exams or shown growth (silver, gold, and platinum status) will be allowed special exam exemptions.
- Students may be eligible to exempt final exams at the end of the semester if they meet the following criteria regarding grades and attendance:
  - **Grade A** with no more than five excused absences within the semester for the class in which the student wishes to exempt.
  - **Grade B** with no more than two excused absences within the semester for the class in which the student wished to exempt.
  - **Grade C** with perfect attendance zero absences within the semester for the class in which the student wishes to exempt.
  - Three tardies in a class will be counted as an absence in regards to calculating attendance for final exam exemptions.
  - Students who have been assigned to ISS for five or more days or who have been out of school suspended are ineligible to exempt exams.
  - Students who qualify for exemption may take the exam if it could help their grade in the course.
- Students in AP classes are required to take the AP exam in the second semester on the date set by College Board in order to exempt their exam.
  - Students who take AP courses in the first semester must sign a letter of agreement that acknowledges students understand that they are required to take the AP course exam in May on the date set by College Board. AP course teachers will give students these letters when it's closer to exam time. This letter outlines exam and grading policies for AP students.
  - Seniors who do not take the AP exam on the assigned date may not be listed in the program until GPAs can be determined following the missed exam. This may affect their graduating order and honors.
  - Due to the process and timeline for ordering AP exams, students will not be refunded for an AP exam they do not take and may have to pay an additional fee for make-up exams.

### **Progressive Discipline**

Eufaula High School follows a Progressive Discipline Plan to address Class I discipline issues. The Progressive Discipline steps are as follows:

#### **Level 1: Warning/Conference with Student**

- A warning to stop disruptive activity or behavior
- Implement a classroom consequence for the warning given
- One-on-one conference with the student to re-teach or redirect the behavior

#### **Level 2: Parent Notification and Intervention**

- Teachers will make parental contact via phone. If the parent cannot be reached a letter can be sent home with the student

#### **Level 3: Detention and Parent Notification**

- Teachers will assign detention (with 24-hour notice) via letter and phone call home to parent

#### **Level 4: Saturday School and Parent Conference**

- Teachers will schedule a parent conference to discuss the student's behavior with the parent.
- Teacher will assign student Saturday School

#### **Level 5: Student Disciplinary Referral**

- Teacher completes office referral to administration. Administration will meet with the student and assign a disciplinary consequence along with contacting the parent/guardian.

- Detention is held daily in the ISS Room from 3:20-4:00 each day.
- Students may be assigned detention from any teacher or administrator.

- An attempt will be made to notify the parent at least 24 hours in advance. Students will receive written documentation of the detention assignment, date, and reason.
- All school activities, such as rehearsals, practice, sporting events, or club meetings are **not** valid excuses for missing detention. Directors and coaches have the autonomy to make participation decisions based on student attendance to practices and rehearsals.
- Students who do not arrive at detention on time will not be allowed to enter and will be counted absent.
- An assignment will be given for students to complete while in detention.
- Students must secure their own transportation promptly at 4PM. Any student who is assigned detention is not allowed to ride the bus that afternoon.
- Students who miss detention will be assigned additional disciplinary consequences.

#### **Saturday School Procedures**

- Saturday School will be held from 8am to 12pm on the Saturday it is assigned.
- Students arriving after 8am will not be admitted and counted absent.
- There will be assignments for students who do not bring work to complete.
- Work detail may be a required assignment during Saturday School including, but not limited to, assisting with organization, campus/stadium clean-up, etc.
- Failure to attend Saturday School without a proper excuse will be assigned additional disciplinary consequences.
- Students are required to show up to Saturday School in dress code. Students who are out of dress code will not be admitted and counted absent.

#### **ISS Rules/Expectations**

- Students will report to ISS no later than the tardy bell at 8:00am.
  - Students who are dual-enrollment students will be allowed to check-in late on days their dual enrollment class meets (if a dual enrollment class is not meeting that day, the student is expected to be in ISS no later than 8:00am).
- Students who miss a day of ISS will still be responsible for attending the total assigned number of days in ISS.
- Students will follow the rules outlined in ISS.
- Students who are assigned to ISS are not eligible to participate in any extracurricular event (performances, sporting events, sporting/performance practices, JROTC competitions, field trips, or any other organizational activity) while assigned to ISS. Students who are in ISS on Friday may not participate in any weekend extracurricular activities.
- Students who have disciplinary issues in ISS may be issued one of the following consequences: a warning, a conference with an administrator or the teacher, a phone call home, a disciplinary referral (if warranted), additional ISS time, or other disciplinary consequence as determined by administration depending on the severity of the action.

#### **Field Trip Procedures**

- While on field trips, students are expected to follow the rules outlined in the student Code of Conduct as well as policies/procedures related to that club, sport, or organization's guidelines and expectations. Please reach out to the coach or sponsor regarding any questions regarding policies and procedures.
  - For some competitions, there are certain guidelines provided by the organization hosting the competition that students must follow. The Code of Conduct is the minimum expectation that students follow. Students are expected to follow any additional guidelines from the club or organization at the school level, state level, or national level in relation to the event. Examples would include, but are not limited to: decorum during ceremonies related to the event, expectations during presentations, competitions, and/or performances, cell phone policies (including recording and photographing) outlined by the event, attire requirements, timelines and deadlines, or general behavior expectations.
- Students who are on a field trip will receive an excused absence for the day. They are responsible for making up work within the timeframe outlined in the make-up policy.
- Students should attend the regular school day until they are dismissed from class to attend the field trip - unless the trip takes place (beginning and ending) outside of the regular school day. When students return to campus, they should report back to class, unless other directions are given. The field trip times will be on the field trip forms that students receive regarding the trip.

- Students with excessive absences as determined by administration may be denied permission to attend field trips or other school activities. This includes, but is not limited to: prom, military ball, competitions, organization-based trips, and/or incentive activities.
- Students who have a class average of a D or an F in any course at the time of the trip will be unable to participate.
- Students who have had a major discipline offense that results in out-of-school suspension, alternative school, or ISS for more than five days, will not be allowed to attend field trips. Exceptions may be made in the case of athletic or extracurricular competitions as long as the student meets the following criteria: the student has not violated that club, organization, or sport's policies and procedures; the student is not currently serving ISS, OSS, or alternative school; and/or the principal has approved the student's participation in the field trip.
- Students who stay in a hotel room on an overnight trip are expected to:
  - Maintain decorum while in the hotel room, lobby area(s), hallways, etc. and not disrupt other guests.
  - Respect the privacy of roommates on overnight trips. Violating another student's privacy may result in disciplinary action.
  - Students should stay in assigned hotel rooms with assigned roommates. Any concerns regarding roommates or room placement should be directed to the faculty sponsor for the field trip.
- Students should adhere to any and all expectations outlined by chaperones and faculty advisors. This may include, but is not limited to: curfews (if staying in a hotel), check-in procedures, cell phone guidelines, and arrival and departure times. Failure to follow directives given may result in disciplinary action.
- Funds for field trips are typically used in advance of field trips for transportation, deposits, fees, tickets, or other related expenses; therefore, money that has been paid for a school field trip may not be refunded for students who later choose not to go or for students who are no longer able to go as a result of disciplinary action or attendance reason, withdrawing from Eufaula High School, or other circumstances.

#### **Sporting Events Requirements**

- To enter athletic events every person under the age of 16 must be accompanied by an adult over the age of 19 or be a Eufaula High student. The adult is responsible for the person under 16 throughout the entire athletic event. Parents may no longer drop off their children under 16 that are not Eufaula High School students.
- All individuals not accompanied by an adult aged 19 or older must have a valid photo ID indicating they are 16 years or older or a Eufaula High School-issued ID.
- No outside food or drink may be brought into the sporting event.
- The public may not go on the field or court before, during, or after the competition.
- Any bags brought into the sporting event must be clear/transparent. Prohibited bags include mesh bags, diaper bags, purses, silicone/plastic totes, etc.
- Metal detection devices will be used at all fan entry points.
- During the game, there is no loitering in the concession/commons area, restrooms, or parking lot.
- Fans who become unruly at any school sanctioned event may be asked to leave the event and may not be allowed to attend future events.
- No pets are allowed entry to the gates. Service animals are allowed.
- There are No Passes Out.

#### **Special Events and School-Sponsored Activities**

Unless a club/organization states additional requirements, the minimum requirements for school-sponsored on-campus activities will follow Code of Conduct as well as the following:

- Dress code may be modified to allow for attire that may be outside of the typical parameters for dress code for special events. The attire should still be considered appropriate and modest. Examples may include athletic wear if participating in an athletic event (faculty vs. student basketball game) or formal wear (prom, winter formal, Homecoming court, etc.). Any questions regarding dress or attire should be directed to the sponsor of the event or the principal for approval. Students who are in attire that is deemed inappropriate may be asked to leave the event, may not be recognized at the event, and/or any costs associated with the event will not be refunded.
- Students are expected to follow the behavior expectations outlined in the code of conduct and/or expectations outlined by the club, organization, or sponsor of the event. Disciplinary action will be taken against students who do not comply with set expectations. Any costs associated with the event will not be refunded. Parents/Guardians or students who have questions regarding expectations should reach out to the faculty sponsor or advisor to the event prior to the event date.

- For all dances, a student's date must be no older than 20 years old and must have an approval form signed by the Eufaula High School principal and their attending school principal, if applicable. Students who do not attend Eufaula High School who are not approved will not be allowed to attend the event. Tickets will not be refunded for students who purchase a ticket for a guest who is not approved. ID must be shown at the door to enter. Guests over the age of 20 will not be allowed to enter the dance.
- A student who has disciplinary issues during a school-sponsored event or a previous major disciplinary issue may not be allowed to attend later events in the school year as determined by the guidelines set by the faculty sponsor or as determined by administration.
- Students with excessive absences as determined by administration may be denied permission to attend field trips or other school activities. This includes, but is not limited to: prom, military ball, competitions, organization-based trips, and/or incentive activities.
- Graduation and related senior events:
  - These events may require specific dress codes, expectations, or prerequisites (for example, attending graduation practice is required to participate in the graduation ceremony) in order to participate. Those dress codes, expectations, and prerequisites will be outlined at a senior meeting in the spring. Students who do not follow the outlined expectations will not be allowed to participate.
  - Students who are not in attendance at the senior meeting should see the senior sponsor or an administrator to get the required information related to those events. Students are responsible for knowing and following expectations and failure to follow expectations may mean that a student is unable to participate in the event(s).
  - All graduation attire **must** be purchased through Balfour. Students may not wear any cords, tassels, or stoles that are not approved by the EHS principal, and students **may not** decorate their caps with any additional items, including tassels, decor on any of the material, or any other visible additions.
  - All fees must be paid, including any amount due to Balfour, before a student is eligible to walk at graduation. It is suggested that parents work out a payment plan, if necessary, early in the year.
- Students who have major disciplinary issues during a school-sponsored event may not be allowed to drive themselves from the event, depending on the severity of the incident. Parents/guardians may be required to pick the student up from the event.

#### **Other Expectations:**

- Teachers establish rules and expectations for behavior within their classrooms. Students are expected to follow the outlined rules and expectations. If a parent/guardian has a question about a teacher's rules, expectations, or policies, they should reach out to the teacher and schedule a conference when warranted.
- All students receive a locker as part of their general fee; therefore, bookbags, tote bags, etc. are not allowed down the hallway without permission from the principal for extenuating circumstances.
  - Students should not share lockers or their locker combinations with other students and should keep their locker combination information in a secure location.
- Outside food deliveries are not allowed for students due to federal guidelines - this includes deliveries from parents, food delivery services, etc. Students may not leave campus for lunch.
- Unless an administrator has given permission, students should not return to their vehicle during the school day.
- Students who are checking out or leaving campus for an approved reason (co-op, dual enrollment, etc.) should follow the protocol for leaving during the school day. All students should sign out through the office.
  - Students who take dual enrollment classes in the morning are allowed to be reasonably late to their second block class on the assigned days they have classes. If students who take dual enrollment are late on non-class days, the absence will be coded as an unexcused absence or unexcused tardy if there are no other excused circumstances and depending on how late the student is to class.
- Students who are not in dress code will be sent to ISS until proper clothing can be obtained. Students will be given an opportunity to contact a parent/guardian to bring clothing that is within dress code guidelines. Multiple dress code offenses will result in progressive disciplinary action.
- Any student who leaves class should have an approved pass from their teacher and should only report to the approved pass location. If a student is in another classroom or another location on campus without permission from their assigned teacher, it is considered skipping.
- Any student who wishes to participate in summer programs (credit recovery, intervention, early credit, etc.) must follow policies and procedures outlined in the Summer Programs Handbook.

- Students taking classes for early credit prior to the start of the school year are responsible for all grades obtained in those classes.
- All ACCESS courses follow the ACCESS Policy Manual for Students: [bit.ly/accessstudenthb](http://bit.ly/accessstudenthb)
- At times, the principal may allow students to leave early due to exams, ACT testing, etc. These dates will be announced by administration in advance, and students will be required to submit a check-out form provided by administration that must be completed and submitted by the deadline stated on the form. A student who did not submit a check-out form by the deadline may only check out on these dates if a parent, guardian, or designated contact arrives in-person to check the student out. Announcements will be made in advance to remind students to submit their check-out notes.
- Students who have AP exams will be allowed to check-out after AP exams with a returned form. Students who have afternoon AP exams are not allowed to check-in late. They should come to school at the regularly scheduled time.
- EHS Admin, faculty, staff, and fellow students are not responsible for any lost item (personal belongings, any sum of money, keys, wallets, etc.). Students should not bring large sums of money to school, and any money brought in for fees should be tended to first thing in the morning to avoid any issues.
  - Students who are participating in fundraising activities may want to ask the faculty sponsor of the activity to hold onto any funds to avoid theft and/or misplaced funds.
- All medications (including over-the-counter) medications must be kept in the nurse's office and a medicine form must be on file with the school nurse. Students who are in possession of any medication may be subject to disciplinary referral with the offense level varying depending on what class of drug the student has in their possession.

### **Activity Requirements**

- Students who participate in school activities are representatives not only of that organization, sport, or club but also representatives of Eufaula High School. Students should follow the requirements outlined by that club, sport, or organization's policies.
- Clubs and organizations are ultimately operated by the principal and any final decisions or determinations will be approved by the principal and faculty sponsor, when warranted. For athletics, the principal and athletic director will make any final determinations along with the head coach.
- Students should:
  - Be in good academic standing per the guidelines or that club, sport, or organization's policies
  - Avoid disciplinary action. Please follow discipline expectations per that club, sport, or organization's policies and reach out to coaches/sponsors below for any questions.
- Students who are removed from a club or organization (including sports) due to disciplinary incidents, withdrawing, falling below grade expectations, later choosing not to participate, or any other early termination of membership will not be refunded fees or costs associated with the club, sport, or organization. If the funds were used to purchase equipment, gear, or other physical items, the student will be issued those purchased items. They will not be shipped to the student or guardian; the parent/guardian should coordinate a plan for pick-up with the coach or faculty sponsor.
- Students who are participating in an extracurricular activity (including performances, practices, sporting events, competitions, etc.) after school hours must be present for at least 51% of the school day in order to be eligible to participate. If an activity occurs over the weekend, the student must have been present for at least 51% of the school day Friday prior to the activity. The only exception would be school-permitted field trips where the student has been on an approved trip rather than on campus.
- Students who are assigned to ISS are not eligible to participate in any extracurricular event (performances, sporting events, sporting/performance practices, competitions, field trips, or any other organizational activity) while assigned to ISS. Students who are in ISS on Friday may not participate in any weekend extracurricular activities.
- If students are in a class associated with a club, sport, or organization, they may also be removed from that class if membership is terminated for any reason or may be removed from the class pending investigation. Class fees may not be refunded.
- Sports follow AHSAA guidelines and are the minimum of what is required of each sport. All students must follow the policies outlined in the Athletic Handbook provided at each parent meeting. Some sports may have additional requirements.
- If a student or parent has an issue or concern within a club, organization or sport, the faculty coach or club/organization sponsor should be notified first and given an opportunity to address the concern.
- Activities and Sponsor/Coach - Please reach out to the coaches/sponsors for any questions regarding club/organization policies.
 

○ Baseball - Tanner Blatt	○ Basketball (Boys) - Michael Smith	○ Basketball (Girls) - Fredrick Drake
---------------------------	-------------------------------------	---------------------------------------



- |                                   |  |                                  |
|-----------------------------------|--|----------------------------------|
| ○ Bass Fishing - TBA              | ○ Key Club - Suzette Taylor              | ○ Theatre - Luke Herndon         |
| ○ Cheer - Meg Herring             | ○ LEO Club - Alexandra Conniff           | ○ Tiger Reps - Suzette Taylor    |
| ○ DECA - Graham Haney             | ○ National Honor Society - Pelina Jessie | ○ Track and Field - Robert Brown |
| ○ e-Sports - Andrea Tew           | ○ SGA - Lauren Kiser                     | ○ TSA - Andrea Tew               |
| ○ FBLA - Santricia Norris         | ○ Skills USA - Rebecca Powers            | ○ Volleyball - Merri Hicks       |
| ○ FCA - Graham Haney              | ○ Soccer Boys - Nathan Black             | ○ Yearbook - Pelina Jessie       |
| ○ FFA Buster Padgett/ Emma Watson | ○ Soccer Girls - TBA                     |                                  |
| ○ Football - Jerrel Jernigan      | ○ Softball - Jarrod Kornegay             |                                  |
| ○ HOSA - Mary Helton              | ○ Tennis - Merri Hicks                   |                                  |

### **Honors and Recognitions**

- **Valedictorian and Salutatorian** - To be valedictorian or salutatorian, the student must have been enrolled in Eufaula High School for at least two terms and accrued at least seven credits prior to their senior year. Candidates must have the two highest rank-in-class (counts only academics and foreign languages taken while at EHS) numerical averages and have obtained the highest diploma endorsement offered by EHS. The valedictorian is expected to give the primary and the salutatorian will give the secondary address during the commencement exercise. Speeches must be approved by an administrator or designee and follow the guidelines for a graduate speech. Valedictorian and Salutatorian will be announced after all final grades have been posted.
- **Honor Graduates** - Honor graduates must have a 90.00 rank-in-class (counts only academics and foreign languages taken while at EHS) numerical average or higher for their four years of high school and complete the requirements for the honors or highest honors diploma options. They must be enrolled in Eufaula High School for at least two full terms prior to their senior year.
- **Honor Cords** may be awarded (at the student's expense) for obtaining a program credential or for obtaining a program's high honor as deemed acceptable by the school's principal. Students may not wear additional cords, medals, stoles, or other graduation regalia without permission from administration.
- **National Honor Society** - Students must have an overall 87 rank-in-class (counts only academics and foreign languages taken while at EHS) numerical average, actively involved in one community or school activity each year, currently enrolled in at least two honors or Advanced Placement courses, follow discipline as outlined in the by-laws and constitution, and meet the following grade level requirements:
  - Sophomores must have completed at least four honors courses by the end of the sophomore year.
  - Juniors must have completed at least four honors courses by the end of the junior year.
  - Seniors must have completed at least eight honors courses by the end of the senior year.
- **Boys State and Girls State** are chosen from a committee-recommended list of eligible students to full faculty. Representatives must have an 87 rank-in-class (counts only academics and foreign languages taken while at EHS) numerical average.
- **SGA Officers** must have an 80 numerical average and no major disciplinary incidents\*. Officers are elected by peers. For students running opposed, a speech may be required. Students wishing to run for Executive Office must have served the previous year as an SGA class officer or executive officer. Interested students should contact the SGA Sponsor for details and information.
- **Mr. and Miss EHS** - Students must have already been enrolled at EHS for two years and are selected on the qualities of school spirit, academic record, and cooperation; students must have an 80 academic average. Seniors nominate the candidates, and faculty will vote on the candidates who meet the candidate requirements. Students may not have had any major disciplinary incidents\*. Students may not concurrently hold Miss EHS, Mr. EHS, Homecoming Queen, Prom Queen, or Prom King titles.
- **EHS Hall of Fame** - By faculty votes, 10 seniors will be recognized in the yearbook as the Eufaula High School Hall of Fame. These students will demonstrate an outstanding display of loyalty, determination, and commitment of excellence to Eufaula High School. Hall of Fame nominees should also have a successful academic career, a pleasing attitude, and leadership qualities that are dependable, honest, and trustworthy. Students may not have had any major disciplinary incidents\*.
- **Class Favorites and Best All-Around** are voted on in grade levels nine through eleven by a student vote to be represented in the yearbook. Students may not have had any major disciplinary incidents\*.

- **Senior Superlatives (Who's Who)** are selected by students. The yearbook staff generates the list of categories each year and puts it to a student vote. Students may not have had any major disciplinary incidents\*.
- **Homecoming Queen and Court** - Each student in grades 9-12 will nominate two girls in his/her grade level for the Homecoming Court. From those nominations, a list of candidates will be presented to students for voting. Students may not have had any major disciplinary incidents\*.
  - Two girls receiving the most votes in each of the 9th, 10th, and 11th grades will be members of the court.
  - The girl receiving the most votes in grade 12 will be crowned queen. The two girls receiving the second and third highest votes will be her attendants. Homecoming queen will be announced at halftime. Students may not concurrently hold Miss EHS, Homecoming Queen, or Prom Queen titles.
  - Girls selected as the Homecoming Court will be escorted on the field by a male family member during halftime.
  - All Homecoming dresses must be approved by the SGA sponsor prior to the event date (for both parade and halftime presentation of the court). Failure to get a dress approved or wearing a different dress than the one that is approved will mean that the student cannot participate in the parade and/or halftime recognition.
- **Prom King and Queen** is decided by a senior class vote and will be announced at prom. Students must be present to be awarded the title. Students may not concurrently hold Miss EHS, Mr. EHS, Homecoming Queen, Prom Queen, or Prom King titles. Students may not have had any major disciplinary incidents\*.
- **Club Officers** are decided at the discretion of each organization following their by-laws and processes for selecting officers.

\*A major disciplinary incident is defined as any incident that results in out-of-school suspension, five or more days of in-school-suspension, or an alternative placement.





# EnvisionEU

The Personalized Learning Initiative of Eufaula  
City Schools

Student Acceptable Usage Policy

(S-AUP) For Technology

**STUDENT ACCEPTABLE USE POLICY (S-AUP) FOR TECHNOLOGY:  
RULES AND REGULATIONS**

## **Technology**

Eufaula City Schools Board of Education (Board) provides students with access to technology in order to enhance student learning. The term “technology” as used in this document, is intended to have a broad interpretation. The term “technology” as used herein, includes, but is not limited to computers, networks, the Internet, electronic mail, instant messaging, electronic devices, mobile devices, wearable devices, hardware, software, and accounts. Although cell phones, smartphones and wearable technology can be used for many of the same activities as other forms of technology, additional rules apply to the possession and use of these communication devices.

This S-AUP applies to all technology, regardless of ownership, used on school property, during school hours or during other school-related activities. It also applies to the use of Board-owned technology regardless of location or time of day.

### **Parental Restriction on Independent Internet Access**

Parents of students under the age of 17 may request their child not be allowed to independently access the Internet by notifying the school principal in writing within fifteen (15) school days of the student’s first day of attendance each school year. This restriction applies to the student independently operating any Board-owned technology to access the Internet. It does not prohibit the student from viewing Internet sites presented by school staff or by other students as part of a lesson, or from using Internet/Device hosted learning software used by the school. In these cases, school personnel will take appropriate steps to restrict the student from using technology to access the Internet beyond the scope of the lesson or assessment. However, school staff cannot directly supervise every student every minute of the day they are on the device.

### **Personal Owned Technology**

The use of any personally owned technology at school is a privilege, not a right. The Board reserves the rights to place conditions on, restrict, or prohibit the use of personally- owned technology on its property. Students may only use personal technology during school hours when given specific permission to do so by their teacher or a school administrator.

Prior to bringing any personal technology to school, students must first determine which devices their school allows on campus. Permissions may vary from school to school. All devices, software or accounts used to set up their own network for Internet access, such as wireless access points or “hotspots,” virtual private networks (VPNs), are prohibited at all schools.

School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of an actual or suspected violation of the law, of Board policy, of the Code of Student Conduct, or of other school rules, provided the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

The school/school system is not responsible for the loss, damage, vandalism, or theft of any electronic device brought to school or to a school event.

## **Rules and Limitations**

Students should strive to be good “digital citizens.” In addition to following this S-AUP, school rules, and Board Policies, students must also comply with all applicable local, state, and federal laws when using technology. Any student identified as a security risk, or as having a history of such, may have their access to technology restricted or denied and may be prohibited from bringing personally owned technology on campus.

Students will not use technology in any way with the intention of annoying, bullying (i.e. cyberbullying), harassing, interference with, or causing harm to individuals, institutions, organizations, or companies. All reports of cyberbullying will be handled in accordance with disciplinary action outlined in the Eufaula City Schools Student Code of Conduct.

## **Expectation of Privacy**

Students should not expect their files, communications, or Internet use while using Board-owned technology are private. Authorized staff may access, search, examine, inspect, collect, or retrieve information of any kind from the Board’s technology, at any time and without prior notice in order to determine if a user is in violation of any of the Board’s rules, or for any reason not prohibited by law. In addition, authorized staff may delete or remove a user’s files from Board-owned technology without warning when those files violate the S-AUP or when necessary to maintain safe and correct operations of the Board’s technology.

As noted above, school officials may read, examine, or inspect the contents of any personally-owned technology upon reasonable suspicion the contents or recent utilization of the technology contains an actual or suspected violation of the law, of Board policy, of the Code of Student Conduct, or of other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

## **Permission to Use Technology**

In general, students should only use technology on-campus with a teacher or administrator’s permission. During school hours, they should only use technology, whether the Board’s or their own personal technology, for school-related purposes.

Students must have specific permission in order to:

- Use personally-owned technology while in school
- Publish information to websites, blogs, wikis, or other online workspaces. When doing so, students are expected to adhere to applicable design requirements, online safety practices, and general rules of good behavior and appropriate digital citizenship.
- Take Board-owned technology off-campus (other than school issued 1:1 devices). A permission form, including specific instructions and conditions, will be signed.
- Video, photograph, or record others.

## **Terms of the Required Use and Internet Safety Policy**

Specifically, the student will adhere to these guidelines with district technology each time the Internet is used at home and on campus. This list does not cover every possible inappropriate action or use of technology. Students who engage in actions not specifically covered by this policy may be subject to appropriate disciplinary action in accordance with the Code of Student Conduct.

Students:

1. Will make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location. Files stored and information accessed, downloaded or transferred on district-owned technology are not private.
2. Will not connect any personal technologies such as laptops and workstations, wireless access points and routers, printers, etc. to district owned and maintained local, wide or metro area networks. Connection of personal devices and printers are permitted, but permission shall be granted by the ECS technology department prior to use and is not supported by ECS technical staff. Home Internet use and cost is the responsibility of the student both in cost and configuration.
3. Will keep devices secure and damage free. Each device is issued with a protective bag or case. Use of the provided protective bag/case is required at all times.
4. Will not send or intentionally receive files dangerous to the integrity of the network.
5. Will not intentionally damage, destroy, disable, or remove parts from technology devices (including iPad cases). In such cases, students or their families may be held financially responsible for the repair, replacement, or reconfiguration of affected equipment.
6. Will not intentionally damage, delete, destroy, or interrupt access to software or data files. In such cases, students or their families may be held financially responsible for the reinstallation, replacement, or reconfiguration of affected software and files.
7. Will not develop or install malicious software (on or off campus) designed to infiltrate computers, damage hardware or software, spy on others, or compromise security measures.
8. Will not disrupt the use of others by creating excessive network congestion through the use of online gaming, video, audio, or other media for non-school purposes.
9. Will not use technology in any way with the intention of annoying, bullying (i.e. cyberbullying), harassing, interfering with, or causing harm to individuals, institutions, organizations, or companies.
10. Will not install or download any software, including toolbars, without authorization.
11. Will not broadcast messages or participate in sending/perpetuating chain letters on networks.
12. Will not attempt to read, delete, copy, forward, or modify email or electronic files of others.
13. Will not post any false or damaging information about other people, the school system, or other organizations.
14. Will not falsely post as an employee of the Board of Education on any website, online forum, social networking site, or other online venue.
15. Will not post an image or intellectual property of others without their permission.
16. Will not post or expose the personal information of yourself or others. Personal information includes, but is not limited to a person's full name, home or work address, phone numbers, and social security number.
17. Will not make appointments or share location with unknown individuals contacted via electronic communications.
18. Will not attempt to obtain, steal, hack, or otherwise alter another user's login ID and/or password.
19. Will not access or use another user's account, resources, programs, files or data.
20. Will not allow others to use your network account and/or password to access the network, email, or the Internet.
21. Will not use another person's identity or a fictitious identity.
22. Will not save information on any network drive or device other than your personal home directory or a teacher-specified and approved location.
23. Will not cause files to appear as if another person created them.
24. Will not forge or otherwise falsely reproduce or alter report cards, letters from the school, or other school system correspondence.

25. Will not forge or attempt to forge or “spoof” email messages.
26. Will not send or attempt to send anonymous email messages.
27. Will not use technology to cheat or plagiarize or assist others to cheat or plagiarize.
28. Will not send or request information including but not limited to hoaxes, chain letters, jokes, phishing scams, etc.
29. Will not intentionally waste supplies and materials.
30. Will not download games or play online games for personal entertainment rather than learning at any time.
31. Will not use any system technology resource for personal gain, commercial, political, or financial gain.
32. Will not participate in personal, non-instructional, digital or online communications without the explicit permission and supervision of authorized school personnel (i.e. chat, email, social media, forums, text or instant messaging, blogging, etc.).
33. Will not create, access, view, or post to personal online accounts while at school.
34. Will not use inappropriate language, gestures, or symbols in any digital communications or files, including audio/video files.
35. Will not create, store, access, use, request, display, or post impolite, abusive, offensive, obscene, profane, racist, inflammatory, libelous, inaccurate, derogatory, malicious, insulting, embarrassing, bullying or threatening language, images, audio files, messages or other files.
36. Will not edit or modify digital pictures with the intent to embarrass, harass, or bully.
37. Will not link to external sites considered inappropriate by Board standards.
38. Will not intentionally view or encourage/enable others to view any material that may not have been filtered, but would be classified as inappropriate for the school environment whether on the Internet, or sent as an email attachment, or access from a digital storage device.
39. Will not commit the Board, any school, or any employee of the Board, to any unauthorized financial obligation. Any resulting financial burden will remain with the user originating such obligations.
40. Will not conduct communications about unlawful activities including references to illegal or controlled drugs, gun crimes, or violence.
41. Will not violate federal, state or local laws, including use of network resources to commit forgers, or to create a forged instrument (i.e. counterfeit money, fake identification, etc.).
42. Will not violate copyright laws, including illegally copying software, music, videos, and documents. (Students should become familiar with Copyright, the Digital Millennium Copyright Act, and Fair Use laws to ensure they fully understand the limitations of Fair Use rights.)
43. Will not copy or use logos, icons, graphics, trademarks, or other legally protected data or images.

### **General Guidelines: Device Care**

- Do not loan your device or charger and cords. This includes allowing siblings or other family members access to your school issued device.
- Do not leave the device in the vehicle.
- Do not leave your device unattended.
- Do not eat or drink while using the device or have food or drinks in close proximity to the device.
- Do not allow pets near your device.
- Do not place the device on the floor or in sitting areas such as couches or chairs.
- Do not leave the device near table or desk edges.
- Do not stack objects on top of your device.
- Do not leave the device outside or use near water such as a pool.
- Do not check the device as luggage at the airport.

ECS will at times perform maintenance on the devices by imaging. All files not backed up to server storage space or other storage media will be deleted during these processes. Students are ultimately responsible for backing up all personal files on their own storage media.

### **Disciplinary Actions**

Students are responsible for their behavior as it relates to technology. Therefore, students who are issued individual accounts shall take responsibility for keeping their login IDs and passwords secure.

School and/or System-level administrators will make the determination as to whether specific behavior has violated acceptable practices. Disciplinary actions for violating the S-AUP will be commensurate with those outlined in the Code of Student Conduct. In certain cases, financial penalties may apply.

Technology networks can provide individuals with access to locations in the United States and around the world. Students should be aware they may be liable for any violations of law committed while using technology. In accordance with applicable law, the Board will provide information about the use of its technology resources to local, state, and federal law enforcement agencies or civil courts.

### **Limitation on Liability**

The Board makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the Board's technology will be error-free or without defect. The Board will not be responsible for any damage users may suffer, including but not limited to loss of data, failure to block or filter, or interruptions of service.

The Board will take reasonable steps to maintain the security of its technology; however, no assurance can be given that security breaches will not occur. Students should report any suspected or actual breach of security.

Although the Board claims ownership of its various technology, all user-generated data, including email content and digital images, is implicitly understood to be representative of the author's individual point of view and not that of the school or school system. Students and their parents must also be aware the Board cannot assume any liability arising out of the illegal or inappropriate use of technology.

## **Student Technology Provision**

Willful and deliberate damage to a device will result in a cost to the parent/guardian for the full amount of repair, or the complete replacement of the device.

ALL damage incidents must be investigated by a designee of the school system.

- Damage as a result of violating the S-AUP (i.e., involving food, drink, or other liquid on or near the device)
- Damage as a result of negligence (i.e., the device is placed in an unsafe location or position)
- Damage caused by misuse/improper handling (i.e., the device is dropped)
- Damage caused by a pet
- Damage resulting in a broken screen. Subsequent broken screens will be charged at full cost
- Damage caused by a service performed by anyone other than a representative of ECS or an Authorized Service Provider
- The student is responsible for the replacement of the charger, bag, case, and/or device in the event of theft.

## **Artificial Intelligence Usage**

Artificial intelligence (AI) is a valuable resource provided to students for educational purposes. To ensure responsible and ethical use, the following guidelines must be adhered to:

1. Academic Integrity:
  - AI tools should be used to enhance understanding, learning, and creativity
  - Avoid any form of academic dishonesty, including plagiarism or cheating.
  - All students under the age of 18 must have parental approval before using AI in the classroom.
2. Respect for Privacy:
  - Exercise caution when providing personal data to AI systems.
  - Personal data may include but is not limited to your name, address, phone number, birthdate, social security number, etc.
  - Do not use AI tools to infringe on the privacy of individuals or engage in any form of unauthorized data collection.
3. Ethical Conduct:
  - Do not manipulate or misuse AI systems to deceive or harm others.
  - Be aware of the potential biases in AI algorithms and critically evaluate the information generated.
  - Respect the intellectual property rights of others.
  - Provide proper attribution when using AI-generated content or insights in academic or creative work.
  - Adhere to all applicable laws and regulations governing the use of AI technology.
  - Report any potential legal or ethical concerns related to AI usage.

By using AI tools responsibly, students contribute to a positive and ethical learning environment. Any violations of these guidelines may result in disciplinary actions. Remember that ethical AI usage fosters a culture of integrity, innovation, and respect within the academic community.



**EUFULA CITY SCHOOLS**  
**HARASSMENT COMPLAINT FORM**  
*Complete and return to the principal or principal's designee.*

Complainant: (Print Name) \_\_\_\_\_

Date: \_\_\_\_\_

School/Department: : ☐ EHS      ☐ AMMS      ☐ EES      ☐ EPS      ☐ Other: \_\_\_\_\_

Date(s), time(s), and place (places) the harassment occurred: \_\_\_\_\_

\_\_\_\_\_

Who was responsible for the harassment? \_\_\_\_\_

\_\_\_\_\_

Describe the incident as clearly as possible, including such things as what force, if any, was used, any verbal statements (i.e. threats, requests, demands, etc.), what, if any physical contact was involved:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were there other individuals involved in the harassment? If so, name the individual(s) and their role(s):

\_\_\_\_\_

\_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_

\_\_\_\_\_

What was your reaction to the harasser? \_\_\_\_\_

\_\_\_\_\_

Describe any prior incidents: \_\_\_\_\_

\_\_\_\_\_

Remedy sought: \_\_\_\_\_

\_\_\_\_\_

Signature of Complainant: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

**EUFULA CITY SCHOOLS  
HARASSMENT COMPLAINT FORM**

Administration Investigation:

- 1) Principal/Designee received complaint: \_\_\_\_\_ Date: \_\_\_\_\_
- 2) The allege violation resulted in a threat of a suicide? ☐Yes ☐ No
- 3) Conclusion(s) by the principal/designee after conducting a thorough investigation of the alleged violation:

\_\_\_\_\_

\_\_\_\_\_

- 4) Disposition if violations occurred:

\_\_\_\_\_

\_\_\_\_\_

Principal/Designee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Page 2 of 2

## ACKNOWLEDGEMENT

### **PLEASE SIGN AND RETURN THIS PAGE TO YOUR CHILD'S SCHOOL (SEPARATE PAGES FOR EACH OF YOUR STUDENTS)**

**Please indicate whether your child has your permission to use the technology available in the schools.**

**Legal References:** Children's Internet Protection Act of 2000 (H.R.4577, P.L. 106-554)  
Communications Act of 1934, as amended (47 U.S.C. 254[h], [1])  
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et. Seq., Part F)

\_\_\_\_\_ My child may use e-mail and the Internet while at school according to the rules outlined.

\_\_\_\_\_ My child may not use e-mail and the Internet while at school.

General/routine information releases, photographs, videos, interviews, etc., relative to school administration, school operations, curricular programs, extracurricular programs, awards, honors and school activities may be released through the school principal or designee to promote such school functions.

**I acknowledge the release of such information may contain my child's, name, picture, image or other information. Please indicate below whether the school/school system has your permission to release such information.**

\_\_\_\_\_ My child's name, picture, image, or other information may be released to promote school functions.

\_\_\_\_\_ My child's name, picture, image, or other information may not be released to promote school functions.

\_\_\_\_\_ My child's picture may be included in the yearbook.

\_\_\_\_\_ My child's picture may not be included in the yearbook.

**Please read and discuss the *Eufaula City Schools Parent and Student Handbook* with each of your children attending Eufaula City schools. The document can be viewed, printed and/or downloaded at [www.eufaulacityschools.org](http://www.eufaulacityschools.org).**

**I hereby acknowledge by my signature that I have received, read, and understand the contents of the *Eufaula City Schools Parent and Student Handbook*. I further understand information included in this handbook may be revised during the school year through proper protocol.**

**I further acknowledge my student has read or has had the handbook shared with them and to the best of their abilities and age, they understand the applicable contents of this handbook.**

**I acknowledge I have read, understand, and agree to all terms as outlined in the Acceptable Use of Electronic Services guidelines. I further understand this agreement will be kept on file at the school for the academic year in which it was signed.**

**If I have any questions, I understand I may contact my child's teacher(s) or the school principal.**

\_\_\_\_\_  
Student's Name (printed)

\_\_\_\_\_  
Parent/Guardian's Name (printed)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

***Please return this page within the first week of school. Thank you!***





# EUFAULA CITY SCHOOLS CALENDAR 2025-2026

333 State Docks Road • Eufaula, AL 36027

PHONE: 334-687-1100

[www.eufaulacityschools.org](http://www.eufaulacityschools.org)

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**2025**

**JULY**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**AUGUST**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**SEPTEMBER**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**OCTOBER**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**NOVEMBER**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**DECEMBER**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July	30	New Teacher Orientation
	31	New Teacher Orientation
August	1-6	Staff Planning/Development
	7	First Day of School for Students
September	1	Labor Day/Student Holiday
	15	Staff Planning/Development
October	13	Student Holiday
	14-15	Staff Planning/Development
November	11	Veterans Day/Student Holiday
	24-28	Thanksgiving Student Holidays
December	22	Begin Winter Break
January	5-6	Winter Break/Staff Development
	7	Students Return to School
	19	Martin Luther King, Jr. Holiday
February	16-17	Staff Planning/Development
March	30-31	Spring Break
April	1-3	Spring Break
May	21	Last Day for Students
	22	Graduation
	22	Staff Work Day

	Student Instructional Day
	Student Holiday; Staff Planning/Development Day
	Holiday for Employees and Students

**NINE WEEKS PERIODS**

1st	August 7 - October 8	43 Days
2nd	October 9 - December 19	43 Days
3rd	January 7 - March 13	45 Days
4th	March 16 - May 21	44 Days

	Student Days	Teacher Days
1st Semester	86	93
2nd Semester	89	94
	175	187

This calendar is subject to change due to unforeseen circumstances.  
Approved 2/18/2025 by the Eufaula City BOE.

**2026**

**JANUARY**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**FEBRUARY**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

**MARCH**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**APRIL**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**MAY**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**JUNE**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				