

# EPS

## Parent-Student Handbook 2018-2019



Educating Phenomenal Students #theEPSway



# Superhero Faculty & Staff

## Kindergarten

Latrina Brooks  
Laura  
Kennington  
Terry Lane  
Amy Martin  
Carmen  
McDaniel  
Rodrick Morris  
Melissa Orr  
Constance Scott  
Brandy Senn  
Melody Smith  
Tameka Wright

## First Grade

Star Abbott  
Paula Dunn  
Sharon Hudson  
Erin Kennessey  
Abby Lewis  
Katiera Sellers  
Macy Martin  
Laney  
McWhorter  
Kelly Strickland  
Marie Toole



## Second Grade

Suzanne Bangert  
Miranda Hamm  
Jessica Henderson  
Cary Kimber  
Regina Robinson  
Lisa Sells  
Rhonda Thomas  
Anna Wilkins  
Vacant

## Custodian

Barbara Martin  
Flora Malone  
Tommy Turner



## Office Personnel

Julie Bailey, RN  
Lisa Beasley,  
Bookkeeper  
Mary Davis, Registrar  
Tameka Hicks, AP  
Emily Jackson,  
Principal  
Barbara White,  
Secretary

## Paraprofessionals

Marvin Brown  
Cathy Childree  
Bettie Glaspie  
Michelle Puckett  
Rosalind Rice  
Vacant  
Vacant

## Child Nutrition

Ethel Akins  
Lillian Hollins, Mgr.  
Mary Jones  
JoAnn McClinton

## Special Area Teachers

Leisa Beam, Art  
Lashelle Cochran, Sp. Ed  
Carla Douglas, PE  
Rosie Fillingim, Sp. Ed  
Blayne Greene, PE  
Tracey Gullledge,  
Counselor  
Michele Jones, Media  
Sp.  
Sarah Pace, Music  
Kristi Wiggins, Sp. Ed  
Jennifer Williams,  
Speech  
Stephanie Wortz, EL

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# EPS Vision

The goal of Eufaula Primary School is to provide students with a safe and positive learning environment where students are empowered to become motivated, life-long learners. These students will then be able to rely on their strong foundation to become caring, productive citizens ready to take on real-world challenges.





Dear EPS Families,

Welcome to Eufaula Primary School! We look forward to working with you this year. We feel the home and school partnership is one of the best relationships your family will experience. Research proves children who have involved families are more successful in school. Please visit the school as often as possible, join PTO, and volunteer to help improve the campus and playground...anything! *We want you here!*

The purpose of this Parent-Student Handbook is to inform you of the programs, procedures, and services at our school. The Eufaula City Schools' Code of Conduct is a necessary resource for you as well. This is located at <http://www.ecs.k12.al.us/> and paper copies are distributed to each student. Our practices and procedures are for the safety and security of our students.

Our purpose is to develop well-rounded and well-disciplined children who will one day be ready to contribute positively to our world. We have high expectations for student learning as well as student behavior. We expect all children to show respect by behaving at school and not causing any loss of valuable instructional time for anyone.

Once you and your child have reviewed the information provided in this handbook, please sign the forms found in the back of this book. Please return it to the school as soon as possible. If you have any questions about information contained in this handbook, feel free to contact the school at 687-1140. Our desire is that your child has many wonderful and positive experiences at Eufaula Primary.

Your Partner in Education,

Emily Jackson, *Principal*



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Flora Malone  
Tommy Turner



Emily Jackson, Principal  
Tameka Hicks, Assistant Principal





# 2017-2018 EPS Calendar Dates



August 7	Teachers/Paras Return to School
August 7	<b>1:00-5:30 EPS Open House</b>
August 9	<b>Students Return to School</b>
August 9-10	Kindergarten Staggered Start (1/2 Day)
September 3	<b>Labor Day/Student Holiday</b>
September 28	1:30 Student of Month #1
October 5	End of Nine Weeks
October 12	<b>No School for Students (Staff Work Day)</b> <b>Parent Conference Day</b>
October 15	<b>Fall Break/Student Holiday/Flex Day</b>
October 17	K and ½ of 1 <sup>st</sup> Fall Pictures
October 18	½ of 1 <sup>st</sup> and 2 <sup>nd</sup> Fall Pictures
October 25	Read for the Record- <b>Maybe Something Beautiful</b>
October 29-November 2	Character Counts Week
October 27	8:30 Student of the Month
October 31	8:15 Costume Parade/Fall Parties
November 12	<b>No School for Students and Staff</b> (Veterans Day)
November 14	Make-Up Pictures
November 19-23	<b>No School for Students/Staff</b> (Thanksgiving Break)
November 30	8:30 Student of the Month
December 18	Pajama Day and Parties
December 19-Jan 6	<b>No School for Students</b> (Winter Break)
January 3	Teachers Return/Work Day
January 7	<b>Students Return/Grade Reports Go Home</b>
January 21	Martin Luther King Jr. Holiday
February 14	Valentine's Day Parties (after lunch)
February 18	President's Day Holiday
February 25-March 1	Read Across America Week

February 28	8:30 Student of the Month
March 1	Annual Career Fair
March 25-29	Spring Break
April 19-22	Student/Teacher Holiday/Flex Day
May 15	Kindergarten Celebration 9:00, 10:00, 11:00
May 16	1 <sup>st</sup> Grade Celebration 9:00, 10:00, 11:00
May 17	2 <sup>nd</sup> Grade Celebration 9:00, 10:00, 11:00
May 23	Last Day of School for Students/Report Cards
May 24	Teacher Work Day/Professional Development



### **Title I School**

Eufaula City Schools (ECS) receives an annual allocation, based on the percentage of low income students, to distribute to schools which are eligible to receive Title I services. A copy of the ECS Title I and Parental Involvement Plans, as well as the school Electronic Continuous Improvement Plan (ACIP) are available for review with the principal, in the media center, and in the ECS Central Office as well as located on the system and school websites.

### **EPS Registration Requirements**

Biological parents or legal guardians are the only people allowed to register students.

- Documentation of Age – Enrolling students will submit, for age verification purposes only, a certified birth certificate or suitable alternative including, but not limited to religious, hospital, or physician's documents that show the date of birth; a baptismal record; an entry in a family Bible; an adoption record; an affidavit from a parent; previously verified school records, etc.

\*\*\*Act #2016-297 requires local education agencies to allow a child who is six years of age on or before December 31 to enroll in first grade. This extends the timeframe from the current date of on or before September 1 **for first grade only**. It does **NOT** extend the timeframe for enrollment in kindergarten.



- Original Immunization Record – “Blue Slip”
- Social Security Card (optional) – Disclosure of your child's social security number is voluntary. Your child's identification number will be used in conjunction with enrollment as provided in Ala. Admin. Code §290-3-1-.02(2) (b)(2) and will be used as a means of identification in the statewide student management system.
- Proof of Residency  
Parents or guardians of all registered/enrolled Eufaula City Schools students must submit verification of residency at the beginning of each school year. Enrolling students must reside within the municipal limits of the City of Eufaula with a parent or legal guardian and must provide proof of such residency.

Students applying for admission for the first time to the Eufaula City Schools must complete the registration form. Registration information for students transferring from another public school in Alabama will be obtained through the INOW student database. Transfer students will also complete supplemental information forms.

### **PROCEDURES FOR ADMISSION OF NON-RESIDENT STUDENTS**

1. Parents/legal guardians desiring to enroll a child in the Eufaula City Schools may make application for consideration by filing a Non-Resident Student Application form at the Board of Education office.
2. A separate application should be filed for each student being considered for admission.
3. An Eufaula City Schools New Student Enrollment form must be completed for each applicant.
4. Students will be permitted to enroll only after approval by the Superintendent.
5. Students may enroll upon presenting a receipt indicating that the annual tuition has been paid. Any exceptions to this requirement must be approved by the Superintendent.
6. Students will be assigned to a school building and classroom based on the availability of space.
7. Parents/legal guardians will be required to sign a release allowing the district to inquire as to the child's previous record of attendance, academic performance and discipline.
8. The Eufaula City Schools Board of Education has established the tuition for Non-Resident Students at the rate of \$1,200 per school year. This amount is subject to change with proper notification. The tuition may be paid in two installments; the first is due before the beginning of the school year, and the second is due prior to the start of the second semester.

### **SCHOOL DAY SCHEDULE**

7:10	Breakfast begins. All students (walkers, bus, and car riders) should report to the cafeteria upon arriving on campus.
7:30	Teachers on duty in classrooms.
7:40	Breakfast ends PROMPTLY at this time for all car riders. Bus students WILL be served as they arrive.
7:40	Students begin entering homerooms.
7:45	First bell rings. Announcements are made.
7:50	Tardy bell rings. <b>Parents must sign their child(ren) in after 7:50 a.m.</b>
7:50-2:45	Students receive the key to success -- an education!
2:30	Early Check-outs end*

***\*For the safety of EPS children, students may not be checked out after 2:30. If you have scheduled appointments for your children around this time, you will need to come before 2:30.***

2:45	Car Riders and Bus Riders are dismissed from their classrooms
2:50-3:15	Car Rider and Bus Rider Dismissal
3:15	Cars already in line at 3:15 WILL be allowed to pick-up their children without an Extended Day drop-in fee. Anyone not waiting in the line or arriving after 3:15 will owe a \$5.00 late fee, per child, Extended Day drop-in fee. The parent or legal guardian will ultimately be responsible for this payment even if they are not the driver of the car.

**Please be aware that car riders will NOT be released without an approved EPS Dismissal Tag. Up to two (2) tags per student will be issued at no cost. Additional tags will cost \$1.00 each.**

**If you (or the person picking your child up) do not have the tag, you 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. You may come to the school in person to hand deliver a written note or you may fax us at 334.687.1142 BEFORE 1:45 PM. PLEASE do not rely on e-mail messages.**

#### **ARRIVAL 7:00-7:50 am**

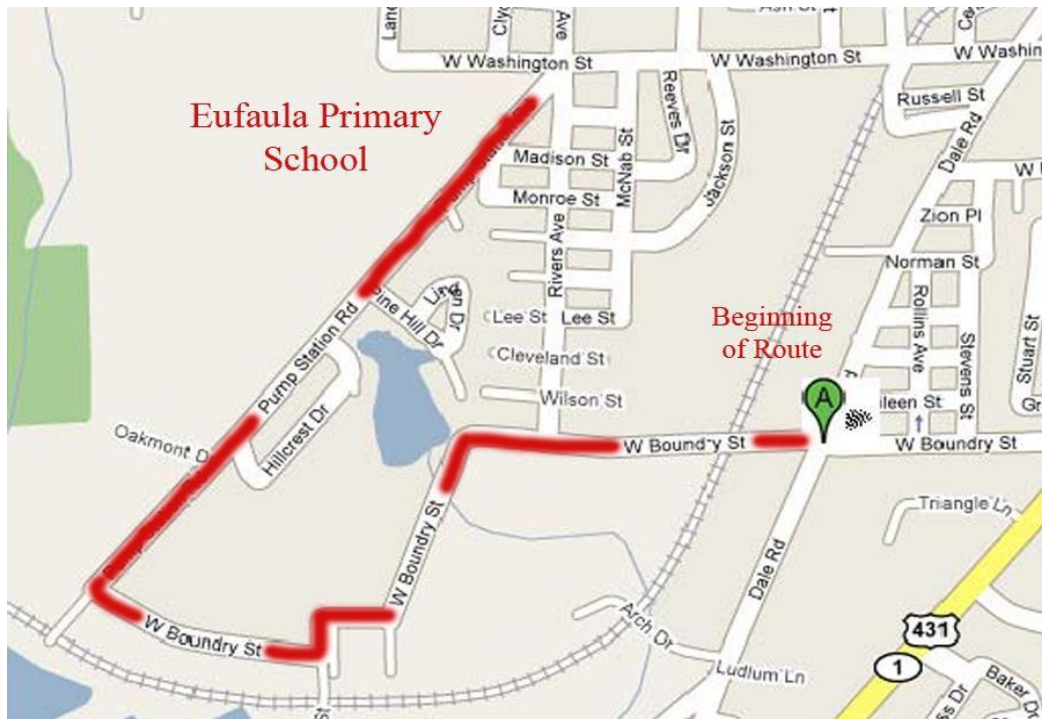
**Car Riders**      7:00 am – Car rider drop off begins  
Travel West on West Boundary Street (See Map on Next Page)  
Turn Right on Pump Station Road (one-way, North, 7:00-8:00am)  
Merge into Left Lane at the Arrival Line  
Stop at next available Door Opener  
Students should be in back seat, behind driver for easy departure  
Students on passenger side should wait for the Door Opener to come around and assist them  
7:40 am – Breakfast ends for car riders  
7:50 am – TARDY BELL RINGS! Driver must bring late students into the front office and sign them in

**\*Car riders are NOT allowed to be dropped off at Crowne Health Care, Water Board or Five-Points Intersection to walk across\***

**Bus Riders**      7:00 am – Bus riders may enter building and go to cafeteria  
K through 2<sup>nd</sup> Grade students who live 2 or more miles from the school may ride the bus. Bus riders may eat breakfast upon arrival, even if after the tardy bell rings.

**Van Riders**      7:00 am – Van riders may enter building and go to cafeteria  
Van riders may eat breakfast upon arrival, even if after the tardy bell rings.

## CAR-RIDER Arrival and Dismissal Map



### FRONT Car Riders

All Purple Hall (Front) and Blue Hall (Middle) students are FRONT Car-Riders. These students will dismiss from the FRONT of the school (Pump Station Road) Take the same route as Arrival.

### BACK Car Riders

All Car-Rider Students on the Green Hall (Back) and Yellow Hall (Back) will dismiss from the BACK of the school.

To access the Back Dismissal Area:

- Proceed to the school by way of Boundary St. and Pump Station Road. Take the same route as Arrival.
- At the new EPS Road, which is located just before the big Playground, turn left.
- Drive around the back of the campus to the pickup area.

\*\* Siblings on different halls will be matched up and dismissed from either the Front or the Back. Homeroom teachers will communicate which dismissal route parents should use in this situation.

2:00 – Earliest time to begin lining up on Pump Station Road

2:30 – Pump Station becomes one-way, North

2:50 – Car rider dismissal begins

- The official EPS school hang tag, displaying students' names, must be visible before children are released.
- Please do not block our neighbors' driveways.

3:15 – Students not picked up will be assigned to Extended Day.

### Bus Rider Dismissal

Students who live two or more miles from school will be provided

with bus transportation ONLY to their home address.

A bus note must be issued by the front office EVERY YEAR before a student may ride in the afternoon

2:50 – Bus Dismissal begins; schedules vary, based on route

### **Daycare Van Riders**

2:50 –Van Rider Dismissal begins from outside the Technology Building.

**Extended Day** 3:15 – 5:30 Each day school is in session **except the last day of school.**

- A snack, homework time, and free play are all provided
- Registration Fee - \$15 per family, per school year
- Weekly Fee - \$25 per week, per child; non-refundable
- Drop-In Fee - \$5 per day, per child; **payment due at pick up.**

### **Early Dismissal**

In the event that a child needs to be checked out of school early for any reason (i.e. sickness, dentist/doctor appointment, etc.) a parent or a person listed on the emergency card must come to the school office and sign the student out **before 2:30 pm**. The student(s) will be called to the office. If the person trying to check-out the child is not listed on the emergency card, the child will NOT be released to this individual. To protect instructional time, parents will not be allowed to go to the classroom during check-out. Checkouts will be communicated to parents on the grade report received every nine weeks as “tardies.” ANY STUDENT CHECKING OUT EARLY WILL NOT HAVE PERFECT ATTENDANCE.

### **Visitors**

Parents are encouraged to visit the school. Lunch guests are always welcome! Please stop by the office to sign in and get a Raptor generated visitor pass (no appointment necessary). **In order to better protect our students, visitors and staff, all visitors will be required to show a valid, government-issued ID.** If the purpose is to have a conference, please contact the teacher ahead of time and schedule an appointment. Teachers will notify the office of any visitors they have scheduled for the day. If you would like to observe in your child's class, you may contact the teacher to set an appointment. We ask that you sit in the back of the room and refrain from any conversations with the teacher or your child while the children are in class. Please review the reminders below about visiting our school:

- All visitors may only enter the building by way of the front doors. No one will be admitted through a side entrance.
- All visitors should sign-in at the office and get a Raptor generated visitor sticker.
- When students are checked in late, parents will need to say their good-byes in the office. Parents will not be able to walk students to class.
- The office will deliver any backpacks, homework folders, jackets or glasses to the students that are dropped off during class times.

### **Parties**

Please let your child's teacher know in advance if you plan to celebrate your child's birthday at school. Birthday snacks may be served at a time convenient for the class on your child's birthday. No balloons, flowers, etc. will be delivered to the classrooms. Party invitations for parties outside of the school day may not be handed out at school unless each child in the class is invited.

## Family Trips During the School Year

We love family trips, too! However, parents are discouraged from taking their children on trips during regular school days, as the absences will generally be considered unexcused. Exceptions will be made for trips of educational/cultural significance with prior approval of the principal. Parents should send this request to the principal, for approval, in advance of the trip.

### Recess/Snack

Students may be given a "recess break" each day. During this time students may drink milk or juice and eat a snack. Fruits, vegetable sticks, nuts, cheese and crackers, or peanut butter and crackers are appropriate snacks for recess time. Candy, cookies, desserts, and other sugar-laden foods are discouraged. Students CANNOT call home for snacks.

## ECS Meal Price Information

### Breakfast:

Full Price	\$	1.40
Reduced	\$	0.30
Faculty/ Staff	\$	2.00
Visitors	\$	2.25



### Lunch:

Full Price	\$	2.30
Reduced	\$	0.40
Faculty/ Staff	\$	3.00
Visitors	\$	3.75

**A breakfast meal must include 1/2 cup fruit and/or vegetable plus 2 other components:**

*Examples:*

1-Fruit	1-Fruit	1-Fruit	1-Fruit
1-Meat	1-Grain	1-Meat	1-Meat
1-Grain	1-Milk	1-Grain	1-Milk
1-Milk			

**A lunch plate must include a 1/2 cup fruit and/or vegetable plus a minimum of 2 other components:**

*Examples:*

1-Meat	1-Meat	1-Fruit	1-Vegetable	1-Vegetable
1-Vegetable	2-Vegetable	1-Vegetable	1-Meat	1-Meat
1-Fruit	1-Grain	1-Grain	1-Milk	1-Grain
1-Grain	1-Milk	1-Milk		
1-Milk				

**All a la carte items must be paid for at time of purchase.**

You may put any amount in your child's lunch account.  
The staff will notify your child when their account is low.

Parents are encouraged to keep a record of the dates and the amount of money they send to school. If any question should arise, the parent may bring their record and check with the cafeteria manager. Students are welcome to bring a lunch from home. There are a few guidelines:

1. No carbonated drinks
2. No bags or boxes with restaurant advertisements, logos or names
3. Students are not allowed to share food brought in to the lunchroom with any other students due to food allergies and reactions.

### **Emergency Procedures**

Tornado, fire, bus evacuation, and lockdown drills are conducted periodically in the school. Students are taught within the first two weeks of school the procedures to follow if the fire alarm, tornado signal, or lockdown code is sounded. Fire drills are generally conducted monthly throughout the year. Tornado drills are generally conducted four times a year. Lockdown drills are practiced twice a year. Bus evacuation drills are practiced once with all children and twice with students who ride the bus as their transportation to and/or from school. Any parent wishing to observe or participate in a drill is free to do so and should express the desire to the school principal. Parents are requested not to check students out when the school is under emergency tornado warning conditions or during other times of inclement weather unless instructed to do so. Standard emergency procedures will be followed. Parents should not call the school during emergency situations or inclement weather as the telephone lines must remain clear. In the event school has to close early due to inclement weather parents should use the following procedures:

1. Have a plan for your child(ren) to be picked up before the need arises. Emergency plans cannot be developed over the telephone during the closing of school.
2. Listen to local radio stations and check social media for information about closing early for all Eufaula City Schools.
3. Buses will run and car riders will be dismissed as usual. There will be a delay if we are under a tornado watch or warning at that specific time. As soon as the watch or warning is over, we will dismiss.
4. Eufaula Primary School has access to a Safety Crisis Management
- 5. System. You should receive an automated message from school officials if your current phone number is on file with the school.**
6. Extended Day will be closed.

### **Media Release**

Unless the school is notified in writing stating otherwise, students may be photographed or videoed, and pictures may be used for public relations purposes through commercial print, television media, the Internet and/or system media productions. Student 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.

## **Withdrawals**

When a student is withdrawn from school, a transfer slip is prepared for parents' convenience to facilitate enrolling in another school. Transfer information may be obtained by contacting the school office. Students should have turned in all textbooks, library books, and be up to date on any payment due to the office, library, or cafeteria. All school records will be forwarded to the new school when requested by the new school's personnel.

## **Worthless Check Policy**

Eufaula City Schools will accept checks as payment for breakfast, lunch, and other related services (i.e. fund raisers, etc.). The Eufaula City Schools system has contracted with Nexcheck, LLC for the collection of any returned checks, in order to recover the funds in a private and professional manner. Eufaula City Schools will automatically be reimbursed the amount of the check from Nexcheck. Nexcheck will then collect the amount of the check plus the maximum fee established by law.

Nexcheck requires that the check received by the school system be a printed check with the individual's name, address and one phone number. For any returned checks without this information, Nexcheck will attempt to collect, but the amount of the check is not guaranteed. If Eufaula City Schools collects the funds for these type checks, they may also charge a Non-Sufficient Funds fee according to the maximum allowable by law. If collection of these type checks is not made within two weeks, the check will be turned over to the school authority for processing through the District Attorney's office and the school authority shall become responsible for the debt. No bad debts may be written off at the end of the school year. The Child Nutrition Program must collect all debts before closing the fiscal year.

## **Dress Code**

The procedure of Eufaula Primary School is to follow the guidelines set forth in the *Code of Student Conduct* concerning student dress code. Parents will be called if a student is in violation of this dress code. Primary students should wear clothes considered play clothes since activities involving paint, glue, glitter, etc. may be incorporated often in the curriculum. Care will be taken, but children should not be under undue stress from home to not soil their clothes in this manner. Purses, perfume, scented lotions, jewelry (except small earrings, watches, and/or medical ID tags), fake fingernails, etc. are not appropriate for a primary school environment. If any of the above becomes distracting in an instructional situation, parents will be notified. Tennis shoes are encouraged; flip-flops and high heeled shoes are not ideal for play at PE and recess.

## **Medication Administration**

The State Department of Education, the Alabama Department of Public Health, and the School Health Services Advisory Task Force have recommended guidelines for medication administration. Following those guidelines, the Eufaula City School Board has written a policy that states the members of the school staff not administer internal medication to students except in cases where it is prescribed by a physician and is requested in writing by the parent or guardian. Listed below is the procedure to be followed if a child needs prescription or nonprescription medicines administered at school.

### **I. Prescription Medicines**

#### **A. Routine Medicines**

- i. If the child is on a medication that is given daily throughout the year, a form that authorizes the school to give the medication **MUST** be signed by a physician as well as the parent or guardian. Some doctors have these forms



- in their offices. They are also available in the office.
- ii. Prescription medicines MUST be in a prescription container with a prescription label that identifies the child, the medicine and dosage prescribed, how often the medicine is to be given, and the current date. The parent or guardian should request two containers from the pharmacist with one labeled for school use.
  - iii. If a child is on a controlled medication such as Ritalin or Phenobarbital, DO NOT let your child bring it to school. The parent or guardian MUST take a month's supply to the school nurse.
- B. Antibiotics and Other Temporary Prescription Medicines
- i. If an antibiotic or other prescription medicine has to be given temporarily and needs to be given during school hours, it MUST be in the container that has the prescription label on it with the child's name, the current date, the name of the medicine and the dosage prescribed.
  - ii. Written instructions from the parent or guardian are also needed that include the time and the dosage to be given. Written instructions may be written on a medication authorization form.
- C. Schedule
- i. If the doctor prescribes specific times medicine is to be given, the parent or guardian should ask the doctor if times can be adjusted to avoid as many school doses as possible. If a medicine has to be given at school, the parent should ask the pharmacist for a second container labeled specifically for doses to be given at school.
  - ii. When possible, the parent or guardian should give the child's medicine at home. If a medicine is brought to school and is forgotten at school, the child may miss a few doses. If the medicine stays at home, this problem can be avoided. Below is a suggested schedule for giving prescribed medication.

2 times per day	> Before School	–		–	Supper
3 times per day	> Before School	–	After School	–	Bedtime
4 times per day	> Before School	Lunch	After School	–	Bedtime

## II. Nonprescription Medicines

- A. If a child has a history of medical problems that require nonprescription medicines such as aspirin or Tylenol to be given, an authorization form MUST be signed by the physician with written instructions from a physician describing the child's needs.
- B. Nonprescription medicines MUST be in the original container with the child's name clearly marked on the container.
- C. If a child needs a Tylenol or other nonprescription medicine for only one day, it is recommended that the parent or guardian come to the school to give it to the child.

## Influenza Disease Information

The Alabama Department of Public Health Immunization Division recommends every year for everyone ages six months and older to receive the influenza vaccine.

### Influenza Disease

#### What is influenza disease?

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

#### What are the symptoms?

- Anyone can get flu and it strikes suddenly and can last several days.
- Symptoms of flu disease may include:
  - Fever or feeling feverish/chills
  - Cough
  - Sore throat
  - Runny or stuffy nose
  - Muscle or body aches
  - Headaches
  - Fatigue (very tired)
  - Vomiting and diarrhea

#### How does influenza disease spread?

- Flu is spread by:
  - An infected person's droplets from cough, sneeze or talk enter the mouth, eye or nose.
  - Touching a surface or object with flu virus on it and then touching mouth, eyes or nose.
- An infected person can infect others 1 day before symptoms start and up to 5 to 7 days after symptoms start.
- Some people, especially young children and people with weakened immune systems, might be able to infect others for an even longer time.

#### How do I prevent the flu?

- Get a yearly flu vaccine.
- Wash your hands properly and often.
- Cover your cough and sneeze with arm.
- Clean and sterilize surfaces.
- Stay home if you are sick.

#### Where can I find more information?

- Ask your doctor.
- Call the Alabama Department of Public Health, Immunization Division, at 1-800-469-4599.
- Go to [cdc.gov](http://cdc.gov) and type influenza in the SEARCH box.



Alabama Department of Public Health

Immunization Division, 201 Monroe St, Montgomery, AL 36104

1-800-469-4599 [www.adph.org/imm](http://www.adph.org/imm) 2/29/16

## Influenza Vaccine

### Who should get the influenza (flu) vaccine?

- The flu vaccine is recommended every year for everyone age 6 months or older.

### Who should be vaccinated against influenza because they are at increased risk?

- Children 6 months of age through 5 years
- Adults 65 years of age or older
- Pregnant women
- Residents of nursing homes and other long-term care facilities
- People who have medical conditions including the following:
  - Asthma
  - Chronic lung disease
  - Heart disease
  - Blood disorders (such as sickle cell disease)
  - Kidney disorders
  - Liver disorders
  - Weakened immune systems due to disease or medication (such as HIV/AIDS or cancer)
  - People younger than 19 years of age who are receiving long-term aspirin therapy
  - People with extreme obesity

### What are the common vaccine side effects and risks?

- Flu vaccines are safe, but some side effects can occur.
- Minor problems following the flu vaccine include soreness, redness, and/or swelling from the shot, hoarseness, sore, red or itchy eyes, cough, fever, aches, headache, itching, and fatigue.
- More serious problems may include Guillain-Barré syndrome (GBS) in fewer than 1 or 2 cases per one million people vaccinated, children receiving multiple vaccines slightly increase in fever with seizure.
- People who should not get the flu vaccine include anyone with severe, life threatening allergies, had GBS before, or not feeling well the day of vaccination.

### Where can I find more information?

- Ask your doctor.
- Ask your school nurse.
- Call the Alabama Department of Public Health, Immunization Division, at 1-800-469-4599.
- Go to [cdc.gov](http://cdc.gov) and type influenza in the SEARCH box.



Alabama Department of Public Health  
Immunization Division, 201 Monroe St, Montgomery, AL 36104  
1-800-469-4599 [www.adph.org/imm](http://www.adph.org/imm) 2/29/16

## Speech Therapy

Speech therapy is available to any student who requires such services. Typically a child is referred to the speech pathologist by his/her parent or classroom teacher. After a speech and hearing evaluation, if therapy is judged to be necessary, the child is enrolled. The student is usually scheduled to attend one or two 30-minute sessions per week. The child is seen on an individual or small group basis. Enrollment continues until such time as his/her speech production is within normal limits or until maximum benefit has been reached.

## Homework

Eufaula Primary School recommends in the early childhood grades that homework should consist of the parent or guardian reading aloud to the student. As the student becomes a more proficient reader, the student may read aloud to the adult. Written homework (a few problems, a few sentences, or a short story) should take 15 to 30 minutes of honest effort to complete.



## Textbooks

1. All textbooks issued are the property of the State of Alabama and the public school system and shall be retained for normal use only during the period pupils are engaged in the course of study for which the textbooks are selected.
2. Care and Responsibility of textbooks:
  - a. Keep the book clean outside and inside;
  - b. Refrain from marking the book with pen or pencil;
  - c. Keeping the pages free of finger prints;
  - d. Avoid turning down, tearing, or otherwise damaging pages;
  - e. Refrain from placing the book where it may become soiled or damaged;
  - f. Keep the book protected with a book cover.
3. Parents and pupils must accept liability for any loss, abuse, or damage in excess of that which would result from normal use:
  - a. For loss of textbook, the pupil will be assessed current cost of replacement.
  - b. For damage of textbook, the pupil will be assessed a variable of:
    1. Full price if new when issued;
    2. Seventy-five percent of full price for books two years old;
    3. Fifty percent for books three years old or older.
  - c. No textbook will be issued to any pupil until all charges for lost or damaged textbooks have been paid.
4. All textbooks must be returned to the issuing school by the pupil when he/she is promoted or transferred and when he/she terminates his/her attendance for any other reason.

## Promotion and Retention

Students showing mastery of grade level benchmarks achieving Levels 4 and 3 will be promoted to the next grade. Students showing non-proficiency levels for grade level benchmarks achieving Levels 2 and 1 will be considered for retention. Eufaula Primary School adheres to the promotion and retention policy found in the Eufaula City Board of Education Policy Manual:

*Kindergarten through Second Grade: Each case of retention shall be on an individual basis, and the best interests of the child shall be given primary importance. Because of the many variables, it is necessary to rely upon the professionalism of the teacher and principal in making decisions based upon multiple criteria.*

## **Grading Procedures and Benchmarks**

Each grade level has a set of benchmarks for reading and math based on the Alabama College and Career Readiness Standards. Student progress for each benchmark is communicated with a numbered scale of levels 4, 3, 2, 1:

Level 4: Students demonstrate complete mastery of standard.

Level 3: Students meet proficiency of standard.

Level 2: Students are approaching mastery of standard but are not proficient.

Level 1: Students are performing well below the proficiency level of the standard.

Students who achieve Levels 4 and 3 demonstrate mastery of grade level skills and perform at a proficient level required for each benchmark. Students achieving Levels 2 and 1 have not yet mastered individual grade level benchmarks and are not demonstrating proficiency.

### **Reading Benchmarks**

<b>Kindergarten</b>	<b>1<sup>st</sup> Grade</b>	<b>2<sup>nd</sup> Grade</b>
Letter Names and Sounds	Reads words accurately and automatically by decoding	Reads words accurately and automatically by decoding
EPS Word List	EPS Word List	EPS Word List
Recognizes and produces rhyming words	Segments phonemes	
Segment sounds in words (CVC) & understands blending	Reads text fluently	Reads text fluently
Comprehends and responds to text read aloud <ul style="list-style-type: none"> <li>- Main Idea</li> <li>- Text Elements</li> <li>- Sequencing</li> <li>- Cause and Effect</li> <li>- Making Inferences</li> <li>- Compare and Contrast</li> <li>- Fact and Opinion</li> </ul>	Comprehends and responds to text read independently <ul style="list-style-type: none"> <li>- Main Idea</li> <li>- Text Elements</li> <li>- Sequencing</li> <li>- Cause and Effect</li> <li>- Making Inferences</li> <li>- Compare and Contrast</li> <li>- Fact and Opinion</li> </ul>	Comprehends and responds to text read independently <ul style="list-style-type: none"> <li>- Main Idea</li> <li>- Text Elements</li> <li>- Sequencing</li> <li>- Cause and Effect</li> <li>- Making Inferences</li> <li>- Compare and Contrast</li> <li>- Fact and Opinion</li> </ul>
Read emergent reader text with purpose and understanding		
Concepts of print	Writes words accurately	Writes words accurately
Correctly writes first and last name and all letters with correct spacing	Forms and spaces letters correctly	Forms and spaces letters correctly
Recognizes and names ending punctuation; writes a topic sentence and supporting details; uses correct spacing, capitalization and punctuation.	Writes a simple paragraph with a topic sentence, details and a closing sentence with correct capitalization and punctuation.	Writes a simple paragraph with a topic sentence, details and a closing sentence with correct capitalization and punctuation.

## Math Benchmarks



Kindergarten	1 <sup>st</sup> Grade	2 <sup>nd</sup> grade
Count to 100's by ones and by tens	Use addition and subtraction to 20 to solve word problems	Solve one and two step word problems within 100 using addition and subtraction
Write numbers from 0-20	Understand and apply properties of addition and subtraction (1+2-3, 2+1-3)	Know all addition and subtraction facts to 20 automatically
Count to tell the number of objects up to 20 in a set	Identify the missing number in a math problem	Understands and uses odd and even numbers
Compare numbers and objects up to 10	Read, write, and count to the number 120	Understand, read, and write numbers in the 1's, 10's and 100's place to 999
Understand and solve addition problems using pictures/objects	Understand and use greater than, less than, and equal to (<, >, =)	Understands and uses <, >, and =
Understand and solve subtraction problems using pictures/objects	Understand and use place value to add and subtract 2 digit numbers within 100	Solves 2 digit addition using place value
Add within 10	Measure objects using non standard units of measure	Understands & uses appropriate measuring tools to compare obj. using standard & metric units
Subtract within 10	Tell and write time to the hour and half-hour using digital and analog clocks	Tell and write time to the nearest five minutes using am and pm
Understands place value – ones and tens	Understand and use charts and graphs	Understands and uses line, bar, and pictographs
Compare and classify objects by length and weight	Distinguish and identify geometric shapes (2 and 3 dimensional)	Recognize and draw triangles, quadrilaterals, pentagons, hexagons, and cubes
Identify & describe shapes (squares, circles, triangles, rectangles, hexagons)	Identify and use fractional parts of a whole	Identify and use fractions: halves, thirds, and fourths
Identify and describe geometric solids (cubes, cones, cylinders, spheres)	Understand and uses mathematical terminology (equals, plus...)	Solve word problems using money
Understands positional words (under, over, next to)		

## **Parent Teacher Conferences**

An effective communication system between the school and home greatly enhances the effectiveness of a child's learning. Conferences between parents and teachers are encouraged to discuss a child's academic progress, social interaction, and unique concerns. The first conference will be at the end of the first nine weeks for parents to pick up the grade report and discuss their child's performance. Additional conferences will be scheduled at the teacher and parent's discretion. Conferences may be scheduled by calling the school office (687-1140) and leaving a message for the teacher, email or writing your child's teacher. Conferences will only be conducted with the legal guardian of the student. The policy of the Eufaula City Board of Education is to assure the custodial parent and/or guardian 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.

## **Class Placement**

Eufaula Primary Schools assign students to their next year class through collaborative efforts of their current classroom teacher, counselor, assistant principal and principal. When applicable, special education teachers and/or instructional specialists also provide input. Many factors are considered in the process of creating balanced classroom groups including learning styles, gender equity, academic achievement level, behavior, study work habits, and peer relations. Parent requests for specific classroom teachers are not accepted. However, some parents may like to offer input as to their children's learning needs. If you have questions about the specific process at your child's school, please contact the building administrators.

## **Monday Info Folders**

Each Monday, your child will bring home an "information folder." You will find the weekly newsletter, tests and work samples/assignments from the previous week. Please sign the papers and return all to school the following day. This is an excellent way for parents and teachers to communicate with each other.

## **Daily Communication**

Eufaula City Schools recognizes that communication with parents is important in regard to success in school. Teachers will communicate via text through the REMIND 101 texting system only and not via personal cell phone numbers.

Some teachers send folders home daily with homework, school calendars, memos, 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.) needs to be placed in this folder. Folders will be checked daily. Please note we do not check book bags. Verbal messages brought by your child cannot be accepted by the teacher. Please send written correspondence only. These should be placed in your child's daily folder.

## **School-Wide Discipline Plan and Character Education**

The faculty and staff at Eufaula Primary School believe every student has the ability to make good choices and become a successful student. With the use of positive discipline, a child can learn to control their own behavior while motivating themselves to learn. Teachers recognize that children who don't have self-control need to be taught directly these expected behaviors. Students who are taught to internally control their own behavior will possess this skill throughout life. In the first weeks of school the classroom teacher will discuss, model and teach expected behaviors. Teachers and the students will work together to build a community where students can take ownership in the successfulness of the classroom. Teachers will



present discipline in positive terms and students will have the opportunity to solve problems in a caring environment. Teachers will use rewards and consequences to help shape student behavior, but these will not be the primary focus. The emphasis will be on helping children understand what choices they have and how these choices affect their lives.

Eufaula Primary School understands the need to incorporate a strong character education program such as *Character Counts!* into our school-wide discipline plan. *Character Counts!* is based on six pillars of character: **Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship**. These traits will be used the first two weeks of school to teach students what is expected of them in all areas of the school such as the lunchroom, the classroom, the hallway, etc. "Student of the Month" and "Most Improved Student of the Month" awards will be given once a month. The teacher will recognize (2) students from the classroom that display the pillars of character.

Eufaula Primary will implement school-wide discipline expectations and procedures. Each classroom will emphasize the same expectations for students' behavior in the hallways, restrooms and lunchroom. Each classroom will utilize the same five-step discipline plan.

### Discipline Steps

1. Warning (loss of privilege)
2. Timeout in classroom (max 10 minutes)
3. Timeout in another classroom (max 15 minutes)
4. Timeout in ISS (30 minutes)
5. Office Referral.

Color designations will not be used to identify behavior steps, but rather numbers 1-5 will be used in all classrooms K-2 to chart students' behavior/consequences. Special Area/PE teachers will also use this step process in their classrooms. Daily Behavior Reports will be sent home logging students' behavior and consequences for those students reaching step 3 and beyond. Only students receiving steps 3, 4 or 5 will have a report sent home. Students who behave as expected will not receive a behavior report.

### **Eufaula Primary School Behavior Report**

Name _____			Date _____		
Homeroom Teacher _____			Referring Teacher _____		
<b>Character Counts™ at Eufaula Primary School! We expect each student to show:</b>					
<b>Trustworthiness</b>		<b>Fairness</b>		<b>Caring</b>	
<b>Citizenship</b>		<b>Respect</b>		<b>Responsibility</b>	
Please talk with your child about...			Consequences:		
<input type="checkbox"/> using self-control <input type="checkbox"/> following directions <input type="checkbox"/> being respectful to others <input type="checkbox"/> taking things that don't belong to him/her <input type="checkbox"/> using bad language <input type="checkbox"/> defacing school property			<input type="checkbox"/> 1. Warning -- Lose Privilege <input type="checkbox"/> 2. Time-Out in Classroom (max 10 minutes) <input type="checkbox"/> 3. Time-Out in _____ Classroom (15 minutes) <input type="checkbox"/> 4. Time-Out in ISS (30 minutes) Time: _____ (Teacher phones parent) <input type="checkbox"/> 5. Referral to the Office (Administrator phones parent)		
Comments: _____					
_____					
_____					
<b>Signatures:</b>					
Teacher _____			Parent/Legal Guardian _____		

## Guidance

The Guidance Program exists to meet the needs of the students. Whole group guidance sessions for each class consist of activities that will benefit students in the areas specified by a state and local curriculum guide. Small group sessions are also organized and conducted as needed. Parents and teachers may request that students be counseled individually, or students may request individual counseling sessions for themselves. The counselor and classroom teacher (based upon the specific needs of the student) decide the frequency of the individual sessions.

## Field Trips

A parent must accompany any student with behavior concerns i.e. -- students who have been assigned to ISS for a full day or more within the same semester of the trip, based on teacher requests on a field trip. If the parent does not go on the trip, the student will stay at school in another teacher's classroom with work assigned. A student with severe behavior concerns i.e.- being out of school suspended within the same semester of the trip, will not be allowed to go on a field trip. The student will stay at school in another teacher's classroom with work assigned. All field trips are based on principal's approval.

If the parent keeps the child at home, the absence is unexcused. All teachers, students, and parents taking part in field trips must wear school identification and/or armbands issued by the teacher. Students who participate in field trips are expected to travel to the field trip activity as a group and to participate in and remain with the field trip group for the duration of the activity. Students will travel to and from all field trip activities in the transportation vehicle provided by the school system.

## Chaperone Guidelines

**Purpose:** The sole purpose for chaperone services will be to aid the teacher in preserving the well-being of each student by maintaining and enforcing policies, instructions and guidelines. The chaperone will function in an official capacity as a representative of ECS and should conduct himself/herself accordingly.

**Qualifications:** Each chaperone will be an adult who successfully passes a background clearance through the ECS Raptor System. Preferably, a chaperone will be one who has a child participating in the activity for which services are needed. All chaperones are expected to model appropriate behavior and refrain from the use of alcohol and tobacco products. All chaperones MUST be approved by the principal.

### Chaperones Will:

- Wear arm bands/nametags as designated by school.
- Submit a medical release form to the sponsor.
- Stay with the students at all times and be ready to assist when called upon.
- Encourage all students to visit restrooms prior to leaving.
- Know the students for whom they are responsible at all times.
- Check all tables, restrooms, and areas where the students might have been for any articles left behind, and to insure that venues are left as neat and clean as they were found.
- Model appropriate behavior for students at all times.
- Refrain from the use of alcohol and tobacco products.
- Keep a positive attitude
- **Chaperones may not bring along children of any age who are not enrolled in the class taking the field trip.**
- Regular field trip costs will apply to the parent/chaperone.

## **Physical Education**

Each student is required to have 30 minutes of physical education daily. Safe athletic shoes should be worn at PE. Students are expected to participate in all activities unless a parent note is sent to the teacher. The physical education teacher should be notified of any medical problems preventing participation. If a student suffers a broken bone, muscle sprain, or any other serious injury that prevents participation, a doctor's release MUST be received by the school nurse before the student will be allowed to participate in PE.

## **Parent-Teacher Organization (PTO)**

Our Parent Teacher Organization is a tremendous asset to Eufaula Primary. They will provide materials for classrooms; organize volunteers to help with any and all activities at school, and conduct fund raisers throughout the year. Any person is eligible to be a member of PTO. Dues and monies raised will be spent to achieve PTO goals set at the first general meeting. These goals will benefit all children and their education. There will be at least three general meetings during the school year. These include an Open House at the beginning of the year, a winter program in December, and election of officers meeting in the spring.

## **Media Center**

The Media Center's hours of operation are from 7:45 – 3:15, Monday – Friday. We hope you will visit our library and check out all the resources we have available! We are constantly improving our circulation and want books in the hands of children.

The media center always needs volunteers. Please contact Mrs. Jones to sign up to help shelve and process books or assist students in choosing books!

### **Check-out Policy:**

1. Students in first and second grade check out two books.
2. Parents may check out four books at a time.
3. We encourage students to choose books at their appropriate reading level and interest area.
4. Parents and teachers may check out big books and books on tape.
5. Reference books may only be checked out to teachers for use in classrooms.

**Library Fines:** Fines are not charged for overdue books. However, students are required to pay for lost or damaged books. There will be a charge for any lost library item. When a book is checked out, the patron assumes full responsibility for it. Any book which has been lost, defaced, torn, left in the rain, or otherwise misused to the extent it can no longer be read, will have to be paid for by the responsible patron. Any student owing money for a lost/damaged book at the end of the school year will have his/her report card withheld until the charge is paid.

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

### **TECHNOLOGY**

Eufaula City Schools (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, smart phones 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 that 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/Computer 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 computer.

### **PERSONALLY 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 Student Code of 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.

**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.

## **EXPECTATION OF PRIVACY**

Students should not expect that 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 that 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. 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:

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 network. 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. This applies specifically to locations that have a one-to-one environment, where the devices will be assigned to and transported by specific individuals.
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. 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. 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 post your own full name or the full name of other students to a school website, blog, wiki, or other publicly accessible Internet site.
  18. Will not make appointments or share location with unknown individuals contacted via electronic communications.
  19. Will not attempt to obtain, steal, hack, or otherwise alter another user's login ID and/or password.
  20. Will not access or use another user's account, resources, programs, files or data.
  21. Will not allow others to use your network account and/or password to access the network, email, or the Internet.
  22. Will not use another person's identity or a fictitious identity.
  23. Will not save information on any network drive or device other than your personal home directory or a teacher-specified and approved location.
  24. Will not cause files to appear as if another person created them.
  25. Will not forge or otherwise falsely reproduce or alter report cards, letters from the school, or other school system correspondence.
  26. Will not forge or attempt to forge or "spoof" email messages.
  27. Will not send or attempt to send anonymous email messages.
  28. Will not use technology to cheat or plagiarize, or assisting others to cheat or plagiarize.
  29. Will not send or request information including but not limited to hoaxes, chain letters, jokes, phishing scams, etc.
  30. Will not intentionally waste supplies and materials.
  31. Will not download games or play online games for personal entertainment rather than learning at any time.
  32. Will not use any System technology resource for personal gain, commercial, political, or financial gain.
  33. 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 instate messaging, blogging, etc.).
  34. Will not create, access, view, or post to personal online accounts while at school.
  35. Will not use inappropriate language, gestures, or symbols in any digital communications or files, including audio/video files.
  36. 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.

37. Will not edit or modify digital pictures with the intent to embarrass, harass, or bully.
38. Will not link to external sites considered inappropriate by Board standards.
39. 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.
40. 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.
41. Will not conduct communications about unlawful activities including references to illegal or controlled drugs, gun crimes, or violence.
42. 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.).
43. 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).
44. Will not copy or use logos, icons, graphics, trademarks, or other legally protected data or images.

#### **ONE-TO-ONE GENERAL GUIDELINES:**

- Do not loan your device or charger and cords.
- Do not leave the device in 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 laptop.
- Do not allow pets near your device.
- Do not place the device in floor or in sitting area 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.

Eufaula City Schools (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 Eufaula City Board of Education Student Code of Conduct and Attendance. 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 that they may be liable for any violations of law committed while using technology. In accordance with applicable law, the Eufaula City Board of Education will provide information about the use of its technology resources to local, State, or Federal law enforcement agency or civil court.



## **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 that the Board cannot assume any liability arising out of the illegal or inappropriate use of technology.

## **STUDENT TECHNOLOGY USAGE FEE PROVISION**

The Eufaula City School District will implement a Technology Usage Fee program. The required usage fee covers limited damages and minor repairs to the issued devices provided to the students of Eufaula City Schools.

The usage fee cost is \$40.00 per year. This amount is due when the computer is assigned to the student. A payment plan may be established if needed. If a student withdraws, a pro-rated refund may be issued upon written request, provided the device is in good operational order. All funds collected will be used for the maintenance and repair of student devices. Willful and deliberate damage to a computer 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 the administration. The usage fee will NOT warranty repairs from issues resulting from:

- 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. The \$40.00 technology usage fee will be deducted from actual cost of the 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, and/or device in the event of theft.



**Eufaula Primary School Parent & Family Engagement Plan  
Section of the School-wide Continuous Improvement Plan  
2018 - 2019**

**Part VI –Parent & Family Engagement Plan**

**[Note: This section of the CIP (Part VI) must be distributed to Parents]:**

- A. Parental Involvement: Describe how the school will convene an annual meeting to inform parents of the school's participation in Title I and explain Title I requirements, including the 1% set-aside, and the right of parents to be involved.**

Annually, the school convenes a parent meeting that encourages parent attendance for the purpose of informing parents about the schoolwide program and Title I requirements and offerings. This meeting is usually held early in the year during August. At this meeting, a discussion is held about the schoolwide plan, the school's curriculum, student assessments, student expectations for success, the 1% Title I allocation for parental involvement, and the parent's right to be involved in how this money is spent. The Title I Parent Advisory Committee meets annually to decide how to spend the parental involvement portion of the Title I budget. Generally, this money is spent for parenting workshops, parenting newsletters and events and activities to support the parenting program. All parents will be involved in decisions concerning expenditure of funds by discussions and input at PTO meetings and by parent surveys that will be given at the end of the school year. Parents are encouraged to support their children and to be involved in school activities. Copies of the parent involvement policy and plan are made available to all parents. Parent Compacts, Parents Right to Know documents, and SDE Employment Surveys are distributed to all parents. Signed letters of receipt are retained with the classroom teacher or in the cumulative folder.

- B. Parental Involvement:**

**Describe:**

**1. How there will be a flexible number and format of parent meetings offered;**

**2. How parents will be involved in the planning, review and improvement of the Title I Program;**

**3. How are funds allocated for parent involvement being used in the school?**

**(Note: The school's process will be stated for how all Title I parents have the opportunity for involvement in decision-making.)**

1) Flexible scheduling for parent conferences will be made available to afford parents the opportunity to attend according to their home and work schedules. These meetings will be promoted through personal letters, telephone calls, news media, flyers, e-mail, web pages, etc. Babysitting, attendance awards, door prizes and other incentives will be utilized when possible. Translators will be provided for non-English speaking parents when possible. Eufaula Primary School maintains a list of translators in the main office, utilizes Language Line or utilizes teachers on staff fluent in Spanish or other languages. When feasible, written notification will be made in the family's native language. Individual needs of parents of all subgroups will be met to include translating into primary language, transportation, hearing impaired, etc. when possible.

2) Parents serve on all policy and plan development committees in the school. They are involved in the development of both policy and plan as well as being part of the approval process. Annually, parents are asked to review the plan and the compact and to recommend any changes they would like for consideration by the committee. Parents who serve on these committees share information from these meetings with all interested parents.

3) The Title I Parent Advisory Committee meets annually to decide how to spend the parent portion of the Title I budget. Generally, this money is spent for parenting workshops, parenting newsletters and events and activities to support the parenting program. All parents will be involved in decisions concerning expenditure of funds by discussions and input at PTO meetings and by parent surveys that will be given at the beginning and end of the school year.

**C. Parental Involvement: Describe how the school provides parents of participating children timely information in a uniform format and to the extent practicable in a language they can understand, about programs under Title I, a description and explanation of the curriculum in use, forms of academic assessments, and achievement expectations used, and, if requested by parents, opportunities for regular meetings to formulate suggestions and participate as appropriate in decisions related to the education of their children.**

The faculty and staff of Eufaula Primary School seek to provide parents and other caregivers information in a uniform and varied format at various times by the following methods:

- o A variety of communication tools, including website, Twitter, Facebook, Instagram, newsletters, school marquee, e-mails, and a monthly school calendar of dates and events.
- o Parent Handbook that provides information about programs, academic expectations, curriculum, academic assessments and other practical information about the school.
- o Sign-In sheets at Open House in which the parents may volunteer in their child's classroom, to serve on school committees, and/or system committees.
- o Parent surveys in which parents offer suggestion as to different workshop needs with a variety of opportunities for both participation and training in varied formats and at varied times.
- o Providing translators for parents of EL at all meetings and receipt of any school correspondence in a format and to the extent practical in a language that parents can understand.
- o Required parent conferences 1<sup>st</sup> nine weeks and at the beginning of the second semester to discuss expectations, student progress and interpretation and analysis of academic assessments.

**D. Parental Involvement: Describe how parents, the school staff, and students share responsibility for improved student academic achievement for participating students (How the School-Parent Compact is jointly developed with Title I parents; how it is used, reviewed, and updated).**

The parent compact was developed to build and foster the development of a school-parent partnership to help all children achieve the state's high standards. The compact is reviewed annually by the CIP Advisory Committee and reviewed and updated yearly. It is the desire of our school that the principal, parents, teachers and students share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help all students achieve or exceed proficiency on state's academic content standards. Therefore, the compacts are retained in the classroom for quick reference in working with parents and students. To keep the standards of the compact at the forefront of parents' and teachers' minds the compact will be initiated at each parent conference held throughout the school year.

**E. Parental Involvement: Describe procedures to allow parents to submit comments of dissatisfaction with the Continuous Improvement**

If a parent disagrees with any aspect or component of the Eufaula Primary Continuous Improvement Plan, Parent Involvement Plan, Eufaula City Schools Parent Involvement Policy, and/or the LEA Consolidated Application for NCLB funds, that parent may contact the Principal. If not resolved, these written concerns will then be forwarded to the Eufaula City Schools' Director

of Federal Programs at the Eufaula City Schools Central Office. If still dissatisfied, written concerns will then be forwarded to the Alabama State Department of Education Federal Programs Director.

- F. Parental Involvement: Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children. (See NCLB Section 1118, requirements for building capacity in parental involvement.)**

**To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:**

**(1) Shall provide training for parents of participating children in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I, and how to monitor their child's progress and work with teachers to improve the achievement of their children.**

Eufaula Primary School has adopted the *National Standards for Parent and Family Involvement* Programs: regular communication between home and school; promoting and supporting parenting skills; student learning; volunteering; school decision making and advocacy; and collaborating with the community. These quality indicators are research based and grounded in both sound philosophy and practical experience. At the beginning of each school year, Eufaula Primary School will hold an Annual Meeting of Title I Parents. It is at this meeting that we inform all parents that we are a Title I school, describe what services will be offered and how parents have the right to be involved in their child's education, as well as all requirements of Title I, (to include documents located in A1 p. 13). Parents are also encouraged to attend Open House, PTO meetings, and grade specific meetings where state testing requirements and how to monitor their child's progress throughout the school year will be discussed. The school principal, assistant principal(s), academic coaches, and guidance counselor are also available to discuss state and local academic assessments with parents. Follow-up individual conferences with parents are held with homeroom teachers.

**(2) Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.**

- a. Parent seminars/workshops on effective parenting skills and parental support are offered to support student learning on a quarterly basis at varied times during the day.
- b. Parenting workshops are held periodically to help parents deal with parenting issues based on survey results.
- c. A parent lending library, as well as a parenting center, are available for parent/family information and resource materials.
- d. The school counselor/principal/classroom teacher or special area teachers will make home visits to discuss the needs of students when needed.
- e. The parent computer center is available for parent use to assist parents in improving their technology skills and monitor his/her child's academic achievement.

**(3) Shall educate teachers, office personnel, and other school staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.**

- a. Use a variety of communication tools, including system and school web page, monthly and weekly newsletters; monthly school calendar of important dates and events.

- b. A parent handbook is distributed to parents to provide positive, practical information about our school.
- c. Clear information is provided regarding student placement, school activities, student services, and optional programs.
- d. Parents are required to pick up student report cards at the end of the 1st nine weeks at their parent conference and again at the beginning of the first semester.
- e. An informational board is provided in the Parenting Center for parents on topics of interest.
- f. Family/School Compacts, Employment Surveys, Parents Right to Know documents, and the ECS and EPS Parental Involvement Plans are distributed and signed at the beginning of each school year and located with the classroom teacher or in the cumulative folders.
- g. Forms and newsletters are available in English and in Spanish to the extent practicable.
- h. Transportation will be provided (as needed) for parents to attend conferences, meetings, and programs.

**(4) Shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.**

- a. Annual Meeting of Title I Parents, Open House, PTO meetings, and CIP Advisory meetings are held throughout each school year.
- b. Conferences with parents are required two times per year, other visits are encouraged. Parent Compacts are reviewed and initialed at each conference.
- c. Flexible library times before, during, and after school are scheduled for parent/student use.
- d. Workshops/Sessions are conducted for parents on the following: Understanding Assessments, Improving Student Achievement – "Ideas to Help Support Your Child at Home," Discipline, Core Reading and Math Programs, Transition to the Eufaula Elementary School.
- e. Distribute curriculum/behavioral expectations to parents through the Eufaula Primary Handbook.
- f. Parents are informed of the expectations for students in each subject at each grade level.
- g. Teachers assign homework that encourages students to discuss and interact with their parents about what they are learning in class.
- h. Each grade level hosts a parent night during the first nine weeks to disseminate important information.
- i. A Parenting/Computer Center is available during school hours and includes: Parenting magazines, pamphlets on areas of concern, supplies to help children with projects, computer and printer, and materials needed to strengthen academic areas.

**(5) Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.**

- a. Translators are available for scheduled parent conferences and parent meetings paid for by Title I funds, if needed.
- b. Conference times are varied to meet the needs of our working parents (morning, afternoon, and evening).
- c. Newsletters, school forms, and fliers are translated into a language our parents can understand and are sent home for their review.
- d. Community transportation system will be available to parents as requested and scheduled by EPS employees.

**(6) Shall provide such other reasonable support for parental involvement activities as parents may request.**

Eufaula Primary makes every effort to work with parents in meeting their requests to become involved in all school activities and important meetings. The information obtained through the yearly parent surveys give us the information needed to accommodate the parents' requests. (For example: workshop topics, state testing, homework concerns, and assistance with discipline) Parents also give suggestions to EPS faculty and staff members throughout the school year.

**G. Parental Involvement: Describe how the school will ensure the provision for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory students; including providing information and school reports in a format and, to the extent practicable, in a language that parents can understand.**

Eufaula Primary makes it a priority to provide opportunities for parental participation with limited English proficiency and parents with disabilities. All parent notifications are sent to these parents in a language they can understand to the extent practicable. Translators are provided for scheduled conferences and school activities. This is possible through the utilization of Title I funds. EPS strives to accommodate the individual needs of parents of all sub-groups through providing a handicapped – accessible building, transportation, hearing/vision services, etc. for all school activities. Special accommodations will be provided for homebound parents by phone or home visits.

**Parents Right-to-Know**

ECS receives federal funds for Title I programs at EPS, EES, AMMS and EHS. All schools are eligible to receive additional federal funds including Title II, Title III and Title VI.

Parents are notified at the beginning of each school year by letter included in the Parent/Student Handbook, individual e-CIP, and at the Annual Title I Parental Involvement Meeting if their child attends a Title I school. As stipulated in ESSA(see Appendix), parents/legal guardians have the right to know the professional qualifications of their child's teacher as defined by the Alabama State Department of Education (ASDE). Parents may request within the first four weeks of school information regarding the professional qualifications of their child's classroom teachers from the principal or the Assistant Superintendent including the following:

- Whether the ASDE has licensed or qualified the teacher for the grades and subjects he or she provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which ASDE qualification or licensing criteria have 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.
- And whether their child is provided services by a paraprofessional, if so, their qualifications.

Upon receipt of the request, a response is mailed to parents within ten (10) working days. ECS provides information to parents in their native language either through a written translation or through the services of an interpreter for parents of English Learners (ELs). Home visits are made when necessary to explain educational decisions that impact their child(ren).

Information will continue to be provided to parents in their native language, either through a written translation, the services of an interpreter, or Language Line. Home visits are made when necessary to explain educational decisions that impact their child(ren).

### **School-Parent Compact**

At the beginning of the school year, parents are encouraged to sign a school-parent compact that outlines how parents, the entire school staff, and students share the responsibility for improved student academic achievement. Implementation of the contract provides a means by which the school and parents develop a partnership to help children achieve the State's high academic standards. Copies of the compacts, signed by each stakeholder, are filed in each student's folder in their class, homeroom, or in the school office for easy availability for conferences. Parents are asked to initial compacts at each scheduled conference.

The goal of the ECS is to provide an education which prepares students to lead productive lives, ensures individuals are self-supporting, and can assume civic responsibilities. Research has proven students' potential for academic success improves when schools and homes form a strong partnership. Recognizing the importance of a partnership between home and school, ECS has stressed all parent involvement programs, activities, and procedures be planned and implemented through meaningful consultation with parents and adherence to all program and financial guidelines included in federal and state legislation.

### **Public School Choice and Supplemental Services**

On June 21, 2013, the United States Department of Education (USDE) granted Alabama's waiver request to be removed from many of the requirements of the *No Child Left Behind Act of 2001* (NCLB) such as Supplemental Education Services (SES) and School Choice, when applicable, for Title I Schools in Improvement. Instead, utilizing TI funds, ECS will implement the Alabama-specific PLAN 2020 as the state's method of measuring public school achievement. ECS will implement Board approved procedures identified by the Alabama State Department of Education (ASDE) PLAN 2020 for schools not meeting established expectations for academic progress, if applicable.

### **Safe Schools**

It is the goal of ECS all students be educated in learning environments which are safe, drug free, and conducive to learning. The status of safety issues in ECS are made available to parents in e-CIP located in the parent center at each school and on the school website. Also, results are located in the Federal Programs Executive Summary Evaluation Report, which is shared at the LEA Federal Programs Advisory Committee Meeting, and available to the public upon request. Eufaula City Schools, as required by Act 95-313, has 2016-2017 financial reports, student achievement reports, and school safety and discipline reports available for review. The student achievement and school safety and discipline reports can also be viewed at the SDE web site ([www.alsde.edu](http://www.alsde.edu)), under the section labeled "Accountability Reporting".



**Parents Right-to-Know**

(Teacher Qualifications )

**Title I Section 1111 (h)(6)**

**(6) PARENTS RIGHT-TO-KNOW-**

- (A) **QUALIFICATIONS-** At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:
  - (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
  - (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
  - (iii) 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.
  - (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- (B) **ADDITIONAL INFORMATION-** In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent—
  - (i) information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and
  - (ii) timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.
- (C) **FORMAT-** The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

## **Parents Right-to-Know**

(Limited-English Proficient)

### **Title I Section 1112 (g)**

#### **(g) PARENTAL NOTIFICATION-**

##### **(1) IN GENERAL-**

- (A) NOTICE- Each local educational agency using funds under this part to provide a language instruction educational program as determined in part C of title III shall, not later than 30 days after the beginning of the school year, inform a parent or parents of a limited English proficient child identified for participation or participating in, such a program of
  - (i) the reasons for the identification of their child as limited English proficient and in need of placement in a language instruction educational program;
  - (ii) the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
  - (iii) the methods of instruction used in the program in which their child is, or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
  - (iv) how the program in which their child is, or will be participating, will meet the educational strengths and needs of their child;
  - (v) how such program will specifically help their child learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
  - (vi) the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient children, and the expected rate of graduation from secondary school for such program if funds under this part are used for children in secondary schools;
  - (vii) in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child;
  - (viii) information pertaining to parental rights that includes written guidance;
- (I) detailing -
  - (aa) the right that parents have to have their child immediately removed from such program upon their request; and
  - (bb) the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and

(II) assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity.

(B) SEPARATE NOTIFICATION- In addition to providing the information required to be provided under paragraph (1), each eligible entity that is using funds provided under this part to provide a language instruction educational program, and that has failed to make progress on the annual measurable achievement objectives described in section 3122 for any fiscal year for which part A is in effect, shall separately inform a parent or the parents of a child identified for participation in such program, or participating in such program, of such failure not later than 30 days after such failure occurs.

(2) NOTICE- The notice and information provided in paragraph (1) to a parent or parents of a child identified for participation in a language instruction educational program for limited English proficient children shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

(3) SPECIAL RULE APPLICABLE DURING THE SCHOOL YEAR- For those children who have not been identified as limited English proficient prior to the beginning of the school year the local educational agency shall notify parents within the first 2 weeks of the child being placed in a language instruction educational program consistent with paragraphs (1) and (2).

(4) PARENTAL PARTICIPATION- Each local educational agency receiving funds under this part shall implement an effective means of outreach to parents of limited English proficient students to inform the parents regarding how the parents can be involved in the education of their children, and be active participants in assisting their children to attain English proficiency, achieve at high levels in core academic subjects, and meet challenging State academic achievement standards and State academic content standards expected of all students, including holding, and sending notice of opportunities for, regular meetings for the purpose of formulating and responding to recommendations from parents of students assisted under this part.

(5) BASIS FOR ADMISSION OR EXCLUSION- A student shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status.



# Eufaula Primary School

## STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT

**(Please tear out this page, check the appropriate blanks, sign, and return to your child's teacher.)**

### EUFULA PRIMARY SCHOOL STUDENT-PARENT HANDBOOK

\_\_\_\_ I have read and understand the *Eufaula Primary School Handbook*.

\_\_\_\_ I have read and understand the Federal Law pertaining to:

- Parents Right-to-Know Teacher Qualifications
- Parents Right-to-Know Limited English Proficient
- Parent Involvement Plan for Eufaula Primary School

\_\_\_\_ I have read and understand my responsibility as a *library* patron.

\_\_\_\_ I would like for my child to bring his/her *library* book home each week.

\_\_\_\_ I have read and understand the *Internet Acceptable Use Policy* and make the following decisions concerning my child:

\_\_\_\_ Yes, my child MAY use the Internet to include participation in virtual field trips and e-mail while at school according to the rules and guidelines outlined in the Internet Acceptable Use Policy

\_\_\_\_ No, I would prefer my child NOT use the Internet and e-mail while at school.

Student's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Parent's Email address: \_\_\_\_\_

By signing the Student Acceptable Use Policy for Technology policy I agree to abide by the conditions listed above and assume responsibility for the care and proper use of ECS technology, including personally backing up personal data. ECS is not responsible for any loss resulting from delays, non-deliveries, missed deliveries, lost data, or service interruptions caused by user errors, omissions or reasons beyond the district's control. Information obtained via the Internet and other sources using ECS technologies is not guaranteed as to its accuracy or quality. I understand that should I fail to honor all the terms of this Policy, future Internet and other electronic media accessibility may be denied. Furthermore, I may be subject to disciplinary action outlined in the ECS Student Code of Conduct and, if applicable, my Laptop computer may be recalled.

I give permission for the school to allow my son or daughter to have access to the Internet under the conditions set forth above.

**Eufaula City Schools  
Student Acceptable Use Policy (S-AUP) for Technology  
Rules and Regulations Acknowledgment Form**

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

School: \_\_\_\_\_

School Year: \_\_\_\_\_

Each student in Eufaula City Schools may be offered access to technology resources, including use of the Internet, e-mail, or social media as part of his or her educational program. Each person utilizing Eufaula City School's technology must agree to abide by Eufaula City School's Acceptable Use Policy for Technology Rules and Regulations and by all applicable provision of the Student Code of Conduct. In addition these rules and regulations apply to personally owned devices brought on campus by students.

Failure to sign or return a signed form does not release students from their obligation to abide by these S-AUP rules and regulations and all other applicable Board policies.

This form supersedes any prior forms, agreements, or statements.

Please sign to acknowledge having read and understand these rules and regulations in the Student Acceptable Use Policy (S-AUP) for Technology Rules and Regulations.

[ Signed ] \_\_\_\_\_  
Student

\_\_\_\_\_  
Date

[ Signed ] \_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

**ALABAMA STATE DEPARTMENT OF EDUCATION**

**SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION**

School Year: \_\_\_\_\_ - \_\_\_\_\_

**STUDENT INFORMATION**

Student's Name: \_\_\_\_\_ School: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

☐ No known drug allergies---if drug allergies list: \_\_\_\_\_ Weight: \_\_\_\_\_ pounds

**PRESCRIBER AUTHORIZATION** (To be completed by licensed healthcare provider)

Medication Name: \_\_\_\_\_ Dosage: \_\_\_\_\_ Route: \_\_\_\_\_

Frequency/Time(s) to be given: \_\_\_\_\_ Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Stop Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for taking medication: \_\_\_\_\_

Potential side effects/contraindications/adverse reactions: \_\_\_\_\_

Treatment order in the event of an adverse reaction: \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**

Is the medication a controlled substance? Yes ☐ No ☐

Is self- medication permitted and recommended? Yes ☐ No ☐

If "yes" I hereby affirm this student has been instructed

On proper self-administration of the prescribe medication.

Do you recommend this medication be kept "on person" by student? Yes ☐ No ☐

Printed Name of Licensed Healthcare Provider: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_

Signature of Licensed Healthcare Provider: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT AUTHORIZATION**

I authorize the School Nurse, the registered nurse (RN) or licensed practical nurse (LPN) to administer or to delegate to unlicensed school personnel the task of assisting my child in taking the above medication in accordance with the administrative code practice rules. I understand that additional parent/prescriber signed statements will be necessary if the dosage of medication is changed. I also authorize the School Nurse to talk with the prescriber or pharmacist should a question come up with the medication.

**Prescription Medication** must be registered with School Nurse or trained Medication Assistants. Prescription medication must be properly labeled with student's name, prescriber's name, name of medication, dosage, time intervals, route of administration and the date of drug's expiration when appropriate.

**Over the Counter Medication** must be registered with the School Nurse or Trained Medication Assistant, OTC's in the original, unopened and sealed container. Local Education Agency Policy for OTC medication to be followed:

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

**SELF-ADMINISTRATION AUTHORIZATION**

**(To be completed ONLY if student is authorized to complete self-care by licensed healthcare provider.)**

I authorize and recommend self-medication by my child for the above medication. I also affirm that he/she has been instructed in the proper self-administration of the prescribed medication by his/her attending physician. I shall indemnify and hold harmless the school, the agents of the school, and the local board of education against any claims that may arise relating to my child's self-administration of prescribed medication(s).

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_



**The Eufaula City Schools 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 persons have been designated to handle inquiries regarding the non-discrimination policies:**

Dr. Elizabeth Long, Special Education Coordinator  
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