

# EUFULA HIGH SCHOOL



## 2018-2019 STUDENT HANDBOOK

*"As a Eufaula High School student, I stand for positive change  
within myself and throughout the world around me."  
-From the EHS Student Creed*

530 LAKE DRIVE  
EUFULA, ALABAMA 36027  
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[HTTP://WWW.ECSK12-EHS.ORG](http://www.ECSK12-EHS.ORG)

ABSENCES	22	GRADING SYSTEM	29
ACADEMIC AWARDS CRITERIA	37	GRADUATION REQUIREMENTS/DIPLOMA	25
ACT INFORMATION	28	GUIDANCE SERVICES	33
AFTER SCHOOL DETENTION PROCEDURE	14	HALL OF FAME	37
ALMA MATER	2	HANDBOOK SIGNATURE FORM	63
APPENDIX	54	HARASSMENT/BULLYING/VIOLENCE POLICY	44
ASSESSMENT DATES	34	HOMECOMING QUEEN/COURT	36
ATHLETICS	41	HOMEWORK	23
ATTENDANCE	21	HONOR CODE	44
BASS FISHING CLUB	39	HONOR CORDS	35
BEAUTIES AND BEAUS	37	HONOR GRADUATES	35
BEHAVIORAL EXPECTATIONS	10	HONOR SOCIETY ELIGIBILITY	36
BEST ENGINEERING/ROBOTICS PROGRAM	39	HONORS, AWARDS ELECTIONS PROCEDURES	35
BOYS' & GIRLS' STATE	36	HOSA	40
CHECK OUT/LEAVING SCHOOL PROCEDURE	22	ID BADGE PROCEDURE	14
CHILD NUTRITION PROGRAM	24	IMPORTANT CHANGES FOR 2018-19	6
CLASS FAVORITES	36	IN SCHOOL SUSPENSION	15
CLASS OFFICER/STUDENT COUNCIL REPS.	37	INCLEMENT WEATHER	23
CLUBS AND ORGANIZATIONS	39	INSTRUCTIONAL LEVELS	25
CODE OF CONDUCT ACKNOWLEDGEMENT	65	INTERSCHOLASTIC ATHLETIC EXPECTATIONS	42
COLLEGE DAYS	22	INTRODUCTION TO EHS	8
COLLEGE ENTRANCE REQUIREMENTS	28	KEY CLUB	40
COMMENCEMENT/SENIOR ACTIVITIES	33	LEO CLUB	40
CONDUCT OF EHS ATHLETES	42	MEDIA SERVICES	34
CREDIT ADVANCEMENT PLAN	32	MEDICATION ADMINISTRATION	19
CREDIT RECOVERY PLAN	30	MEDICATION AUTHORIZATION FORM	59
CREDIT RECOVERY REQUEST FORM	55	MEDICAL RELEASE FORM	60
CRITERIA FOR ACADEMIC AWARDS DAY	37	MEDICAL HEALTH ASSESSMENT FORM ALSDE	61
DECA	40	MISSION STATEMENT	1
DIAMOND DOLLS	40	MR. AND MISS EHS	36
DIPLOMA OPTIONS/GRADUATION REQ.	26	MUSIC EDUCATION	41
EARLY DISMISSAL	24	NATIONAL HONOR SOCIETY	36
EARLY GRADUATION APPLICATION	56	NUMERICAL RANK IN CLASS	29
EARLY GRADUATION POLICY	32	OFFICE OFFENSES	11
ECS BOARD OF EDUCATION	4	PARENT COMPACT	66
ECS SECONDARY PROGRESSIVE DISC. PLAN	12	PARENT/TEACHER CONFERENCES	33
EHS ADMINISTRATIVE STAFF	4	PARENTAL INVOLVEMENT/HOME COM.	9
ELIGIBILITY FOR STUDENT ACTIVITIES	38	PARENTAL INVOLVEMENT PLAN – EHS	45
EXAM EXEMPTION POLICY	29	PARENTAL INVOLVEMENT PLAN – ECS	48
FBLA	40	PARENT'S RIGHT TO KNOW STATEMENT	51
FEES & DONATIONS	43	PARKING REGULATIONS	19
FFA	40	PARKING REGISTRATION FORM	58
FIGHT SONG	2	POSITIVE BEHAVIOR SUPPORTS	44
FIGHTING/BULLYING/HARASSMENT	18	PROCEDURES FOR SPECIAL DIETS	24
FIRE DEVICE FALSE ACTIVATION	19	PROM	39
FIRE DRILLS	24	PUBLIC SCHOOL CHOICE / SUPPLEMENTAL SRV.	52
GENERAL SCHOOL PROCEDURES	9	RESIDENCY/ZONING REQUIREMENTS	25
GIFTED SERVICES	45	RESPONSE TO INSTRUCTION (RTI)	43
GRADE REPORTING PROCEDURES	29		
GRADING SCALE	29		

SATURDAY SCHOOL PROCEDURE	14
SCHOOL CALENDAR	8
SCHOOL DAY SCHEDULES	7
SCHOOL PUBLICATIONS	41
SKILLS USA	40
SGA	36
SGA EXECUTIVE OFFICERS	37
SGA OFFICER LISTING	42
SOCCER SWEETHEARTS	40
SPANISH CLUB	40
SPECIAL DIET REQUEST FORM	57
STUDENT ACCEPTABLE USE POLICY FOR TECH	15
STUDENT ACCEPTABLE USE FORM	64
STUDENT ACTIVITIES	38
STUDENT ASSEMBLIES	23
STUDENT ATTENDANCE POLICY	21
STUDENT CREED	2
STUDENT DEBTS	43
STUDENT MEDIA INFORMATION	35
STUDENT REMINDERS	44
STUDENT SUPPORT AND INTERVENTION (RTI)	43
STUDENT TARDIES	11
TEXTBOOKS	33
TIGER REPRESENTATIVES	40
TORNADO DRILLS	24
TRI M MUSIC HONOR SOCIETY	40
VALEDICTORIAN/SALUTATORIAN	35
VISITORS	23
WELCOME TO EHS	3
WHAT SHOULD I DO IN CASE....	5
WHERE TO GO FOR INFORMATION	5
WORTHLESS CHECK POLICY	43

## NOTES



## EHS Vision and Mission Statements

### Our VISION

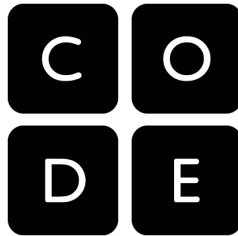
The vision of Eufaula High School is to develop a community of life-long learners by recognizing that *collaboration + preparation + dedication = excellence beyond graduation.*

### OUR MISSION

To achieve our vision, our school community will provide the opportunity for each student to reach his or her potential and experience success in a safe environment. Our community fosters a positive work ethic and respect for others. Our programs and instruction will develop intellectually successful students, creative innovators, responsible citizens and confident leaders.



Recipient 2012, 2014  
An Alabama Top 100 School



Code.org  
CHAMPIONS OF COMPUTER SCIENCE  
Award Recipient 2017



High Schools That Work  
JAMES E. BOTTOMS PACESETTER  
Award Recipient 2018

## **EHS Student Creed**

As a Eufaula High School student, I stand for positive change within myself and throughout the world around me. **I BELIEVE** that diligence and devotion to the endeavors of today will allow me to successfully overcome the challenges of tomorrow. **I STAND** for the bond of respect between those who wish to learn and those who seek to teach, for I know that the triumphs of one rest upon the commitment of the other. Day after day, I believe that my time at Eufaula High School is an investment, not only in my own future, but also in the future of mankind. I am industrious today so that I may grow industry tomorrow. I learn so that I may teach. I read so that I may write. I listen so that I may speak. **I BELIEVE** that as a Eufaula High School student, I bear responsibility for my own success, the success of those around me, the legacy of those before me, and the promise of those still to come.

## **Alma Mater**

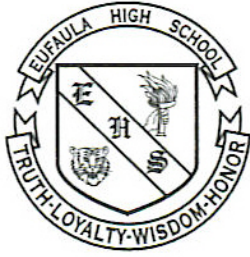
Hail to Eufaula High  
The School we love so dear;  
Your ideals we honor  
And praise more year by year.  
To thee, Eufaula High,  
This Pledge we make to you,  
Our spirit will never die  
And to thee we will e'er be true.

Strong are the memories  
Of our Eufaula High,  
Those treasured memories  
Reflecting days gone by.

Friendships are many  
Remembered evermore.  
We're grateful Eufaula High  
For thy ever-open door.

## **Fight Song**

Hooray for Tigers  
Hooray for Tigers.  
Hooray for Tigers.  
Someone's in the stands  
Yelling – hooray for Tigers.  
Two, four, six, eight,  
Who do we appreciate,  
Tigers – that's who!



# Eufaula High School

530 LAKE DRIVE  
EUFULA, ALABAMA 36027  
334-687-1110  
334-687-1121 FAX

STEVE HAWKINS, PRINCIPAL

August 1, 2018

Welcome to Eufaula High School! The expectations are very high for students and faculty here at EHS, and each of us will only be able to achieve success if we all work together. As a staff, our primary objective is to assist and motivate you to achieve and excel in your academic studies, as well as in your extra and co-curricular activities. With a proud tradition of excellence in academics, athletics, and the arts, our school stands ready to meet all of your educational needs.

High school years can be the most enjoyable years of one's life. Every year brings refreshing and exciting times – renewed friendships, new classes, new teachers, new opportunities, and meeting new people. An attitude of responsibility and cooperation will ensure this year is one you will cherish. Your teachers and I will expect your very best each and every day. I will ask you to expect the same. I look forward to an outstanding 2018-19 school year as we continue on our journey towards “*DESTINATION GRADUATION*.”

Go TIGERS !!!

Steve Hawkins  
Principal



# EUFAULA CITY SCHOOLS

## **EUFAULA CITY SCHOOLS BOARD OF EDUCATION**

Mr. Otis Hill, Chair  
Mrs. Louise Conner  
Dr. Jimmy Lockwood  
Mr. Richard W. Wingate  
Mrs. Caty Richardson

## **SUPERINTENDENT** Dr. Elisabeth Davis

## **EUFAULA HIGH SCHOOL PRINCIPAL** Mr. Steve Hawkins

## **ASSISTANT PRINCIPALS** Mrs. Amanda Ates Ms. Yvonne Grant Mr. Darrell Woods

## **CURRICULUM & INSTRUCTION** Mrs. Michele Eller, Secondary Curriculum & CTE Director

## **ATHLETIC DIRECTOR** Mr. Ed Rigby

## **GUIDANCE AND COUNSELING** Mrs. Courtney Hinton Ms. Lucrecia Lockett

## **BUSINESS OFFICE** Mrs. Caryn Jay, Accounting Mrs. Vickie Barnette, Student Administration

## **ADMINISTRATIVE OFFICE** Mrs. Rashada Glover, Receptionist Mrs. Pakita Helms-Peterson, Registrar

## WHERE TO GO FOR INFORMATION

If you need assistance with any of the following areas, please contact the person listed by calling 687-1110:

Accounting.....	Mrs. Caryn Jay, Business Office
Athletics.....	Mr. Ed Rigby, Director
Auto Decals.....	CSM King / Lt. Col. Haas, JROTC
Band.....	Mr. Cliff Washburn, Director
Bus Schedule.....	Mrs. Vickie Barnette, Office
Careers.....	Mrs. Hinton/Ms. Lockett, Guidance
Choral.....	Mr. Corey Griffin, Director
Clubs.....	Mrs. Amanda Ates, Asst. Principal
Colleges.....	Ms. Lucrecia Lockett, Guidance
Free/Reduced Lunch Forms.....	Mrs. Pakita Peterson, Registrar
Insurance Forms.....	Mrs. Vickie Barnette, Office
Lockers.....	Mrs. Vickie Barnette, Office
Lost and Found.....	Mrs. Pakita Peterson, Registrar
Scholarships.....	Mrs. Courtney Hinton, Guidance
Student Identification Card.....	Mrs. Vickie Barnette, Office
Transcript.....	Mrs. Courtney Hinton, Guidance
Student Records/Withdrawal.....	Mrs. Pakita Peterson, Registrar
Yearbook.....	Mrs. Shanna Doran, English

## WHAT SHOULD I DO, IN CASE...

### Attendance

#### ...I wake up sick some morning?

When you miss school because of illness, your parent/guardian should first inform the school by calling the attendance clerk. Then when you come back to school you **MUST** bring in a note from your parent or health professional telling of your illness. An excuse must be returned within two (2) days of the absence. A doctor's excuse will be required when students demonstrate excessive absenteeism.

#### ...I have to go see the Doctor/Dentist during school hours?

Your parent/guardian should send a note to the attendance clerk by 8:00 on the morning of your appointment telling the time you need to check out of school. If a note is not presented, your parent will have to check you out in person. When you come back from your appointment, you must present a note from the doctor.

#### ...I don't have a valid excuse in for my absence(s)?

Then the absences are considered *unexcused*, meaning you may forfeit the right to earning credit for grades when you appeal for credit later. In addition, you may find yourself in trouble with the Department of Motor Vehicles, who requires that you have good attendance in order to drive in Alabama.

### Parking

#### ...I get a new car and want to drive to school?

1. Fill out an application in the JROTC office.
2. Obtain parent and student signatures and return application to CSM King or Lt. Col. Haas.
3. Pay \$10.00 when you pick up your parking permit. The fee is nonrefundable and lasts throughout the school year.

#### ...My car breaks down and I drive Mom's station wagon to school?

Go to the JROTC office for a Temporary Parking Permit. **Display it on your dashboard with the valid date visible.**

NOTE: Temporary permits are only issued on a daily basis to holders of a current valid parking permit.

#### ...I drive to school infrequently?

Get a parking permit. (See above). All cars parked on EHS campus **MUST** have a valid current parking permit.

#### ...I find a parking ticket on my car?

See the Assistant Principal immediately to discuss your options.



**Discipline****...I bring something to school that isn't school supplies?**

If it's a hat, sunglasses, head rag, radio, toy, cards or the like (something banned but not necessarily illegal), it will be confiscated and kept in the Assistant Principal's office for your parents to pick up. If it's an illegal object (pocketknife, gun, beeper, and tobacco, lighter, rolling papers, controlled substance, ethanol, drug paraphernalia, etc.), your parents will be called to come and take you home on suspension. Circumstances may lead to a request for an expulsion hearing at the Superintendent's office.

**...I do something wrong and I am assigned After School Detention?**

Don't be late or you won't be admitted and will have to see an Administrator the next day. Make sure you have ample work with you to keep you silently and constructively occupied until the Teacher/Administrator in charge releases you. You may not sleep during any detention period.

**Please Note Important Reminders for 2018-19.....**

**EHS OFFICE LOCATION.....**Our office is located on the southwestern corner of the main entrance to EHS. Please enter our school utilizing the WEST entry doors of the school. Utilize the intercom system located on the wall to your right, press the button, and the receptionist will unlock the entry door. Upon entry to our building, please report immediately to the main office (on the left). You will need to present the receptionist with your driver's license in order to receive a pass for further entry into the school. The EAST entry doors (nearest the gym) will be closed.

**AFTERNOON CAR RIDER PICK UP .....**Car rider dismissal for 2018-19 will require parents to enter our campus via Tiger Drive on North Eufaula Avenue. Proceed south on Tiger Drive to the SECOND drive (AG/ISS) entrance. Car riders will be waiting under the canopy on the west side of the building. Please pick up your child in the roundabout, exit north (right) on Tiger Drive, and proceed back to the Tiger Drive entry to campus. Car riders will not be allowed to be picked up in the afternoon in front of the school. This area is reserved for school bus dismissal only.

**DRIVING ON CAMPUS.....**For the safety of our students and staff, please be reminded that speed limits on campus are 5 mph and are strictly enforced. One Way and Do Not Enter signage should be followed at all times by all drivers.

### Eufaula High School Bell Schedule 2018-19

M	T	W	Th	F	BLOCK Time
To Class Bell: 8:00 A.M. / Tardy Bell 8:05 / Homeroom News and Announcements 8:05-8:10					5
1st Period 8:05-8:45	2nd Period 8:05 - 9:35	1st Period 8:05 - 9:25	2nd Period 8:05 - 9:25	1st Period 8:05 - 9:25	70
2nd Period 8:50-9:25					
Break 9:25-9:35					10
3rd Period 9:40 - 10:15	4th Period 9:40-10:55	3rd Period 9:40-10:55	4th Period 9:40-10:55	3rd Period 9:40-10:55	75
4th Period 10:20-10:55					
FLEX A: 11:00-11:30; FLEX B: 11:35-12:05; FLEX C: 12:10 - 12:40 (Lunch, Study Hall/Advisory (Mondays) & Flex)					30/30/30
5th Period 12:45 - 1:20	6th Period 12:45 - 2:00	5th Period 12:45 - 2:00	6th Period 12:45 - 2:00	5th Period 12:45 - 2:00	75
6th Period 1:25 - 2:00					
7th Period 2:05 - 2:40	8th Period 2:05 - 3:20	7th Period 2:05 - 3:20	8th Period 2:05 - 3:20	7th Period 2:05 - 3:20	75
8th Period 2:45 - 3:20					
1st Bus and Car Rider Dismissal 3:20 p.m. / Late Bus Dismissal 3:35 p.m.					

## Eufaula City Schools 2018-19 School Calendar

August 6	Employee Institute/Work Day
August 7 & 8	Professional Development/Work Day
August 9	First Day of School for Students
August 20	Title I Parent Meeting 5 pm MPR FALL Open House 5:30 p.m.
September 3	Labor Day Holiday/Student Holiday
October 13	End of 1 <sup>st</sup> 9 Weeks
October 12	Teacher Workday/Student Holiday
October 15	Fall Break/Student Holiday/FLEX Day
October 22	1 <sup>st</sup> 9 Week Report Cards Issued
November 12	Veteran's Day Holiday / Student Holiday
November 19-20	Student Holidays/FLEX Days
November 21-23	Thanksgiving Holidays
December 19	Students begin Winter Break/FLEX Day
December 20 – Jan. 2, 2019	Winter Break
January 3 & 4	Professional Development/Teacher Workday / Student Holiday
January 7	Students return to school
January 14	2 <sup>nd</sup> 9 Week Grade Reports
January 21	King Day Holiday/Student Holiday
February 18	President's Day / Student Holiday
March 15	End of 3 <sup>rd</sup> 9 Weeks
March 18	Begin 4 <sup>th</sup> 9 Weeks
March 25- 29	Spring Break Holidays
April 2	3 <sup>rd</sup> 9 Week Grade Reports
April 19	Student Holiday/Teacher Holiday
April 22	Student Holiday/FLEX day
May 17	Commencement
May 23	Last Day of School/End 4 <sup>th</sup> 9 Weeks
May 24	Student Holiday/Teacher Workday
May 27	Memorial Day Holiday
May 28	Final Grade Reports Mailed to Parents

### INTRODUCTION

Education is a cooperative effort involving parents, students, teachers, and administrators. We, the administration and faculty, pledge our best efforts in the development of your child academically, athletically, and socially.

Often a parent will ask, *"How can I become more involved in my child's education?"* Parents of successful high school students share several characteristics, which contribute to their success. First, involved parents offer wholehearted support for the total school program. Involved parents are aware of school rules and policies and support administrators and faculty in their efforts to educate and discipline students. They review and study the curriculum guide, attend school functions, and serve on various committees. Second, involved parents are diligent. They make school attendance a priority and limit their child's outside activities to ensure adequate rest and study time.

Involved parents continue, throughout the high school years, to teach respect for authority and to offer encouragement and advice in studies. They provide adequate time and an appropriate place for study at home. And third, involved parents are informed. They understand their responsibility to keep abreast of their child's long-term and short-term assignments; to review test papers, mid-term reports, and report cards; and to contact teachers and/or guidance counselors about results of standardized tests or about academic difficulties.

Students in high school are in transition, a transition between childhood and adulthood. We regard our students as young adults, and on that basis, expect mature attitudes and behaviors. We expect our students to be prepared for

class activities by reporting promptly to class, fully rested and alert. To ensure their own educational development, we expect students to be prepared each day with necessary materials and completed assignments. Students can contribute to their own enjoyment of school by developing a cooperative, positive attitude and by displaying a courteous, respectful manner to all.

If we all fulfill our respective responsibilities, this school year will be most rewarding.

#### GENERAL SCHOOL PROCEDURES

- All students must be in the Commons or Gym before school. During break and during lunch, students will be in the cafeteria. **Students should not enter the school through the gym, dressing rooms, vocational department, or academic wing at any time.**
- **Eufaula High School opens for car riders and walkers at 7:30 a.m. PLEASE ASSIST US BY NOT DROPPING YOUR CHILD OFF PRIOR TO 7:30 AND PICKING HIM/HER UP PRIOR TO 4:00.** Students should not be on campus or in the school gym after school hours unless supervised by school officials. All other students must vacate the building by 3:40 PM.
- All students are expected to know and abide by the Dress Code as printed in the *ECS CODE OF STUDENT CONDUCT*.
- **Students are required to have a signed pass to be in the halls during class periods.**
- **Students who are expecting a message or delivery of forgotten items may check in the office before school, during break and lunch, or after school. No messages can be given to students except in cases of emergency or extenuating circumstances. The office will not deliver forgotten items or messages during the school day.**
- **Students are not allowed in the teachers' lounge or general workroom.** Only office aides will be allowed in the workroom.
- All fund-raising projects must be submitted to and approved by the principal. Fundraising will not be conducted during the school day.
- All visitors must report to the main office upon arrival to school, and provide their driver license in order to receive a pass from the main office. **ALL VISITORS MUST DISPLAY THE PASS PROVIDED BY THE OFFICE.**
- Parents should notify school officials if a student needs to take any medicine during school hours. **All medications (both prescription and non-prescription) must be kept in the school office. Forms required by Board Policy must be on file (refer to policy and form in the back of this handbook).**
- All directory information (name, address, phone number) for each student will be accessible to the public unless otherwise requested by the student or parent/guardian.
- Students must be present for at least 51% of the school day to be eligible for participation in any extra-curricular activity. If an activity occurs over the weekend, the student must have been present for at least 51% of the school day on the Friday prior to the activity.
- **Lunch may be purchased at school or brought from home to eat in the cafeteria area of the Commons. Food may not be ordered for delivery to the school nor may students have food brought to them from a fast food restaurant, etc.**
- **Students will not be released to the parking lot and/or vehicles during school hours. (INCLUDING LUNCH).**
- Exterior classroom doors on the academic hallway may not be used unless under the supervision of and in the company of the teacher.
- The staff cannot be responsible for the loss of large sums of cash brought to school by students. It is recommended that students bring only the amount needed each day.
- The financial offices of EHS will be UNABLE to cash checks for the students or staff.
- **The door from the main office to the PE Hallway is for employees only. Students should enter and exit the PE Hallway from the commons area only.**
- **Your excellent attendance is crucial to your academic success. Please schedule dental, check up appointments, etc. for after school. Protecting instructional time will be paramount throughout the course of the school year. Credit may be denied in accordance with the ECS attendance policy found in the Code of Conduct. Driving privileges will be suspended or revoked for excessive tardies.**

#### PARENTAL INVOLVEMENT AND HOME/SCHOOL COMMUNICATION

Parental involvement is vital to the success of your student, our school and our community. Opportunities for parental involvement exist through our many organizational booster clubs and through our school volunteer program.

Parents wishing to volunteer should contact an administrator, counselor or organization advisor for further information. Please be advised that several employers offer volunteer match programs to our schools by converting your volunteer efforts into dollars for our schools. Both the ECS and EHS Parental involvement plans are contained in this handbook.

Home/School communication is of paramount importance at EHS. We have implemented measures to better serve you and your child(ren) by offering web-based access to Chalkable (our student management system including attendance, real time grades, historical grades, discipline) and via CANVAS. Please contact our guidance department at 687.1110 x 112 for further information regarding passwords and instructions for utilizing these most beneficial resources.

#### **REMIND.com – Student/Parent Text Notification System**

EHS will employ a different text service to assist in communicating important information to our parents and students. REMIND 101 can be accessed by Subscribing to updates at

<https://www.remind101.com/join/groups?email=steve.hawkins@ecsk12.org>

To enroll in REMIND for EHS PARENTS: Text the message **@ehspare to the number 81010**.

To enroll in REMIND for EHS STUDENTS: Text the message **@ehsstuden to the number 81010**.

#### **BEHAVIORAL EXPECTATIONS**

High standards and behavioral expectations have been set for everyone at Eufaula High School. These high standards and expectations address a school-wide work ethic as well as an individual's conduct and academic performance. To assist students in meeting these expectations, Eufaula High School has implemented a Positive Behavior Supports Program designed to teach and reinforce skills and character traits that are essential for success. We want EHS students to work hard, and to develop a sense of personal responsibility, accountability, and self-discipline in regards to common courtesy, manners, and respect for others. These behavioral expectations apply to everyone. Students will receive regular reminders to **"Keep It R.E.A.L."** That is to **Keep it – Respectful, Educational, Appropriate, and Legitimate**.

**RESPECTFUL! EDUCATIONAL! APPROPRIATE! LEGITIMATE!**

- **Out of Class Behavior**
  - Students should be in the commons area before school, during break, and during lunch.
  - Walk on the right side of the hallway--no loitering or horseplay.
  - Keep a conversational tone in halls and between classrooms.
- **Be prepared for class.**
  - Students must have the proper materials for class everyday. Those materials include:
    - Pencil (sharpened) or pen
    - Paper or notebook
    - Chromebooks
    - Textbook
    - Homework
    - **ID Badge worn and visible at all times while on campus**
- **Be ready to work when the tardy bell rings.**
  - Be inside the room/lab and be prepared for class as defined by individual teacher
  - Have school supplies ready.  
(Refer to page 12 regarding discipline procedures for excessive tardies)
- **Be dismissed by the teacher after the bell sounds.**
  - Students are to remain seated until the teacher has dismissed class.
  - Each teacher must determine his or her format for dismissing students from class.
- **Keep Book Bags in lockers during the day.**
  - Book bags may be used to carry school supplies **to and from** school only.
  - Backpacks are considered to be book bags. Any bags or purses large enough to carry books are considered to be book bags.
- **Consumption of food or drink is confined to the commons. Bottled water may be taken into the hallways and into classrooms.**
- **Follow identification badge procedures.**
- **Students are to be dressed appropriately as outlined in the Code of Conduct.**

## OFFICE OFFENSES

Classroom offenses are handled by the teacher as part of classroom management. This information is available in each course syllabus. Students receiving office recorded offenses in an 18-week period will be subject to the following actions: Offenses will be logged by the teacher in the Bloom's Discipline Program to include the following: dress code, ID badge, tardies from lunch, books/materials, book bags in hallways or classrooms, gum/food in hallways or classrooms, out of class behavior such as excessive noise, horse-playing, running, etc. in the commons area, hallways or outside of the building both before and after school.

**Three Offenses in an 18 week period:** Assignment to *after school detention and/or work detail (3:20 – 4:20)*  
*Students must be picked up by 4:20 p.m. Parent Contact Required (Students who fail to attend will be assigned to Saturday School).*

**Five Offenses in an 18 week period:** Assignment to Saturday School – Parent Contact Required *(Students who fail to attend the required Saturday School will be assigned to In School Suspension).*

**Seven Offenses in an 18 week period:** Assignment to Saturday School – Parent Contact Required *(Students who fail to attend the required Saturday School will be assigned to In School Suspension).*

**Nine Offenses in an 18 week period:** Assignment to 3 days in In School Suspension – Parent Conference Required.

**Eleven Offenses in an 18 week period:** Assignment to 5 days in In School Suspension – Parent Conference Required.

## STUDENT TARDIES

Students must sign in at the main office when tardy or late to school. When arriving late, students must obtain an admission slip from the main office prior to going to class. Tardies will not be excused due to car trouble, oversleeping, or the alarm clock not working. These tardies will be marked as unexcused. Students who have been absent should report to the office immediately upon arrival to school to obtain a class admit slip. Waiting until the last minute could result in a tardy. Remember, on time means in your classroom, seated, and prepared to begin class. **Driving privileges will be suspended for the remainder of the semester on the seventh or revoked for the year on the eleventh tardy.**

The following procedure will be used in dealing with tardies to school and to individual classes:

**Three Tardies in an 18 week period:** Assignment to *after school detention and/or work detail (3:40 – 4:25)*  
*Students must be picked up by 4:30 p.m. Parent Contact Required (Students who fail to attend will be assigned to Saturday School).*

**Five Tardies in an 18 week period:** Assignment to Saturday School – Parent Contact Required *(Students who fail to attend the required Saturday School will be assigned to In School Suspension).*

**Seven Tardies in an 18 week period:** Assignment to Saturday School – Parent Contact Required *(Students who fail to attend the required Saturday School will be assigned to In School Suspension).* **Driving privileges will be suspended for the remainder of the semester.**

**Nine Tardies in an 18 week period:** Assignment to 3 days in In School Suspension – Parent Conference Required.

**Eleven Tardies in an 18 week period:** Assignment to 5 days in In School Suspension – Parent Conference Required. **Driving privileges will be revoked for the remainder of the year on the 11<sup>th</sup> tardy.**

## **ECS Secondary Classroom Progressive Discipline Plan**

Eufaula High School follows a Progressive Discipline Plan in order to ensure all students are treated fairly and equally regarding discipline concerns. The Progressive Discipline steps are as follows:

### **Level 1: Warning**

- Usually verbal warning to stop disruptive activity or behavior.
- Teachers will implement a classroom consequence for warnings given.
- Reteaching / redirection of the behavior.

### **Level 2: Parent Notification & Interventions**

- Teachers will make initial parent contact either by phone, email or U.S. mail.
- Documentation of such attempts will be kept in a phone log, sent email folder or U.S. mail folder by the teacher.

*Interventions at this level will include:*

- Reteach/model the behavior
- Restate direction
- Identify antecedent ("Trigger")
- Verbal check in w/student before/after start of class
- Redirect to task/ nonverbal cue to task
- Proximity/ "Walking the room"
- Thank you. recognition to nearby student who is doing desired behavior
- "The Look"
- Clearly state choices/options
- Call parent
- Counsel Student
- Cool down assignment (identified by guidance or in a formal individualized plan)

### **Level 3: Detention with Teacher & Parent Notification**

- Teachers will hold their own detention and will reteach the behavior.

*Interventions at the level will include:*

- Detention w/teacher + reteach the behavior
- Effective parent contact (notify, question, plan)
- Seat change
- Goal setting with incentive, progress monitoring plan
- Conference with student after class
- Reteach w/ overcorrection
- Student self - monitoring
- Behavior contract
- Written check in/ check out "exit ticket" (behavioral reflection) with student before or after class.

### **Level 4: Parent Conference**

- Teachers will try to schedule a Parent Conference to help change student behavior in the classroom. This meeting will need to include the student's guidance counselor, team conference and Assistant Principal. Reflection of Level 3 interventions will be reviewed and revised. Documentation of interventions is required.

### Level 5: Student Referral to Counselor or Administration

- A teacher may make a referral to the office for any student disruption based on the severity of the incident. In all cases, the teacher should make every effort to handle the behaviors in the classroom using Steps 1-4 prior to referring a student to his or her counselor or Administration.
- A student may receive consequences based on the infraction committed in the classroom. This includes but not limited to: detentions, in-school or out-of -school suspensions, corporal punishment, student behavior contracts, counseling referrals and/or possible citations and recommendation for expulsion.

#### *Violations that may Warrant Interventions*

- Book Bags
- Food
- Dress Code
- Tardies
- Classroom Disruption
- Misuse of Hall Passes
- Any other behavior that is deemed defiant, inappropriate or a disruption to school activities.

### ECS Secondary Classroom Progressive Discipline Form

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

#### Level 1:

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

Consequence / Comments:

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#### Level 2:

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

Parent Notification / Comments:

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#### Level 3:

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

Detention Date / Time / Parent Notification

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<b>Level 4:</b>	Date: _____
Parent Conference Notes: (Attach all documentation)	

<b>Level 5:</b>	Date: _____
Attach Referral and all Documentation Levels 1-4 / Comments:	

### IDENTIFICATION BADGE PROCEDURES

All students are issued an ID badge, which must be properly displayed and worn at all times.

1. Students who realize they do not have an ID Badge upon arrival may purchase one for \$5.00 or call home to have ID badge brought to school by parent/guardian, not another student. The student will be assigned to detention until the ID badge is brought to the school.
2. Students who purchase ID badges before the tardy bell and are on time for class (8:00 AM) will not receive a referral.

#### Consequences of Defacing ID Badge

Defacing is defined as **ANY ALTERATION TO THE ID BADGE** (e.g. biting, chewing, cutting, any marks, stickers, staples, tape, etc.). In cases where one's ID badge has been defaced, the student must purchase a new ID Badge (\$5.00)/ Lanyards may be purchased for \$1.00.

### AFTER-SCHOOL OFFICE ASSIGNED DETENTION PROCEDURE

- Office assigned detentions are handled through the school's administration.
- To be held Monday - Thursday from 3:20 to 4:20 p.m.
- Detention begins promptly at 3:20 PM each day in the ISS classroom. Any student who is late or who misses an assigned detention has lost the chance for this detention and will be assigned Saturday School.
- Detention time is study time. If the student does not bring homework, an assignment to complete will be given by the assigned teacher in charge.
- The only two reasons for missing detention are illness and physician's appointments. *These must be verified by an absentee slip from the office.*
- After school activities such as rehearsals, practice, or club meetings are NOT valid excuses for missing detention. Directors and Coaches have the autonomy to make participation decisions based on student attendance to practices and rehearsals.
- Students assigned to detention MUST HAVE A RIDE on campus no later than 4:20 p.m. **EHS will not be responsible for students left past this time.**

### SATURDAY SCHOOL PROCEDURE

- Saturday School will be held from **8 AM – NOON** on dates to be announced.
- Students arriving after 8 AM will NOT be admitted.

- Saturday school is study time. If a student does not bring homework, assignments to complete will be given by the assigned teacher in charge.
- Work detail may be a required assignment during Saturday School.
- Failure to attend Saturday School due to an emergency illness documented by a physician's note may be made up.
- **Failure to attend Saturday School will result in an assignment to In School Suspension.**
- **Proper school attire must be worn during Saturday School sessions. Students who report out of dress code will not be allowed to enter and shall be referred to the next step in the discipline process.**

### **IN SCHOOL SUSPENSION (ISS)**

In School Suspension (ISS) will be used as a disciplinary alternative for behavioral reasons. Students will be assigned as specified by the principal or designee. Students may be assigned from one period to a long-term placement and they should be aware that time may be extended for noncompliance of ISS rules. Students who do not follow ISS rules may be suspended. **Students will not be allowed to participate in field trips, any school organizational activity where that organization represents our school (band/choir performance, JROTC competition, etc., or any athletic contests while assigned to ISS.**

## **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 not permitted. ECS provides each student with an individual device to be used for educational purposes only. EHS reserves the right to examine any personal technology where suspected use contributes to the commission of a Code of Conduct 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 for school-related purposes.

Students must have specific permission in order to:

- 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.

### **FIGHTING / BULLYING / HARASSMENT**

Fighting (to include, but not limited to, throwing punches, kicking, pulling hair or clothes, or wrestling) and bullying/harassment **will not be tolerated**. Students determined to be fighting will face consequences as stated in the ECS Code of Conduct. If a fight breaks out, students are advised to move away from the area of the disturbance, tend to their own business, and stay out of the way of administrators or teachers who are trying to deal with the situation. Standing around, standing on tables, standing in aisles, and refusing to leave the scene when asked to do so, all of which hinder school officials are violations of the no-fighting policy. Each constitutes the offense of being "party to an array" (2.24), and disciplinary action may result. In the more severe cases (Class III), students may be charged with disorderly conduct and prosecuted by EHS officials.

### **FALSELY ACTIVATING FIRE DEVICES**

*Students who are found to have falsely activated any fire/safety device will be subject to immediate long-term placement at the Alternative School. This includes fire extinguishers.*

### **PARKING REGULATIONS**

In order for a student to park his/her vehicle on campus, the following regulations must be followed:

- The student must have a valid driver's license.
- The student must have a mechanically sound vehicle and provide a copy of his insurance that is in compliance with state and city laws when registering.
- Parking is restricted to the student parking area (designated with white paint on the curb). **NO STUDENTS ARE TO PARK IN HANDICAPPED, VISITOR, OR FACULTY AREAS; BEHIND THE VOCATIONAL WING; BESIDE THE GYM; OR AT THE FINE ARTS WING.**
- All students driving cars to school **MUST** enter the building immediately upon arrival.
- Speed limits (5 mph) will be observed and enforced. There will be no form of reckless driving.
- I. Vehicles must be parked correctly in assigned spaces. **BACKING INTO SPACES WILL NOT BE PERMITTED.**
- II. Students must display a school-parking permit in clear view on his/her vehicle and be parked in the appropriate parking space.
- III. Students in violation of any regulation regarding vehicles including improper parking will be fined by the School Resource Office and/or may have vehicle towed at owner's expense.
- IV. Repeated violations will result in the revocation of the student's driving privilege.
- V. Students will obey all posted traffic regulations and EHS arrival and dismissal procedures to include appropriate entrance to and exit from the EHS campus. Violators will have their parking privilege revoked.
- VI. Further consequences for defiance shall follow as outlined in the CODE OF CONDUCT and STUDENT HANDBOOK.
- VII. **Driving privileges will be suspended for the remainder of the semester on the seventh tardy or revoked for the year on the eleventh tardy.**

### **MEDICATION ADMINISTRATION (Prescription & Nonprescription)**

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 shall 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.

- **Prescription Medicines**
  - *Routine Medicines*

- If the child is on 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. If the parent/guardian is not sure if the doctor has forms, he/she may obtain one from the school office.
- 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.
- If a child is on a controlled medication such as Focalin, Ritalin, Adderall or Phenobarbitol, **DO NOT** allow the child to bring it to school. The parent or guardian **MUST** take a one month supply to the front office.

○ *Antibiotics and Other Temporary Prescription Medicines*

- 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.
- 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.

○ *Schedule*

- 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	-	-	Dinner
-					
3 times per day	>	Before School	-	After School	-
Bedtime					
4 times per day	>	Before School	Lunch	After School	-
Bedtime					

- If the physician 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.

• **Nonprescription Medicines**

- 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.
- Nonprescription medicines **MUST** be in the original container with the child's name clearly marked on the container.
- 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.

See **SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION FORM** located in the appendix section of this handbook.

### **Important Information on Meningococcal Disease and Vaccine**

*From the Alabama State Department of Education – July 2006*

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

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

#### **How does one contract the disease?**

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

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

1. *Fever*
2. *Headache*
3. *Stiff neck*
4. *Red rash*
5. *Drowsiness*
6. *Nausea and vomiting*

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

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

## **ATTENDANCE**

### **Philosophical Basis**

School administrators are required under state law to enforce compulsory school attendance laws. Regular attendance by students facilitates the development of the skills and knowledge necessary to function in a modern democratic society.

### **Student Responsibilities are**

*To take advantage of educational opportunities by attending all classes daily and punctually; To provide the school with an adequate explanation and appropriate documentation indicating the reason for an absence; To promptly request make-up assignments for each excused absence.*

### **Parent Responsibilities are**

*To ensure that all children under the age of 17 are consistently attending school as required by law; To assume an ACTIVE partnership with the school community; **To ensure that their child(ren) are compliant with ALABAMA CODE § 16-28-12 and §16-28-40 (Refer to STUDENT CODE OF CONDUCT)***

### **Student Rights are**

- To be informed of School Board policies and individual school rules regarding absenteeism and tardiness;
- To appeal a decision pertaining to an absence;
- To make up classwork within a specified length of time when there is an excused absence.

## **STUDENT ATTENDANCE POLICY**



It is the belief of the Eufaula City Board of Education that regular school attendance is important to all students and to the school system. It is further believed that course content and grading procedures should be structured in such a fashion that regular attendance is necessary in order to successfully complete course requirements. Subject to parental guidance, each student must be responsible for his/her own attendance. Administrators and teachers will make every effort to encourage regular attendance by students and to solicit assistance from parents and guardians in accomplishing this objective. An absence is defined as non-attendance (except for in-school activities, which are excused by school personnel,) in a regularly scheduled class or activity, regardless of the reason for such non-attendance.

**Credit may be denied in accordance with the ECS attendance policy found in the Code of Conduct. Students will not be excused to attend honors assemblies and/or graduation programs at other city schools. Non school-sponsored trips that occur during regularly scheduled student attendance days will generally be coded as **UNEXCUSED ABSENCES**. Students ages 16-19 who have ten or more consecutive or fifteen cumulative days of unexcused absences during a single semester will be reported to the Alabama Department of Public Safety which may result in suspension of their driver's license (Code of Alabama 1975 §16-28-40). Chronic Truancy is defined as students who accumulate fifteen (15) or more EXCUSED OR UNEXCUSED Absences in a school year.**

### **ABSENCES**

Being in school each day is important. When an absence from school is absolutely necessary, students must bring a physician's/dental excuse or note within three days, detailing the reason for the absence. Those students who are late to first period because of waiting to get a class entry slip will also receive an offense for being tardy. A student will have three days to makeup missed assignments. At ten absences, which have been excused by means of a parent/guardian, written note, a letter, will be sent informing the parent/guardian that all future absences will require an excuse from a doctor, court, or other means deemed acceptable. Unexcused absences will trigger letters from EHS at the following intervals:

- **Unexcused Absence Letter 1:** 3<sup>rd</sup> Unexcused Absence. Informs parents of policy and the specific attendance issue
- **Unexcused Absence Letter 2:** 5<sup>th</sup> Unexcused Absence. Informs parents of policy violation, reviews State of Alabama Compulsory Attendance Laws.
- **Unexcused Absence Letter 3:** 7<sup>th</sup> Unexcused Absence. Requires a face to face meeting with parents at central office 8:30 a.m. with the district attendance officer.

**Chronic Truancy is defined as students who accumulate fifteen (15) or more EXCUSED OR UNEXCUSED Absences in a school year.**

### **CHECK OUT/LEAVING SCHOOL PROCEDURE**

Students are encouraged not to leave school during the school day unless absolutely necessary (illness, emergency, etc.). Students should try to schedule appointments that do not conflict with the school day. **It is recommended that students will be allowed to check out and check in only during class changes. Students and parents must be mindful that the four day / two day unexcused attendance policy applies to INDIVIDUAL CLASSES as well as the entire school day.**

***If leaving school during the school day becomes necessary, one of the following procedures must be followed:***

The student must bring a note signed by a parent or legal guardian authorizing the student to check out. The note must specify the reason for checking out and the time at which the student is to leave. These notes must be given to the principal or his designee by 8:00 AM on the morning that the student is to check out.

If a student does not bring a note as specified above, the parent or legal guardian must come to the school office in order for the student to leave school. **Phone calls will not be accepted as authorization for a student to leave school unless approved by an administrator.**

***Students must NEVER leave school without first checking out through the office. Violators will be considered truant from school and will be subject to disciplinary action as specified by Eufaula City Schools' Board Policy.***

### **COLLEGE DAYS**

Only graduating seniors visiting colleges will be excused. They must obtain a visitation form from the guidance office **prior** to the visit **and** bring a note back from a college official for the excuse. Students are encouraged to visit Wallace College—Sparks Campus after school hours. Only half-day college permission will be issued for Wallace College—Sparks Campus. Only in unusual circumstances and with the principal's prior permission will more than two (2) days be excused. **Only students in a senior homeroom who are scheduled to graduate during the current school year may take college days. All college days must be expended by May 1, 2018.** College day requests during periods of required testing will not be approved. When procedures are followed, the absence will be coded a "C" and will not count against a student's credit and will count as a school activity when determining exam exemption status. Students who are absent due to scheduled school activities must tell their teachers of their scheduled absence the day before and should make every effort to be prepared for assigned work upon returning to school. Students who participate in extra-curricular school activities must work closely with teachers to keep schoolwork current and to keep make-up tests at a minimum. ***TEACHERS HAVE THE RIGHT TO WITHDRAW PERMISSION FOR A STUDENT TO PARTICIPATE IN OUT-OF-CLASS SCHOOL ACTIVITIES IF THAT STUDENT IS IN DANGER OF FAILING THE CLASS.***

### **HOMEWORK**

#### **Purposes:**

To encourage development of independent study habits, skills, and responsibilities. To enrich, reinforce, and extend learning by providing additional educational opportunities outside the classroom. To provide for advanced preparation for an upcoming classroom activity, discussion, unit of study, or test. To provide an opportunity for parents to be familiar with and involved in the school's educational program and their own child's progress.

***\* Pre-AP and Advanced Placement Courses will require additional work outside of class time.***

### **STUDENT ASSEMBLIES**

Assemblies are a regularly scheduled part of the curriculum and as such, are designed to be educational as well as entertaining experiences. Assemblies provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers are conscious of their audience. Talking, whispering, whistling, stamping of feet and booing are discourteous. Yelling is appropriate only at pep assemblies. In addition, students should:

- Leave all books and coats in the classroom unless instructed otherwise.
- Proceed to the assembly area quietly and promptly with your teacher and find your seat quickly.
- Give your attention to the chairperson of the assembly immediately.
- Be courteous to the performers and to your neighbors. Applaud in keeping with the occasion. Applause should be generous and courteous. Never applaud during or after a devotional assembly.
- Stay in the assembly until dismissed by your teacher to return to class.

**Disciplinary consequences will be applicable for any student who is removed from an assembly for disciplinary reasons and may result in the student not being allowed to attend future assemblies.**

### **VISITORS**

We welcome visitors to our school, however, for the safety of all, visitors **MUST** immediately report to the office to register attendance on campus. Parents are always welcome but must first make an appointment to see a teacher, assistant principals, the principal or visit in their child's classes. In addition, parents who wish to "shadow" their child during the school day must schedule this time with receptionist in the office at least twenty-four hours in advance. Upon reporting to the office, visitors will be asked to provide his/her driver's license to be scanned into our Raptor system. Raptor will log the visit and a visitor's pass will be issued. This pass **MUST** be worn and displayed in plain sight. At the conclusion of your visit, please report back to the office to return your Raptor pass.

### INCLEMENT WEATHER/EARLY SCHOOL CLOSING

Whatever the time of year or weather reasons, school closes early when school officials determine there is a need to get children home before conditions become dangerous for travel. This decision is made after consultations with Emergency Management System personnel and with local and state law enforcement officials. School is closed when conditions are deemed too dangerous for travel. When school officials determine that schools should not be open due to weather/emergency situations, the following procedures will be in effect:

- The local radio and television stations will be contacted, and announcements will be made regarding the school closing. Please remember we are **Eufaula City Schools** and not Barbour County Schools.
- Listen to media reports for updates throughout the day concerning closing of schools.
- Social media and REMIND.com text services will send alerts/texts to subscribed parents.
- The EHS automatic message system will call each of our student's home phone numbers that are on file in the office to advise of information regarding school closings and weather concerns. **Please inform the office of changes in contact information.**

### EARLY DISMISSAL

Schools will close early when school officials determine there is a need to send children home before conditions become dangerous for travel. This decision will be made after consultations with Emergency Management System personnel and with local and state law enforcement officials. For the safety of every child in our community, each family should develop a plan for their child to follow if school has to close unexpectedly during the day. When school closes early, buses will run regular routes. News media will be informed and public announcements, including social media posts/alerts and REMIND.com alerts will be made prior to the closing time. The EHS automatic message system will call each of our student's home phone numbers that are on file in the office to advise of information regarding school closings. Car riders will need specific instructions. All after school activities will be cancelled. **Do not call the school.** Emergency plans cannot be developed by telephone during the closing of school. A child who has directions ahead of time will be more secure.

### FIRE DRILLS AND TORNADO DRILLS

Drill instructions will be posted in each room for directions and routes. When the fire alarm is heard, everyone must leave the building. Follow the teacher's instructions immediately. Walk in single file; do not run. There must not be any talking. All persons will remain outside, a safe distance from the building, until the bell sounds for returning to the building. When the tornado alarm sounds, stop everything. The teacher will give the students instructions as to how they should proceed. When students are assembled in their designated areas, they should be instructed to kneel on their knees with their heads facing the walls, and place their hands over their heads. Students should remain in this position until an "all clear" signal has been given. Parents are discouraged from checking students out during periods of inclement weather.

### CHILD NUTRITION PROGRAM

The lunchroom is an essential part of the school program. It is operated daily during the school year for the convenience of our students and faculty. Students are expected to make lunch pleasant for all by waiting their turn in lines, using all authorized lines for most efficient movement, and by leaving tables free of food and spills. Trays are to be taken to the proper area after lunch. **During lunch, all food/drink must be consumed "between the columns" of the cafeteria.** Students may utilize the atrium as well. **ABSOLUTELY NO OUTSIDE DELIVERIES OR DISTRIBUTION OF LUNCH FROM FOOD VENDORS WILL BE ACCEPTED.**

#### Lunch prices are as follows:

Students	\$2.30
Reduced	\$ .40
Adult Staff	\$3.00
Visitors	\$3.75

#### Breakfast prices are as follows:

Students	\$1.40	
Reduced	\$ .30	
Faculty and Staff		\$2.00
Visitors	\$2.25	

### PROCEDURES FOR SPECIAL DIETS

2. A physician's diet order must be received for any student requiring dietary modifications for medical reasons. (Examples: Diabetic Diet, Low Cholesterol Diet, etc.)

3. School personnel may make requests for consistency modification (blended, chopped, etc.) as appropriate for each student.
4. A Eufaula City Schools' Special Diet Request form should be completed by the teacher and submitted to the lunchroom manager for any type of consistency modification needed for a student. This form should also accompany a physician's diet order if consistency changes are needed in addition to the medical diet order. *See appendix for form.*
5. Upon receipt of a special diet order or request, the manager should notify the CNP Director of the order and should proceed to make necessary changes for the next meal as needed. The **CARE: Special Nutrition for Kids** manual should be used as a reference guideline by the Child Nutrition Program Director, managers and employees in making diet changes. All diet changes should be planned in accordance with the menu and should be approved upon completion by the CNP Director. The CNP Director will assure that meals planned and served are in compliance with diet orders and requests.
6. A copy of diet orders and completed request forms should be kept on file in the manager's office. A copy should also be sent to the CNP Director.

## ECS RESIDENCY/ZONING REQUIREMENTS

### Residency and Attendance Zone Requirements

The Eufaula City Board of Education passed a non-resident option for attending Eufaula City Schools. Non-Resident Students - Eufaula City Schools will consider allowing students who reside outside the city limits to attend. The fee will be **\$1200** per year. Students must complete an annual written application to be considered. The superintendent will consider factors such as availability of space and suitable programs, previous academic performance and behavior of the student, and payment history in determining if the student will be approved. ***All students attending Eufaula City Schools will be required to provide residency verification at the beginning of each school year.***

## INSTRUCTIONAL LEVELS

Instructional levels available at Eufaula High School are tailored to meet the needs of the individual learner. Offerings exist in general/college prep, Pre-AP/honors, advanced placement, and dual enrollment levels. Students with exceptionalities are served according to their Individualized Educational Plan or Gifted Education Plan. Offerings for exceptional students include mainstream courses with added staff support, resource, study skills, life skills courses. Gifted students are served through expanded course offerings to include honors and advanced placement level core courses as well as extended offerings via ACCESS distance learning.

## GRADUATION REQUIREMENTS & DIPLOMAS

### Valedictorian and Salutatorian

There will be one valedictorian and one salutatorian for Eufaula High School. To be eligible for consideration as valedictorian or salutatorian, a student must have been enrolled in the Eufaula City Schools for one calendar year prior to graduation. To be eligible for valedictorian or salutatorian a student must be a candidate for the highest diploma option offered at Eufaula High School. For the **Class of 2019** and beyond, the highest diploma option offered will be the **Advanced Academic Endorsement with HIGHEST Honors Distinction**. Grade point average calculations will be determined from grades earned in grades 9-12. **Final calculations will be completed at the end of the second semester during the Senior year.** Calculations will be carried to the fourth decimal place to determine the highest grade point average (Valedictorian) and second highest grade point average (Salutatorian). All students who are pursuing an **Advanced Academic Endorsement with HIGHEST Honors Distinction with a grade average of 90.0 (no rounding) and above** will be recognized as honor graduates.

### Graduation Ceremony

Diplomas will be awarded to students who fulfill all of the local and state graduation requirements as required by the diploma option chosen. All requirements must be met for participation in the graduation ceremony and students must be considered in "good standing" with all books, devices, texts, school-owned equipment returned, and a zero balance in the school's business office. Requirements are specified in the Course Selection Guide.

### **Promotion/Grade Classification**

Based on state requirements and the Eufaula City Schools Board approval, students must earn a minimum of 24 credits (Carnegie units) to graduate with a high school diploma. **Students pursuing the Advanced Academic Endorsement with Honors Distinction must earn 26 credits. Students pursuing the Advanced Academic Endorsement with HIGHEST Honors Distinction must earn 28 credits.** For reclassification status for promotion and graduation, the guidelines are as follows:

1. To be a tenth grader (sophomore), a student must have earned 6 credits.
2. To be an eleventh grader (junior), a student must have earned 12 credits.
3. To be a twelfth grader (senior), a student must have earned 16-17 credits.
4. To graduate, a student must have earned a minimum of 24 credits.

Colleges, universities, and post-secondary training schools have varying entrance requirements. Students will receive individual and group advisement on course selection based on various criteria and assessments. Additionally, students are encouraged to consult local school personnel and post-secondary institutions to determine best selections. Logical and sequential progression through courses is recommended to provide students with the best opportunities for academic success. Students are encouraged to enroll in courses that will challenge them at the highest level. Through the 4-year planning process, students who have standardized test scores that indicate they have the skills needed to take Pre-AP/Honors and/or AP courses will be strongly encouraged to take these courses.

### **Alabama High School Diploma**

Beginning with the ninth grade class of 2013-2014, the Alabama High School Diploma requires 24 credits to graduate. **Beginning with the Class of 2019 an Advanced Academic Endorsement with Honors Distinction and an Advanced Academic Endorsement with Highest Honors Distinction will be available.** The focus will be on coursework taken that necessitates a clearly articulated and individualized 4-year high school plan developed for each student based on the results of the ASPIRE, academic and career interest assessment, middle school coursework, and the Kuder career assessment inventory. All students will be required to create a 4-year plan in Kuder during his/her eighth grade year and annually update it to properly guide course selections.

#### **Advanced Academic Endorsement**

##### **with Honors Distinction**

##### **(Begins with Class of 2019)**

(26 Credits)

1. Four (4) credits in Pre-AP/Honors Courses
2. Three (3) Advanced Placement/Dual Enrollment Academic Course Sequences
3. Two (2) credits in a single foreign language
4. Algebra I, Geometry, Algebra II with Trig, and one higher level math course or AP Computer Sc. Prin.
5. Biology, Chemistry, and two advanced science courses (including courses associated with an academy)
6. All other requirements associated with credits needed for the Alabama High School Diploma

#### **Advanced Academic Endorsement**

##### **With HIGHEST Honors Distinction**

##### **(Begins with Class of 2019)**

(28 Credits)

1. All Pre AP / Honors courses in 9<sup>th</sup> & 10<sup>th</sup> Grades
2. All AP/Dual Enrollment Academic Course Sequences in 11<sup>th</sup> & 12<sup>th</sup> Grades
3. Two (2) credits in a single foreign language sequence
4. Geometry Honors/Pre AP, Algebra II with Trig. Honors, Pre Calculus, AP Calculus
5. All other requirements associated with credits needed for the Alabama High School Diploma.

### **Alabama High School Diploma WITH HIGHEST HONORS Distinction**

**(Class of 2018 ONLY)**

<b>AREAS OF STUDY</b>	<b>REQUIREMENTS</b>	<b>CREDITS</b>
<b>English Language Arts</b>	<b>English 9, 10, 11, and 12 Must be Honors/AP/IB/postsecondary equivalent option of these courses</b>	<b>4</b>
<b>Mathematics</b>	<b>Algebra I, Geometry, and Algebra II w/Trig <i>plus one math beyond</i> Alg. II w/Trig. Additional course(s) to complete the four credits in mathematics must be chosen from the <i>Alabama Course of Study: Mathematics</i> or Career Tech Education (CTE)/AP/IB/postsecondary equivalent courses</b>	<b>4</b>

Science	All science courses must be Honors/AP/IB/Post Secondary Level to include: Biology and a physical science The third and fourth science credits may be used to meet both the science and CTE course requirements and must be chosen from the <i>Alabama Course of</i>	4
Social Studies	All Honors/AP/IB/Post Secondary equivalent courses to include World History, US History <sup>2</sup> , and Government/Economics or AP/IB/postsecondary equivalent	4
Physical Education	LIFE (Personal Fitness) One JROTC credit may be used to meet this requirement	1
Health Education	<i>Alabama Course of Study: Health Education</i>	0.5
Career Preparedness	Career Preparedness Course (Career and Academic Planning, Computer Applications, Financial Literacy)	1
Foreign Language	One sequence of foreign language is required for the Honors Diploma (2 credits)	2
CTE and/or Arts Education	Students choosing CTE or Arts Education are encouraged to complete two courses in sequence.	2
*Electives		5.5
Total Credits Required for Graduation		28

+ Students attempting the Honors Diploma must take at least one Advanced Placement or Dual Enrollment Core Sequence

<b>ALABAMA HIGH SCHOOL DIPLOMA</b> ( <i>Alabama Administrative Code 290-3-1-02(8) and (8)(a)</i> )		
Effective for students in the ninth grade in the 2013-2014 school year, all students shall earn the required credits for the Alabama High School Diploma. A local board of education may establish requirements for receipt of diplomas and endorsements, but any diploma or endorsement shall include the requirements of the Alabama High School Diploma. The Alabama courses of study shall be followed in determining minimum required		
<b>COURSE REQUIREMENTS</b>		
<b>English Language Arts</b>		<b>Credit</b>
	English 9	1
	English 10	1
	English 11	1
	English 12	1
	English Language Arts-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
<b>English Language Arts Total Credits</b>		<b>4</b>
<b>Mathematics</b>	<b>Three credits to</b>	<b>Credit</b>
	Algebra I or its equivalent/substitute	1
	Geometry or its equivalent/substitute	1
	Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute	1
	Mathematics-credit eligible options may include: <i>Career and Technical Education</i> /Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
	<b>One credit from:</b>	
	<i>Alabama Course of Study: Mathematics</i> or mathematics-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved	1
<b>Mathematics Total Credits</b>		<b>4</b>
<b>Science</b>	<b>Two credits to include:</b>	<b>Credit</b>
	Biology	1
	A physical science (Chemistry, Physics, Physical Science)	1
	Science-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
	<b>Two credits from:</b>	
	<i>Alabama Course of Study: Science</i> or science-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	2
<b>Science Total Credits</b>		<b>4</b>
<b>Social Studies*</b>	<b>Four credits to</b>	<b>Credit</b>
	World History	1
	United States History I	1
	United States History II	1
	United States Government	0.5
	Economics	0.5
	Social Studies-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
<b>Social Studies Total Credits</b>		<b>4</b>
<b>Physical Education</b>	Lifelong Individualized Fitness Education (LIFE) or one JROTC Credit	1
<b>Health Education</b>		0.5
<b>Career Preparedness</b>		1
<b>Career and Technical Education (CTE) and/or Foreign Language and/or Arts Education</b>		3
<b>Electives</b>		2.5
<b>Total Credits</b>		<b>24</b>

## COLLEGE ENTRANCE REQUIREMENTS

Colleges and universities vary widely in their entrance requirements. Students planning to attend college should study the requirements of several different colleges and carefully plan their high school courses. Students may check college websites. There is also an excellent college search function on Family Connection, and students are encouraged to take advantage of this resource. The following excerpt from a college handbook may help students understand college entrance requirements:

*"...freshman admission represents a selection based on the personal and academic records of the applicants. The Committee on Admissions considers all available information, including school records, evidence of academic maturity and independence, extracurricular activities, scores on college entrance tests, and general contributions to the school and community."*

Colleges typically require courses in English, Math, Science, and Social Studies. In addition, some require or recommend courses in foreign language and fine arts. Most colleges require a minimum grade point average and an acceptable score on the ACT or SAT. Students are strongly encouraged to research colleges of interest.

A student who is interested in participating in college athletics should see his or her coach regarding details of high school course requirements and NCAA eligibility. For further information, please visit the NCAA Eligibility Center at <http://www.eligibilitycenter.org>

### ACT INFORMATION

ACT is committed to serving students with disabilities by providing reasonable accommodations appropriate to the student's diagnosis. ACT has established policies regarding documentation of an applicant's disability and the process for requesting accommodations. For details, see [ACT Policy for Documentation](#) to Support Requests for Test Accommodations on the ACT. If you currently receive accommodations in school due to a professionally diagnosed and documented disability, you may submit documentation to support a request for one of the following:

- **Center Testing #1:** Standard Time National Testing with Accommodations
- **Center Testing #2:** Extended Time National Testing (50% time extension). Approved students taking the ACT (No Writing) have up to 5 hours total to work on all four multiple-choice tests at their own pace. Approved students taking the ACT Plus Writing have up to 5 hours and 45 minutes to complete all five tests. Both options include time for breaks between tests.
- **Special Testing:** Testing at school with extended time and alternate formats available—**not** as part of national or international testing at a test center.

NOTE: All juniors will be required to take the ACT in compliance with ALSDE regulations. This assessment will be administered during the school day February 20, 2019.

<b><u>Test Date</u></b>	<b><u>Registration Deadline</u></b>	<b><u>Late Fee Required</u></b>
Sept. 8, 2018	August 10, 2018	August 11-26, 2018
Oct. 27, 2018	Sept. 28, 2018	Sept. 29-Oct. 14, 2018
Dec. 8, 2018	Nov. 2, 2018	Nov. 3-19, 2018
Feb. 9, 2019	Jan. 11, 2019	Jan. 12-18, 2019
April 13, 2019	March 8, 2019	March 9-25, 2019
June 8, 2019	May 3, 2019	May 4-20, 2019
July 13, 2019	June 14, 2019	June 15-24, 2019

### GRADING SYSTEM

A weighted scale is used to determine grade point average. The more difficult the course, the more weight it receives. Grade point average is used to determine rank in class, National Honor Society membership, and Honor



Graduates. **Rank-In-Class (RIC)** is the numerical average of the student's combined terms. No student is ranked until they have at least two full terms at Eufaula High School.

#### **NUMERICAL RANK -IN-CLASS**

Only core academic classes and foreign language classes are counted in the RIC on this scale. All one credit AP & \*Dual Enrollment ACADEMIC courses are weighted by 10 points and all one credit HONORS courses are weighted by 5 points when calculating RIC average. ½ credit courses are weighted 5 points for the AP and 2.5 points for the Honors designation.

- **NOTE:** Dual enrollment courses that require a full sequence (i.e. EH 101, 102) over a year will receive a cumulative 10 point weight for the entire course sequence (ex. +5 for EH 101 and +5 for EH 102).

#### **Formula:**

**AP/Dual Enrollment:**  $10 [ \# \text{ of Credits assigned for Course } ] = \text{Number of Additional Points added to average.}$

**HONORS:**  $5 [ \# \text{ of Credits assigned for Course } ] = \text{Number of Additional Points added to average.}$

This method of evaluating and weighting our grades corresponds to college/university requirements and the NCAA guidelines. The computer will be used to tabulate grade point averages. GPA's and class ranks may be obtained from the guidance office on an annual basis. *Only grades achieved at EHS will count toward GPA/RIC.*

#### **GRADING SCALE**

Assigned grades are based on the following scale:

100	–	90	=	A
89	–	80	=	B
79	–	70	=	C
69	–	60	=	D
59 and below			=	F

60% (unit test, research projects) 40% (daily tasks, quizzes, etc.)

#### **EHS Exam Exemption Policy**

Student exemptions 9-12 are applicable for *mid-term and final exams* – **Excused and Unexcused absences are utilized to tabulate total number of absences for exemption calculations.**

Students may exempt mid- terms and finals if they meet either of the following requirements:

Grade A with no more than five (5) absences for the year for the class in which the student wishes to exempt.

Grade B with no more than two (2) absences for the year for the class in which the student wishes to exempt.

Grade C with perfect attendance zero (0) absences for the year for the class in which the student wishes to exempt.

**NOTE:** *Exemption is the student's prerogative. You may take the exam if it will help your grade.*

#### **GRADE REPORTING PROCEDURES**

Eufaula High School will report student progress via report cards at the conclusion of each nine week grading period. All grade reports should be viewed by the parent/guardian, signed and returned to the student's homeroom teacher. NOTE: CANVAS allows for parents to track student progress at any time 24/7. Our district reporting schedule is as follows:

**Grade Reports Issued:**

October 22, 2018

January 14, 2019

April 2, 2019

May 28, 2019

*\*Grade reports will be mailed to all students. Please make certain that your address is up to date.*

**Eufaula High School Credit Recovery Plan  
Adopted January 2009  
Revised 2016**

Credit recovery will provide course-specific, skill-based opportunities for students who have not mastered specific objectives from a course. This will allow students to demonstrate proficiency and mastery on that segment/objective of the course and receive course credit. Credit recovery is based on deficiencies of non-mastered objectives rather than a repeat of the entire course. Eufaula High School will offer and encourage remedial assistance to students as soon as possible following failure in specific competencies. The procedure will provide students who might fail the entire course because of lack of knowledge of specific competencies with an opportunity to graduate from high school on time, thus keeping more students in school until graduation.

**Eufaula High Program Expectations**

- I. Credit Recovery is a program in which students can recover credit that has been denied. Students who failed a course will focus on objective standards not mastered. Students will be retaught and reassessed until objectives are mastered.
- A. Long-term Credit Recovery is currently in place for students who are two years behind classmates---Hope Academy. Instruction is based on objective mastery using Edgenuity software and blended instruction.
- B. Short-term Credit Recovery ---Summer School. Students who have failed a course and apply to recover credit will focus on objectives not mastered. Students will be retaught and reassessed until objectives are mastered.
  - 1. Attendance Summer School
    - a. Students who are denied credit due to excessive absences during the regular school year may attend Attendance Summer School if the original course grade is a 60 or above. Students will be provided an opportunity to recover the "passing" grade attained in the course by attending an attendance summer school. Students will be retaught and reassessed until objectives are mastered.
    - b. Student will make-up time missed over the maximum number of absences required by school board and pay \$14.00 per each day and class missed as well as the summer school per course enrollment fee.
    - c. When student has "recovered" the number of required days above the Excessive Absence Policy, he/she will be excused from Attendance Summer School and shall be awarded credit in that "overcut" course.

**Recommended Guidelines for Credit Recovery**

- Students must make application through the guidance department to apply for the credit recovery program. Parental consent is required. All admission requirements listed below must be satisfied before the student shall be enrolled into the credit recovery program.
- Students at the high school will be counseled by teachers and administrators so as to clearly understand they are expected to pass all courses. Required subject credit that is failed must be made up during the school year or in a legitimate summer school class of the same content, and/or an approved correspondence course.
- All credit recovery sessions will comply with Alabama law and State Department of Education procedures and directives. The following procedures shall apply: *all personnel teaching in the credit recovery program shall have a valid Alabama certificate in their respective content area; the Board must approve all credit recovery procedures; credit recovery must be limited to students who have failed a course and will focus on non-mastered objectives; and students must have previously attempted and failed the course during the school year to participate in credit recovery program. Additionally, only students who have achieved a baseline score of 40/100 points or above are eligible. Students who have scored 39 or lower in a course shall be required to repeat the entire course.*
- Content standards and concepts to be addressed in the Credit Recovery Courses may be determined in the following manner (s): The teacher assigning the failing grade to the student identifies the ALSDE Course of Study objectives that were not met by the student; A course and a skill-specific diagnostic tool provided through remedial software may be utilized for instruction; A comprehensive school assessment like a semester exam, final exam, or a test designed specifically for the Credit Recovery program to identify unmet standards in a course may be used.
- The credit recovery grade shall be assigned based on mastery objective performance through online remediation, skill-specific software and software diagnostic tools, one on one remedial instruction provided by a certified, highly qualified core teacher, and/or through a comprehensive assessment. ***A MAXIMUM grade of 70 is available through credit recovery.*** If a student desires a higher option, he/she must retake the entire course through traditional methods.
- For high school credit, the following shall apply: one (1) Carnegie Unit of credit shall be based on mastery of course objectives; no more than two Carnegie Units may be earned during the summer; no more than six Carnegie Units earned in the summer school may be applied toward graduation; a student desiring to take summer school credit recovery courses at a school other than the school in which he/she is enrolled *must obtain prior written permission* from his/her principal and parent(s) or guardian (s); the student and parent(s) or guardian (s) are to bear the responsibility for students dismissed from the program for discipline problems.
- An accredited correspondence course may be accepted by the school, however, **Permission from the principal shall be required prior to the student enrolling in any correspondence study.**
- Procedure
  - The EHS Grade Recovery Program is an extension of the school day with all campus policies and procedures enforced. Students who arrive tardy will not be allowed to stay. Transportation is not provided.
- Accommodations are always provided for students with disabilities to take Credit Mastery and Credit Recovery tests.

- Credit Recovery Initiatives (i.e. Edgenuity and Access) software and numerous other vendors offer software for computer-assisted instruction to provide additional practice for students in specific areas of weaknesses and to support the teacher in various subjects. However, Credit Recovery does not require software. Credit Recovery can be implemented by classroom teachers providing additional instruction and/or packets of information to bolster objective mastery, computer software or a combination of the three assessments will be administered to demonstrate mastery of objections. Students who take the mastery test and pass it will receive credit for the course. This course and credit earned will count toward the awarding of the Alabama High School Diplomas with appropriate endorsement at the appropriate time as determined by the Board.
- Eufaula High will utilize comprehensive assessments such as semester exams, final exams, or assessments designed specifically for the credit recovery program to identify unmet standards in a course. Students who pass mastery tests will be awarded credit for the course. Mastery tests will be administered only after the non-mastered content standards have been re-taught.

### **ECS CREDIT ADVANCEMENT**

Credit advancement is a term used to describe a program through which a student may earn high school credits during summer school. Students must obtain a score of 80% or greater on the course to earn credit, and the assigned grade for the earned credit will be equal to the score achieved in the course. Students earning an 80% or higher will earn full credit in that course. If the score is less than 80%, then no grade or credit is earned. No grade-weighted (Pre-AP/AP\_ may be earned through this method. Students cannot credit advance a course they are currently enrolled in. Students may take up to two credit hour courses during summer school. Cost will be determined by the school board.

### **ECS EARLY GRADUATION POLICY**

Students may graduate early from Eufaula High School by meeting all requirements for an Alabama High School Diploma as described in the Alabama Administrative Code 290-3-1-6 (11) and when the conditions listed below are met.

1. Students must submit their intent to graduate early in writing to the principal during the fall term of the eleventh grade. Contact the building principal to obtain an Early Graduation Application.
2. Students who plan to graduate early must follow course sequence/prerequisites.
3. Students who plan to graduate early will not be given preferential treatment in registration and course selection.
4. Students who plan to accelerate their program of studies for the purpose of early graduation may do so if space is available in classes after grade level students have completed registration.
5. Students who complete graduation requirements early will not be permitted to remain at school during the regular school day. However, they may return to school for senior activities and after school activities provided they remain in good standing with the school and follow the local school procedures for returning to the campus.
6. A student must be a full time student to be eligible to participate in extracurricular activities. **Therefore, a student who graduates early will not be eligible for extracurricular activities.**
7. Students who complete graduation requirements early will receive their diploma at the regularly scheduled graduation ceremony and must notify the counselor ahead of time if participating.

Early Graduation is contingent on final course grades and obtaining the necessary verified credits. Students may accelerate their program of studies, with approval from the school, by enrolling in summer school and/or dual enrollment at a postsecondary institution. Early graduates are withdrawn from the school database and records will include a graduation date consistent with the last day of the semester in which final graduation requirements were met. Students considering Early Graduation should verify with their insurance provider concerning a change in

coverage, and students who are 18 years old or older may lose social security benefits if not in school on a full-time basis.

### COMMENCEMENT/SENIOR ACTIVITIES

In order to be eligible to receive a diploma and to participate in the commencement ceremony, a senior must have passed all required sections of the Alabama High School Graduation Exam with the appropriate number of credits or have met qualifications for a credit-based diploma, and have successfully completed all required academic course work. **In addition, all student indebtedness such as: class fees, and any money owed for lost textbooks, library fines, etc. must be cleared, or the student will not be allowed to participate in the graduation ceremony.** Seniors should expect to pay approximately \$140.00 for graduation supplies.

The announcement of the EHS Valedictorian and Salutatorian will not be made until all end of year grades have been posted and ranks have been established.

**NOTE: THE PURCHASE OF GRADUATION SUPPLIES IS OPTIONAL FOR PARENTS AND IN NO WAY ENSURES THAT A STUDENT HAS MET ALL REQUIREMENTS FOR GRADUATION. STUDENTS WHO HAVE NOT MET ALL REQUIREMENTS FOR GRADUATION AND THOSE WHO DO NOT HAVE THE PROPER ATTIRE WILL NOT BE ABLE TO PARTICIPATE IN THE COMMENCEMENT CEREMONY. ALL CAPS AND GOWNS MUST BE PURCHASED THROUGH THE SCHOOL VENDOR (BALFOUR), SO THAT ALL MATERIALS ARE MATCHING AND FITTED APPROPRIATELY. Balfour can be reached at 334.821.0613.**

### PARENT/TEACHER CONFERENCES

Eufaula High School encourages and solicits parent involvement in our school. Please feel free to contact the school administration and faculty at any time concerning your child's education. Parent-Teacher / Assistant Principal / Principal and guidance conferences may be scheduled by calling the school office at 687-1110 ext. 0. Parents who wish to "shadow" their child at EHS may do so by first scheduling this request with your child's teachers at least twenty-four hours in advance.

### TEXTBOOKS

All textbooks furnished free of charge to students shall remain the property of the Board of Education. The Board shall hold every student responsible for every textbook and other materials (i.e. workbooks, CD's, etc.) issued to him/her. It shall be understood that the parent or guardian of any student to whom textbooks or other materials are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of such materials. Failure to pay the School System for a lost or damaged book will result in non-issuance of other textbooks. The amount of payment for lost or damaged textbooks to the School System shall be determined by the following schedule:

1 <sup>st</sup> year	original cost
2 <sup>nd</sup> year	75% of original cost
3 <sup>rd</sup> year	50% of original cost
4 <sup>th</sup> year, etc.	25% of original cost

**NOTE:** Some required reading books for English classes are checked out to individual students through the media center. If these books are lost or damaged, the student is responsible for the full original cost of the book.

### GUIDANCE SERVICES

The guidance department is open to students and parents during the regular school day, and counselors are available by appointment before and after school hours.

*7:40 a.m. – 3:45 p.m. CAREER CENTER SERVICES HOURS*

Guidance services include

- assisting students in educational and occupational planning and placement;
- administering and interpreting individual and group testing;
- providing orientation for new students to their school environment;
- providing information on colleges, trade schools, financial aid, scholarships.

- providing individual counseling.

If a student is having academic or personal issues that are hindering his / her development, parents are urged to contact the guidance department as early as possible. Counselors will be available to work with parents and students alike.

### ASSESSMENT DATES 2018-19

Juniors and seniors who are planning to attend college will need to take the ACT or SAT before graduation from high school. To determine which test you should take, consult the admission requirements for the college of your choice. We recommend the spring testing for juniors and the early fall testing for seniors. Below are the dates for the 2017-2018 tests. Eufaula High School's school code is 010-995.

<u>Test</u>	<u>Testing Date</u>
Fall Math/Reading Screener Window	August 14 – August 17
PreACT (10 <sup>th</sup> graders)	October 1 – October 19
ACT Work Keys Online Testing (12 <sup>th</sup> Grade)	October 1 – December 21, 2018
ACT Work Keys Paper Testing (12 <sup>th</sup> Grade)	October 2, 2018
ACT Work Keys Paper Make-Up	October 16, 2018
Winter Math/Reading Screener Window	October 30 – November 2
Mid Term Exams	Dec. 11 (2 <sup>nd</sup> and 4 <sup>th</sup> periods) Dec. 12 (1 <sup>st</sup> and 3 <sup>rd</sup> ) Dec. 13 (6 <sup>th</sup> and 8 <sup>th</sup> ) Dec. 14 (5 <sup>th</sup> and 7 <sup>th</sup> ) Dec. 18 (Makeups)
ACCESS 2.0	January 22, 2019 – March 22, 2019
Spring Math/Reading Screener Window	February 5 – February 8
ACT with Writing Paper Testing (11 <sup>th</sup> Grade)	February 20, 2019
ACT with Writing Online Testing	February 20-22, 26-28, 2019
ACT with Writing Paper Make-Up	April 24, 2019
Alabama Alternate Assessment (AAA)	March 4 – April 12, 2019
AP U.S. Gov	May 6
AP Literature Exam	May 8
AP Chemistry Exam	May 9
AP U.S. History/AP Comp Science Principles	May 10
AP Biology	May 13
AP Calculus Exam	May 14
AP Language/ AP Econ Exams	May 15
FINAL Exams (Seniors)	May 7 (6 <sup>th</sup> & 8 <sup>th</sup> ) May 8 (5 <sup>th</sup> & 7 <sup>th</sup> ) May 9 (2 <sup>nd</sup> & 4 <sup>th</sup> ) May 10 (1 <sup>st</sup> & 3 <sup>rd</sup> ) May 13 (Senior Make Ups)
FINAL Exams (Freshman-Juniors)	May 16 (2 <sup>nd</sup> & 4 <sup>th</sup> ) May 17 (1 <sup>st</sup> & 3 <sup>rd</sup> ) May 21 (6 <sup>th</sup> & 8 <sup>th</sup> ) May 22 (5 <sup>th</sup> & 7 <sup>th</sup> )
Final Exams (Makeups)	May 23 (Make Ups)

\*Dates are subject to change.

**EHS hosts all ACT exams except the June and July administration. Applications for both ACT and SAT are available in the Guidance Office.**

### MEDIA SERVICES

The media center is open to students from 7:45 a.m. – 3:45 p.m. Monday-Thursday and from 7:45 a.m. until 3:40 p.m. on Friday. Students needing to use the center at other times should contact the librarian/media specialist.

Media center services include:

- Providing information to students on how to use the library
- Assisting students with research and computer use
- Providing books for both pleasure and educational reading
- Providing reference materials to be used in the media center
- Providing audio-visual materials for student and classroom use
- Providing computers for students to use for schoolwork

In order to maintain viable book, magazine and audio-visual materials collections the library/media center has instituted a \$10.00 per year per student donation. Students will still be charged the cost of any damaged or lost materials that are checked out to them. Students not taking care of these charges in a timely manner will face disciplinary action deemed suitable by the administration. Printing and copying from the library/media center's and computer lab's printers and copiers will cost students \$.10 per page which will be used to purchase paper, ink and toner. No IOU's will be accepted.

Students are urged to use the media center's resources. The media specialist and media aide will be glad to assist students. Students are expected to behave in a quiet, orderly manner in the media center and computer lab and to follow the rules and procedures as set forth by the media specialist and media aide.

### **STUDENT MEDIA INFORMATION**

Unless the school is notified in writing stating otherwise, students may be photographed or videotaped, 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.

### **HONORS, AWARDS, AND ELECTION PROCEDURES**

#### **QUALIFICATIONS OF CANDIDATES**

Students selected to leadership positions should display qualities of integrity, fairness, willingness to uphold school rules, pride in E.H.S., and responsible character. A student may be removed from a leadership position for cheating, failing to perform the duties required of a position, or acting in any way that would bring discredit upon the position and school. ***IN THE EVENT OF A DISCREPANCY BETWEEN GUIDELINES AND ORGANIZATIONAL CONSTITUTIONS, THE CONSTITUTION WILL SUPERCEDE THE GUIDELINES.***

1. Valedictorian and Salutatorian
  - a. The valedictorian and salutatorian must have been enrolled in Eufaula High School for at least two full semesters accruing at least seven credits prior to the senior year. Candidates must have the two highest numerical averages and have obtained the highest diploma endorsement offered by EHS.
  - b. The valedictorian is expected to deliver the primary address at graduation. The salutatorian is expected to deliver the secondary address during the commencement exercise.
  - c. The announcement of valedictorian and salutatorian will be made only after all final grades have been posted.
2. Honor Graduates
  - a. Honor graduates must maintain a 90.00 numerical average (the RIC average – See Numerical RIC for description) or above for the four years of high school and complete requirements for the highest level diploma option available.
  - b. They must have been enrolled in Eufaula High School for at least two full terms prior to the senior year.

3. **Honor Cords**  
Honor cords may be awarded (at student's expense) for obtaining a program credential or for obtaining a program's high honor as deemed acceptable by the school principal.

**Students who receive office discipline (Administrative assignment to ISS more than one time, out of school suspension, alternative school, or expulsion) during the semester of the election or during the immediate past complete semester will not be able to receive honors or leadership positions in this category for the remainder of the current school year.**

No student who has received office suspension (in- or out-of-school) or expulsion during the current academic year; or who has been removed from office the current academic year; or who has been convicted in a court of law shall be eligible for any of the honors or awards listed in this section. If while in office a student is suspended or expelled from school or is convicted in a court of law, he/she shall be removed from office. **Students qualifying for honors and awards in this section must have written endorsement from all of their present teachers.** A student may also be denied an honor or removed from a leadership position for cheating, failing to perform the duties required of a position, or acting in any way that would bring discredit upon the position and school. The distribution of food items, gifts, etc. during campaigns is prohibited and candidates may be disqualified for distributing such items.

1. **National Honor Society**
  - a. The student must be a sophomore and have completed 4 honors courses by the end of the sophomore year, or a junior and have completed 6 honors courses by the end of the junior year, or a senior and have completed 8 honors courses by the end of the senior year.
  - b. A student must have an overall numerical average of 87 (RIC average).
  - c. A student must be actively involved in at least one school or community activity each year.
  - d. Current members must be enrolled in at least 2 honors or advanced placement courses.
  - e. Prior to inductions each year, the guidance department will print a listing of GPA's to determine eligibility in the NHS.
2. **Boys' State and Girls' State**
  - a. Selection committee recommends eligible students to full faculty.
  - b. Boys' State and Girls' State representatives must have an 87 academic average.
  - c. Selection is made by a vote of the faculty.
3. **Mr. and Miss EHS**
  - a. Senior students (must have been at EHS at least 2 years) are selected on qualities of school spirit, academic record and cooperation.
  - b. Students should have a minimum 80 academic average.
  - c. Seniors will nominate the candidates.
  - d. Faculty will vote on the list of senior nominated candidates who meet the qualifications in (a) and (b).
  - e. Due to the responsibilities associated with both Miss EHS and Homecoming Queen, these two titles may not be held concurrently.
4. **Homecoming Queen and Court**
  - a. Each homeroom in grades 9-12 will vote for two girls in his/her grade for the homecoming court. Voting will be done by secret ballot.
  - b. The girl receiving the most votes in grade 12 will be crowned queen. The two girls receiving the 2<sup>nd</sup> and 3<sup>rd</sup> highest number of votes will be attendants.
  - c. The two girls receiving the most votes in each of the 9th, 10th, and 11th grades will be members of the court.
  - d. Girls selected as members of the homecoming court will be escorted by their father or brother.
  - e. In the case of a tie, another vote is taken between those who tied.
  - f. Due to the responsibilities associated with both Miss EHS and Homecoming Queen, these two titles may not be held concurrently.



5. **Class Favorites**  
Students who have had office discipline (ISS or Alternative School) are not eligible for this honor. Students selected for class favorites must be approved by teacher committee.
6. **Student Government (SGA) Executive Officers**
- a. Officers will be elected by vote of the student body.
  - b. Students running for SGA office should have at least an (80 numerical) academic average.
  - c. Candidates must have served the previous year as an SGA representative/class officer before running for one of the executive offices.
  - d. Candidates for president must be juniors running for office as a rising senior.
  - e. Candidates for SGA officers will be announced before closing entry to the election so that students and teacher sponsor will know the number and names of candidates running for each office. It is strongly recommended that no candidate be unopposed.
  - f. It is recommended that no student running for Student Council office hold a job that would prevent his performing the duties of his office. Officers failing to perform his / her duties, as determined by the sponsor and principal, will forfeit his/her position. Removal from office will result in the student forfeiting his/her ability to seek a future office for the period of one year.
  - g. Officers are urged to take advantage of summer workshops sponsored by the United Student Councils of Alabama.
  - h. There will be one week of campaigning prior to elections. Candidates may hang posters, hand out cards or tags, but should not distribute gum or candy as part of their campaign. All campaign material must be removed by 5 p.m. (building closing) on the afternoon **before** election.
  - i. All candidates must prepare an election day speech to be presented to the student body. A Student Council sponsor must approve the content of the speeches. A sponsor must also approve any gestures, songs, tricks, etc. to be used as part of this speech. Failure to have any part of a speech approved by a sponsor may result in disqualification.
7. **Class Officers/Student Council Representatives**
- a. Class officers/SGA representatives will be elected by vote of class members.
  - b. Election procedures are the same as a, b, e, h, & i above.
  - c. Officers failing to perform his / her duties as determined by the sponsor and principal will forfeit his/her position. Removal from office will result in the student forfeiting his/her ability to seek a future office for the period of one year.
8. **EHS HALL OF FAME**  
By faculty vote, 10 seniors will be recognized in the yearbook as the Eufaula High School Hall of Fame. These students will demonstrate an outstanding display of loyalty, determination, and commitment of excellence to Eufaula High School. Hall of Fame nominees should also have a successful academic career, a pleasing attitude, and leadership qualities that are dependable, honest, and trustworthy.
9. **BEAUTIES AND BEAUS**  
Students who have had office discipline (ISS or Alternative School) during the current school year OR previous semester are not eligible for this honor. Students selected for beauties and beaus must be approved by teacher committee. Students who cannot fulfill the duties and obligations assigned by the sponsor will be dismissed. Senior Beaus will be required to pay \$25 for a tux rental for yearbook photos and Beauties will be required to provide her own gown.
10. **CLUB OFFICERS** Club officers will be elected by vote of the club members.

## **Criteria for Academic Awards Day**

### ***Core academic classes, including foreign language:***

*Advanced Placement & Honors*- all students with a 90 or above final term average before the weight additions are added. Nine week courses will award for the final grade for the course. (e.g., The social studies department will present awards for both government and economics.)

*All other Academic Classes* – All students who earn a 90 or above final average.

\*Note: Awards will be based on the student's average **before** final exams.

### ***Elective Courses:***

Will recognize the top three (3) students per course who demonstrate the highest achievement levels in each course.

## **STUDENT ACTIVITIES**

The participation in school-related activities is an important part of each student's educational and development process. Activities shall be encouraged and well planned and should not interfere with the regular academic program. **TEACHERS HAVE THE RIGHT TO WITHDRAW PERMISSION FOR A STUDENT TO PARTICIPATE IN OUT-OF-CLASS SCHOOL ACTIVITIES IF THAT STUDENT IS IN DANGER OF FAILING.** School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the Principal, Superintendent, and the local Board of Education for approval. All school activities shall be under the direct control and supervision of the local school Principal. Each school shall be expected to monitor and coordinate activities within the guidelines and plans set by the Board of Education. Student activities shall be governed by these organizations' eligibility requirements, state requirements, local school requirements, and applicable policies of the Board.

### **A. Eligibility for ALL Student Activities**

**Students in grades 10-12, to be eligible during any school year, must be a full-time enrolled student of the Eufaula City Schools and must for the last two semesters of attendance and summer school, if applicable, have a passing grade and earn the appropriate number of credits in each of six (6) new Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, science, social studies, and mathematics with a composite numerical average of 70. The following guidelines shall be enforced in determining academic eligibility:**

- Only one unit in Physical Education /YEAR may be counted toward the six new units.
- No more than two Carnegie units earned in an approved summer school program may be counted. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.

Students in grades 8-9 must for the last two semesters of attendance and summer school, if applicable, have a passing grade in five (5) subjects with a composite numerical average of 70 and must have been promoted to the next grade, with all other rules applying the same as to students enrolled in grades 10-12. Students promoted to the 7<sup>th</sup> grade for the first time are eligible. (A semester is defined as one-half of a school year as defined by the local Board of Education adopted school year calendar.) **For purposes of definition, student activities are defined as those in which a student represents his/her school in an event in which other schools have representation and/or any activity sanctioned by the school which is not related to the student's academic requirements or success in a course. Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the Principal, Superintendent, and Board of Education approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association.**

**A student who is eligible at the start of the academic year remains eligible for the entire academic year. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the**

requirements outlined in section A. above may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school. Eligibility restoration must be determined no later than five (5) school days after the beginning of the succeeding semester.

An ineligible student may not become eligible after the fifth day of each semester. Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and policies developed by the Board of Education as they pertain to other extracurricular activities. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) /YEAR may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class by earning eight (8) core credits over any two-year span, including summer school.

In addition, these guidelines must be followed:

- An accredited correspondence course may be accepted by a school system but must be completed before the school year starts.
- For eligibility purposes, no special recitation, extra work, make-up work, tests, review, etc., may be given for the purpose of making a student eligible.
- To be eligible, all students (including repeaters and holdbacks) must be enrolled in a specified number of new units at the school they represent.
  - Ninth, tenth, and eleventh graders must be carrying at least six new units (three per semester on a 4x4-block schedule).
  - Seniors that are on track for graduation with more than the required number of units earned must be carrying at least four new units for the school year (two units per semester on a 4x4-block schedule).
  - Seventh and eighth graders must be carrying at least five new subjects.
- The eligibility of a student that has attended another school during the preceding year must be established by a transcript from that school before the student is permitted to participate at the new school.

Students who are placed in the Alternative School for disciplinary reasons are not allowed to actively participate in any extra-curricular clubs, or any athletic team, nor are they allowed to attend any functions sponsored by the school during the time of the placement.

- EHS will provide a workshop on NCAA Clearinghouse Requirements for Eligibility during the fall semester for athletes and parents.
- [http://fs.ncaa.org/Docs/eligibility\\_center/Eligibility\\_Rules/High\\_School\\_IE\\_Standards.pdf](http://fs.ncaa.org/Docs/eligibility_center/Eligibility_Rules/High_School_IE_Standards.pdf)

## PROM

The Junior-Senior Prom is a cherished event held in the spring of each year. Attendees must be under the age of twenty (20) and / or should be enrolled at EHS. Non-EHS students who are planning to attend as dates must present a valid photo id verifying their age prior to admittance. Students planning to bring a non-EHS student as a date must also inform the prom sponsor no later than two weeks prior to the event. Students who purchase tickets for dates who have not been previously approved to attend are subject to the forfeiture of the **NON-REFUNDABLE** prom ticket. Inappropriate attire, as deemed by the administration, that violates the decency and modesty clause of the ECS CODE OF CONDUCT will not be permitted.

## CLUBS AND ORGANIZATIONS

*Note: All required club fees must be paid prior to any travel with the organization.*

### BASS Fishing Club:

EHS offers a first-class, sanctioned BASS Fishing Club that competes in local, state and regional events. Membership is by application. Please see Mr. Walker, club sponsor, for more information. Equipment, apparel, and travel expenses are associated with this organization.

**BEST (Boosting Engineering Science and Technology):** Take plywood and a box filled with items such as PVC pipe, screws and other hardware, an irrigation valve cover, piano wire, aluminum paint grid, a bicycle inner tube, a

BRAIN (BEST Robotics Advanced Instruction Node programmable platform), and something called a micro-energy chain system and try, within six weeks, to design and build a functioning machine that can perform certain, specific tasks in three minutes. What do you get? You get BEST, a middle and high school robotics competition whose mission is to engage and excite students about engineering, science, and technology as well as inspire them to pursue careers in these fields.

Through participation in our project-based STEM program, students learn to analyze and solve problems utilizing the Engineering Design Process, which helps them develop technological literacy skills. It is these skills that industry seeks in its workforce. Membership is by application. See advisor, Mrs. Andrea Tew for details.

**DECA**—An Association of Marketing Students -- The most exciting part of the Marketing Education Program is DECA. DECA is the student organization that is a vital part of the program. DECA's goal is to help young people interested in careers in marketing and management acquire the skills to become future leaders in those fields. DECA members learn leadership, communication, and business skills through the specially developed program of competitive events sponsored by DECA.

**Diamond Dolls** – The primary purpose of this organization is to support our Tiger baseball and softball teams during their competitive seasons. See the club sponsor for membership applications.

**Future Farmers of American (FFA)** —The primary aim of the FFA is the development of agricultural leadership, cooperation, and citizenship. Membership is entirely voluntary.

**Future Business Leaders of America (FBLA)** —FBLA is a national youth organization consisting of young men and women currently enrolled in at least one business subject. The club provides opportunities for travel to district, state, regional, and national leadership conferences. The major objective of FBLA is to develop self-confidence and business leadership.

**Health Occupations Students of America (HOSA)** – HOSA is a national vocational student organization endorsed by the U.S. Department of Education and the Health Occupations Education Division of the American Vocational Association. HOSA's two-fold mission is to promote career opportunities in the healthcare industry and to enhance the delivery of quality healthcare to all people. HOSA's goal is to encourage all health occupations' instructors and students to join and to be actively involved in the HOSA Partnership.

**KEY Club**— The purpose of Key Club is to provide service to the school and community while encouraging initiative and leadership ability on the part of its members. All members of the E.H.S. student body are eligible for membership and are encouraged to apply.

**LEO Club** - The purpose of the Leo Club is to promote service activities amongst the youth of the community. The club will promote leadership, provide experience and opportunities for all members to develop character through relationships, fellowship, and mutual understanding.

**Musical Theater** —The theater group produces a spring play or musical that includes the creation of intricate props and costumes. Acceptance to the cast or crew is by audition with the Drama Sponsor.

**National Honor Society**—The National Honor Society is designed to show recognition to students who have achieved excellence in scholarship, leadership, and moral character. A student must meet the Honor Society criteria.

**SKILLS USA** - is a nationwide youth organization that unites a common bond for all students enrolled in trade, industrial, technical, and health education classes. The purpose of the club is to develop leadership abilities and to foster a deep respect for the dignity of work.

**Soccer Sweethearts** - The primary purpose of this organization is to support our Tiger Soccer team during their competitive season. See the club sponsor for membership applications.

**Spanish Club**—The purpose of this club is to enrich the student's understanding and appreciation of foreign languages, history, culture, and people through the student's own participation and involvement. Membership is open to all Spanish students. Interested students should see Mrs. Peace in the foreign language department for additional information.

**Student Government Association (SGA)**—The Student Government is under the sponsorship of the principal and a faculty advisor. It operates democratically within limits set forth in its constitution. Members are selected in elections supervised by the council and participated in by the entire student body. Mrs. Doran is the SGA Sponsor.

**Tiger Representatives** - The Tiger Representative Organization selects and recognizes qualified juniors and seniors to serve as official school ambassadors for EHS. To be selected a part of this public relations team is a high honor, and those selected serve as role models both in and out of school. Students who are eligible to apply must undergo screening (often including an interview) and exhibit academic achievement, dedication, honesty, sound character, and good communication skills. See Mr. Matt Jones for additional information.

**TRI M** – Is a National Music Honor Society. Membership is by application only.

### SCHOOL PUBLICATIONS

**Tiger Tales**—Each year the *Tiger Tales* is one of the outstanding yearbooks of the Southeast. *Tiger Tales* provides a lasting record of high school days. Inclusion on the yearbook staff is through application. Students must be able to schedule the yearbook production I (junior year) and yearbook production II (senior year) in order to participate. See the yearbook sponsor for details.

### MUSIC EDUCATION

**Instrumental Music** — The E.H.S. Band is a vital part of our school and community. Throughout football season the band performs half-time shows, plays at sporting events and pep rallies, and marches in parades. During the remainder of the school year, the band performs as two concert bands. The bands hold concerts in the spring and perform at numerous community functions. The drum major, majorettes, and colorguard are also members of the band who audition for their positions each spring and are selected by a group of qualified judges. EHS Jazz and the Show Choir Band are also an integral part of our instrumental music department.

**Choral Music** — E.H.S. has outstanding performing choral groups, Eufaula VIBE, Women's Choir and SATB Choir. They perform at dessert theaters, concerts, and school and community events throughout the year. They also participate in choral competitions and All-State Chorus. Entrance into each group is by audition.

### ATHLETICS

**Boys' Athletics** — The E.H.S. boys' athletic program has a proud tradition. The Tigers compete in Class 5A athletics in the state. Each boy is encouraged to participate in at least one sport. To be eligible, a student must comply with the Alabama High School Athletic Association and Eufaula City Schools' eligibility requirements. The following sports are offered to students: football, basketball, baseball, golf, tennis, and track.

**Girls' Athletics** — E.H.S. has an extensive girls' athletics program. Inter-scholastic activities are tennis, basketball, track, volleyball, and softball. The female athletes compete in Class 5A athletics in the state. To be eligible, a student must comply with the Alabama High School Athletic Association's eligibility requirements.

**Cheerleaders** — Cheerleading is a very competitive sport that has consistently won top honors at various competitions both in and out of state. To be eligible, a student must comply with the Alabama High School Athletic Association's eligibility requirements. Fundraising and out of pocket expenses are required.

### INTERSCHOLASTIC ATHLETICS PROGRAM EXPECTATIONS

Being a member of a Eufaula High School Athletic Team is an ambition for many students. The achievement of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic squad of Eufaula High School, the individual inherits a wonderful tradition and challenged to uphold it. Eufaula High's tradition has been to win with honor not only for ourselves, but for the entire student body and community. Such a tradition is worthy of the best efforts of all concerned. Over many years, our teams have achieved more than their share of Region and State Championships and many individuals have been recognized with numerous accolades, honors, and athletic scholarships. However, it must be understood that these recognitions came with the price of hard work, sacrifice and perseverance. It is our hope that as an EHS athlete you will accept the responsibility to broaden yourselves and develop strength of character. You owe it to yourself to achieve the utmost from your high school experiences. Academics and participation in extracurricular activities prepares you for adult life.

Finally, as an EHS athlete, you assume the responsibility of upholding the image of your school and community. Eufaula High School cannot maintain its position of having an outstanding school unless you do your best in whatever activity you wish to engage. By participation in athletics you also are choosing to act as a representative and ambassador of our school and community. As an athlete, you assume a leadership role. You become visible not only to the student body of EHS, but to the citizens of the community as well. You are on stage and in the spotlight. Our students, community and surrounding communities form opinions of Eufaula High School based on your conduct and attitude, both on and off the field or court. Because of this leadership role, you have the opportunity to contribute greatly to school spirit and community pride. You should strive to make your community proud of your school by faithful exemplifications of these ideals.

#### **EHS Athletes will...**

**DISPLAY TEAMWORK:** The student athlete shall work with others in order to develop self-discipline, respect for authority, and the spirit of hard work and sacrifice mandatory to prioritize the team and its objectives above personal desires.

**STRIVE FOR SUCCESS:** We do not always win, but we succeed when we continually strive to do so. Our society is very competitive. We learn to accept defeat only by striving to win with earnest dedication. EHS student athletes will be conscientious in the classroom and they should display respect for other students and faculty at all times. Athletes are to be leaders and role models for underclassmen.

**DISPLAY GOOD SPORTSMANSHIP:** We must learn to treat others as we would have others treat us in order to accept success and defeat as true sportsmen. Athletes must develop desirable social traits, including emotional control, honesty, cooperation and dependability. In the area of athletic competition, a true athlete does not use profanity or illegal tactics and he/she learns quickly that losing is part of the game and that Eufaula athletes will be gracious in defeat and modest in victory. Athletes who accrue a fine during any athletic contest **MUST** complete the STAR Sportsmanship Component, pay the entire monetary fine levied by the AHSAA, and he/she will be subject to further disciplinary actions as deemed appropriate by the EHS Athletic Director and the EHS Administration.

**EXHIBIT MOTIVATION TO IMPROVE:** Constant improvement is essential to good citizenship. As an athlete, you must establish goals and constantly strive to reach them by improving yourself in order to be the best you can possibly be.

**ENJOY THE ATHLETIC EXPERIENCE:** It is rewarding not only to acknowledge personal rewards we derive from athletics, but to give ourselves sufficiently and generously in order to preserve and improve the program.

**DEVELOP DESIRABLE PERSONAL HEALTH HABITS:** To be an active, contributing athlete, it is important to obtain a high degree of fitness through exercise and good health habits.

#### **CONDUCT OF AN EHS ATHLETE**

The conduct of an athlete is closely observed in many areas of life. The attitude and conduct of an athlete, on and off campus, will be evaluated in all athletic decisions. Participation in athletics is a privilege, not a responsibility of the school system. In the event an athlete fails to comply with these necessary standards, it will be interpreted by the Athletic Department as an indication that he/she does not have sufficient desire to participate in the interscholastic Athletic Program. Attitude and/or conduct that are detrimental to the team or team morale may be sufficient cause to deny a player the privilege to participate in athletics. *Athletes who accrue a fine during any athletic contest MUST complete the STAR Sportsmanship Component, pay the entire monetary fine levied by the AHSAA, and he/she will be subject to further disciplinary actions as deemed appropriate by the EHS Athletic Director and the EHS Administration.*

#### **2018-2019 SGA Officers**

##### **SGA Executive Officers**

President: Marlee Caldwell

Vice-Pres: Neeral Patel

Secretary: Davis Wingate

Treasurer: Beth Weathers

##### **Senior Class Officers**

President: Le'Asia Smith

Vice-Pres: TBA

Secretary: Jeneciah Lisa Bowman

Treasurer: Kylie Gilbert

**Junior Class Officers**

President: Sulli Calton

Vice-Pres: Colby Martin

Secretary: Jaycie Wachs

Treasurer: Summer Hill

**Sophomore Class Officers**

President: Madison Moorer

Vice-Pres: Taylor Hicks

Secretary: Breshayla Franklin

Treasurer: Ishika Patel

**Freshmen Class Officers**

Will be elected Fall of 2018

**FEES/DONATIONS**

Some educational programs require more financial assistance than others do; therefore, fees are charged for certain elective courses. These fees will be used to:

- provide expendable items,
- operate youth organizations,
- maintain and/or replace teaching tools,
- provide for certain privileges and/or conveniences.

Agriscience-----	\$28.00/COURSE
AP Exams-----	Approximately \$95.00/COURSE (subject to College Board change)
Art-----	\$20.00/COURSE
Business Education-----	\$25.00 /COURSE
Health (Cliatt)-----	\$15.00/COURSE Requested Donation
HealthCare-----	\$25.00 /COURSE
JROTC-----	\$25.00 /COURSE
Marketing-----	\$25.00 /COURSE
Band-----	Uniform/Band Camp Donation \$140
Choral-----	Uniform/Choreographer/Mini Camp Donation approx.. \$300
Criminal Justice.....	\$25/COURSE
Driver's Education-----	\$25.00 /COURSE Requested Donation
General Class Fee-----	\$20.00 /YEAR
Technology Fee-----	\$40.00 / YEAR
Parking Permit-----	\$10.00 /YEAR
Graduation-----	\$140.00 /YEAR

**No student will be denied entrance to a course if he is deemed unable to pay a fee according to standards established by the Eufaula City Board of Education and if he requests such exemption.**

**STUDENT DEBTS**

**All student debts must be cleared with our accounting office prior to the end of each semester. Textbooks and schedules for the next term will be held until all accrued debts are paid.**

TRANSCRIPTS may be requested from the registrar in the guidance office. The first transcript for current EHS students is without charge. Additional transcripts and transcripts for alumni are \$5.00.

*\*Due to safety and security as well as privacy concerns, students are not allowed to share lockers.*

**ECS WORTHLESS CHECK POLICY**

Your Check is Welcome. 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.

## **STUDENT SUPPORT AND INTERVENTION (Response to Instruction)**

### **GENERAL DESCRIPTION**

A designated school-based committee designed to meet the needs of students at risk of failure in the areas of academics, behavior, or drop-out is active at EHS. The Response To Instruction Model is utilized for this purpose. Ms. Lucrecia Lockett is the point of contact for this committee.

### **POSITIVE BEHAVIOR SUPPORTS (PBS)**

School-wide Positive Behavior Supports (PBS) is the integration of operationally defined and valued outcomes, behavioral and biomedical science, research validated practices and systems change. The goal is to prevent the development and intensifying of problem behaviors and maximize academic success for all students. Schools consistently implement school-wide PBS correctly through ongoing training and contact with coaches. Outcomes associated with school-wide PBS include the following: Decrease in office discipline referrals, increase in instructional time, decrease in administrator time spent on discipline issues, efficient and effective use of scarce resources, and increase in school safety and sustainability through a team approach. Features of school-wide PBS include: Teaching and modeling behavioral expectations to all students, school-wide behavioral expectations, continuum of consequences for violating behavioral expectations, acknowledging appropriate behavior, ongoing use of data for decision-making and function-based support for students with chronic problem behavior.

### **HONOR CODE STATEMENT**

I understand that the research paper is to be my own personal work. Plagiarism is the action of using, without due acknowledgement, the thoughts, scholarship, or inventions of another person. I agree to provide enough information in my paper so that the reader can identify and refer to all the sources I have used in writing my research paper. I will turn in photocopies of all sources. I understand that all word-for-word quotations, any summaries, and any borrowed ideas that are paraphrased or mentioned must have cited sources. I promise not to rely on factual material gathered by any individual other than myself. I understand that plagiarism or turning in another person's work at Eufaula High School will result in a zero for the assignment with no make-up opportunities and may result in disciplinary action by the school.

### **HARASSMENT, BULLYING AND VIOLENCE POLICY**

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

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

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



If a staff member or student feels that his/her emotional well-being, his/her sense of safety and security or sense of self-worth is being affected by such conduct, a complaint may be filed by contacting the principal. If the principal or designee is not available, the complaint may be filed with the Director of Administrative Services by calling 687-1104.

### STUDENT REMINDERS

- Students are not to receive flowers or gifts at school.
- Earphones are to be disconnected and put away during class, transitions, etc., unless instructed by an administrator or teacher.
- Students should check for lost and found items before or after school. There is a lost and found box in the school office.
- Students may use book bags, pouches, and "Fanny Packs" to transport books and supplies to or from school. During the school day, these items are to remain in the student's locker. "Fanny Packs" are not to be used as purses. Girls may carry small, compact purses. Large purses, string backpacks or book bag purses must be left in lockers. **Rolling book bags are prohibited.**
- Students are not to bring liquid paper or have in their possession any item that can be used as an inhalant.
- Students are not to bring toys (yo yo's, hand held video games, etc.) cards (Pokemon or other playing or trading cards), cameras, MP3 players, CD's or CD players, unless the item(s) is pre-approved for instructional usage by the teacher and principal.
- **The school is not responsible for personal items brought to school.**
- Items confiscated by teachers or administrators will be returned to the parent only. Confiscation procedures will be followed as specified in the Code of Conduct.
- **Administrators are not responsible for confiscated items.** Confiscated items not picked up by the end of the school year will be donated to Goodwill or the community clearinghouse.

### GIFTED EDUCATION SERVICES

The Alabama State Department of Education defines gifted students as "those who perform at high levels in academic or creative fields, or have the potential to perform at high levels, when compared to others of their age, experience, or environment." These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic levels and in all areas of human endeavor.

All Eufaula City Schools second grade students will be observed as potential gifted referrals by classroom and gifted education teachers using a gifted behavior checklist. In other grades, teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student for gifted services. Once a student is referred, information is gathered on aptitude, characteristics for giftedness and performance. Assessment scores/items used are entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. Gifted students are served at the elementary and middle schools, and have the opportunity to be served by taking honors and advanced placement classes during high school. To refer students for gifted services, you may contact Vicky Kornegay at [Vicky.kornegay@ecsk12.org](mailto:Vicky.kornegay@ecsk12.org).

### Eufaula High School Parent Involvement Plan

**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.**

At the beginning of the school year, parents are encouraged to attend the Annual Title I (TI) Parent Meeting to inform parents about the TI requirements to include: Eufaula City Schools [ECS] TI Plan and Parent Involvement Plan (PIP), the 1% Title I allocation for parental involvement for LEA and school, the Parents' Right to Know, School-Parent Compact, electronic continuous improvement plan (ACIP), annual evaluation of the PIP, and how to become involved at EHS. A power point is shown explaining all the components of a TI school and spring parent surveys are administered to assist the school Advisory Committee in planning meaningful activities for parents during the year.

Parents are notified by written notices, EHS marquee, local bank signs, newspaper notifications, and EHS e-mail newsletter.

**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 (Note: State the school's process for how all Title I parents have the opportunity for involvement in decision-making.); and 3) How funds allocated for parent involvement are being used in the school.**

1) Flexible scheduling at various times during the day for parent conferences and workshops will be made available to afford parents the opportunity to attend according to their personal and work schedules. These meetings will be promoted through personal letters, telephone calls, news media, flyers, e-mail, web pages, etc. Door prizes and other incentives will be utilized when possible. Translators will be provided for non-English speaking parents, if available. EHS maintains a list of translators in the office, utilizes teachers fluent in Spanish or other languages, Language Line, as well as contracted services to provide interpretation. When feasible, written notification will be made in the family's native language. Other individual needs of parents of all subgroups will be met including transportation, hearing impaired, etc. when possible. The format of the workshops will vary to meet the interest and needs of all parents according to the spring surveys.

2) Parents serve on all school policy and plan development committees. These include the development, approval, implementation, and revision process of the local school parent involvement policy and plan, ACIP, and school-parent compact. In addition, parent representatives are asked to serve on ECS Federal Programs Advisory Committee and the EHS School Advisory Committee. Parents who serve on these committees share information and suggestions both to advisory committee members and to parents they represent. Parents are encouraged to support their children and to be involved in school activities. Copies of both the LEA and school parent involvement policy and plan are distributed to all parents as well as located on the LEA and school websites. Parent Compacts, Parents Right to Know documents, and SDE Employment Surveys are also distributed to all parents. Signed letters of receipt are retained with the assistant principal.

3) The parent representatives are an integral part of the EHS Advisory Committee to determine how school PI funds should be allocated. All parents are given an opportunity to be involved in the decisions concerning expenditure of PI and school funds at the Annual TI Parent Meeting and by completing surveys for parental input.

**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 EHS seek to provide parents and other caregivers information in a uniform and varied format at various times by the following methods:

- A variety of communication tools including website, newsletters, school marquee, e-mails, automated telephone calling system, and E-Poster.
- Student-Parent Handbook that provides information about programs, expectations, and other practical information about the school.
- 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
- Spring 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.
- Providing translators for parents of EL at all meetings as available and receipt of any school correspondence in a format and to the extent practical in a language that parents can understand.

**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 ACIP Advisory Committee and updated yearly. It is the desire of this school that the principal, parents, teachers and students share the responsibility

for improved student achievement as well as 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 school office 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 compacts are initialed at each parent conference held through-out the school year.

**Describe procedures to allow parents to submit comments of dissatisfaction with the Continuous Improvement Plan.**

If a parent disagrees with any aspect or component of the EHS ACIP or Parent Involvement Plan, the ECS Parent Involvement Plan, the parent may contact the principal. If not resolved, these written concerns will then be forwarded to the ECS Director of Federal Programs at the ECS Central Office. If still dissatisfied, written concerns will then be forwarded to the State Department of Education (SDE) Federal Programs Director.

**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?**

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. (Describe)**

EHS has adopted the National Standards for Parent and Family Involvement Programs. Parents will be encouraged at the Annual TI Parent Meeting to become equal partners in the education of their child through: learning more about a TI school and its activities; regular communication between home and school; promoting and supporting parenting skills; student learning; volunteering; school decision making and advocacy; and collaborating with the community. Parents are also encouraged to attend Open House, parent/teacher meetings and department meetings where state testing requirements and how to monitor their students' progress throughout the school year will be discussed. Classroom teachers, resource personnel, and administrators are available to discuss state and local academic assessments with parents. Follow-up individual conferences with parents are held as needed. Parent workshops will be delivered by topic:

- a. Title One Parent Involvement Meeting
- b. ACT PREP
- c. Attendance Matters
- d. Financial Aid Workshop for Students / Parents
- e. Hispanic Family Night

**(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. (Describe)**

- a. Parent seminars/workshops are offered to support student learning on a quarterly basis at varied times during the day and at night.
- b. Parenting workshops are held annually to help parents deal with parenting issues based on survey results.
- c. A parenting center is available for parent/family information that includes resources, and a computer/printer.
- d. The school counselors/principal/ assistant principals/classroom teacher or special area teachers will make home visits to discuss the needs of students when needed.

**(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, automated texts, automated telephone communication system, and monthly newsletters.
- 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. School/Parent Compact, LEA and EHS Parent Involvement Plan, and Parent Right to Know are distributed at the beginning of the year and signed acknowledgements are filed with an assistant principal in the office.
- e. Forms and newsletters are available in the native language to the extent practicable; ECS Parent Involvement Plan is available in Spanish.

**(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. (Describe)**

- a. Annual Meeting of Title I Parents, Open House, parent/teacher meetings, and ACIP Advisory Committee meetings are held throughout the year.
- b. Conferences with parents are encouraged once per year, other visits will take place if the student is at-risk.
- c. Flexible library times before and after school are scheduled for parent/student use.
- d. Workshops/sessions are conducted for parents on the following:
  - Title One Parent Involvement Meeting
  - ACT PREP
  - Attendance Matters
  - Financial Aid Workshop
  - Hispanic Family Night
- e. Transition from the middle school and to college/trade schools, etc.
- f. Distribute curriculum/behavioral expectations to parents through the EHS Handbook.
- g. Parents are informed of the expectations for students in each subject.

**(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. (Describe)**

- a. Translators are available for scheduled parent conferences and parent meetings, to the extent practical.
- b. Conferences times are varied to meet the needs of our working parents. (morning, afternoon, evening)
- c. Newsletters and school forms are translated into the native language, when practical and if needed.

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

EHS makes every effort to work with parents in meeting requests to become involved in all school activities and important meetings. The information obtained through the surveys, sign-up sheets at the Annual Title I Parent Meeting, and opportunities throughout the year provides information needed to accommodate parents' requests. ECS provides additional resources available to assist parents including the parent involvement liaison and the public information liaison.

**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.**

In addition to providing translators and documents (i.e, Spanish translation of ECS Parental Involvement Plan, Parents' Right to Know, school registration form, free and reduced meal application, internet acceptable use policy, et.al. in native language, to the extent practical, EHS strives to accommodate the individual needs of all parents of all sub-groups to ensure parental participation for all school activities including: handicapped accessible building, transportation, hearing/vision services, special accommodations for homebound parents by phone or home visits, etc. EHS will use a variety of communication tools to correspond with parents of EL, disabled, and migratory students.

## **Planning Process**

The Federal Programs Advisory Committee is composed of representatives from the community, parents, teachers, and administrators involved in all Title I schoolwide programs. The selected members are responsible for any programmatic and financial decisions as stated in federal and state legislation to include: developing the Title I Policy/Plan; program development, implementation, and evaluation; and distributing any information needed to their constituency groups.

The focus of Eufaula City Schools' (ECS) Parent Involvement Plan (PIP) is to involve parents in the educational process of their child(ren) through capacity building, communication, school activities, and volunteer programs. Goals and progress are communicated to the stakeholders through the Annual Title I Parent Meeting, the school Title I Advisory Committee, staff meetings, newsletters, websites, and local media so there is a shared commitment for a quality education for all students in ECS.

Implementation of the ECS PIP is reviewed and monitored periodically throughout the school year by the Federal Programs Advisory Committee. The Director of Federal Programs is responsible for ensuring each Title I school through meaningful consultation with parents implements programs, activities, and procedures to involve all parents of participating children. Each school is also responsible for maintaining documentation of data sources. Parents of students attending all ECS Title I schools are sent a copy of the schools' Parental Involvement section of the Title I Electronic Continuous Improvement Plan (e-CIP) through e-mail, in the parent handbook or during the parent orientation at the beginning of the school year.

An annual parent evaluation is conducted in the spring to determine if the PIP has been effective in improving the academic quality of the schools. Also, the evaluation includes identifying barriers limiting greater parental involvement with particular attention to parents who are economically or physically disadvantaged, limited English proficiency, and/or lack transportation. A copy of this evaluation is located at each Title I school and in the Director of Federal Programs office. Procedures are identified in the ECS Parent Involvement Policy to allow any parent with a concern about this plan to submit it in writing to the Director of Federal Programs. If the concerns are not addressed, contact can be made with the superintendent to receive an opportunity to address the Eufaula City Board of Education. Any additional concerns not resolved at the system level will be referred to the Director of Federal Programs at the Alabama State Department of Education (ASDE).

## **Introduction**

In recognition that the parent is the child's first and most important teacher, and that the parent's continued involvement is essential for the success of the child, the Eufaula City Board of Education is committed to building a strong parent-school partnership. As stated in Section 118(a)(3)(A), ECS reserves at least 1% of its total Title I, Part A allocation to implement the LEA Parent Involvement Policy and Plan; 95% of the 1% reserved goes directly to the schools.

ECS provides the coordination, technical assistance, and other support necessary to assist participating schools in planning, developing, and implementing a comprehensive parent involvement program to improve student academic achievement and school performance. The Director of Federal Programs and the Parent Involvement Liaison (PIL) provide technical assistance to each Title I school (Eufaula Primary, Eufaula Elementary and Admiral Moorer Middle School and Eufaula High School) in coordinating and supporting parental involvement strategies as well as parenting activities within the system (i.e. parent workshops, conferences, etc.).

The LEA Title I PIP is revised annually. Also, each e-CIP is revised annually and contains a component describing strategies to increase active participation of parents in their child(ren's) education. The location of the Parent Involvement Policy and Plan and procedures for distribution are noted in the Planning Process section. Also noted in this same section is the process for submitting any concerns in relation to the PIP.

Understanding the significant impact parental involvement has on a child's educational success, ECS promotes and encourages parents, school personnel, programs such as Home Instruction for Parents of Preschool Youngsters (HIPPY) Grant for 3-4 year olds, Making Middle Schools Work, IDEA preschool provider, local daycare providers, and Head Start to be involved in all aspects of their child's/student's education including:

- Parent involvement on system committees – LEA and school Federal Programs Advisory Committee; LEA District Leadership Team (DLT); Code of Conduct Review Team; Special Education Advisory Council; and The Promise Commission (preschool task force).
- Community Involvement - Barbour County Chamber of Commerce Community Development Committee; Eufaula Boys and Girls Club; the Eufaula Education Foundation; Rotary Club; Kiwanis Club; Alabama Power Service Organization (APSO), and Christ Child Circle.
- Communication – Public Information Liaison; Individual Monthly School Calendar of Events; Parent Conferences; Parent Teacher Organization Meetings (PTO); Back to School Orientation; Eufaula City Schools' website; parent monitors; flex screens; individual school websites; teacher/parent e-mail; and a language interpreter or Language Line is available, if applicable.
- Capacity Building –Individual school activities to connect the homes and schools; and on-going workshops to assist parents in understanding how students can improve skills, receive assistance when needed, meet class expectations, and perform well on assessments.

In an effort to maintain strong school and family partnerships, additional meetings with parents at the school level are held to help parents understand Federal Program requirements including Parents' Right-to-Know, proficiency levels of academic standards and curriculum, interpretation of state and local assessments, and methods for monitoring their child(ren's) education at home. Appropriate school personnel will inform parents of continuing education opportunities and will work with parents on techniques and activities to help their child(ren) achieve challenging state content standards.

Therefore, ECS has adopted the National Standards for Parent/Family Involvement Programs and their quality indicators as system goals and a tool for maintaining a strong school and family partnership. These standards are research based and grounded in both sound philosophy and practical experience. The purpose of the standards is threefold:

- To promote meaningful parent and family participation
- To raise awareness regarding the components of effective programs
- To provide guidelines for schools that wish to improve their programs

### **National Standards for Parent/Family Involvement Programs**

Standards I: Communicating - Communication between home and school is regular, two-way, and meaningful.

Standards II: Parent - Parenting skills are promoted and supported.

Standard III: Student Learning - Parents play an integral role in assisting student learning.

Standard IV: Volunteering - Parents are welcome in school, and their support and assistance are sought.

Standard V: School Decision Making and Advocacy - Parents are full partners in decisions that affect children and families.

Standard VI: Collaborating with Community - Community resources are used to strengthen schools, families, and student learning.

Activities designed to assist in implementing the national standards for parent/family involvement which ECS has adopted as goals for their parental involvement program are listed below:

Standards I: Communicating - Communication between home and school is regular, two-way, and meaningful.

Activities:

- Provide an interpreter or forms translated into an understandable and uniform format to the extent practicable, if applicable.
- Provide a parent handbook of positive, practical information about the school or program.
- Provide clear information regarding course expectations and offerings, student placement, school activities, student services, and optional programs.
- Send report cards and regular progress reports to parents; provide support services and follow-up conferences as needed.
- Distribute student work for parental comment and review on a regular basis.

Standards II: Parent - Parenting skills are promoted and supported.

Activities:

- Schedule workshops conducted by consultants or local educators, at least quarterly, to meet needs identified on parent surveys.

- Distribute information to assist parents in understanding how students can improve skills, get help when needed, meet class expectations, and perform well on assessments.
- Link parents to programs and resources within the community that provide support services to families (i.e. homeless, migrant, economically disadvantaged, English learners, and students with disabilities).

Standard III: Student Learning - Parents play an integral role in assisting student learning.

Activities:

- ▶ Provide information regarding how parents can foster learning at home, give appropriate assistance, monitor homework, and give feedback to teachers (i.e. parent lending library, workshops, etc.).
- ▶ Regularly assign interactive homework that requires students to discuss and interact with their parents about what they are learning in class.
- ▶ Distribute information to assist parents in understanding how students can improve skills, get help when needed, meet class expectations, and perform well on assessments.

Standard IV: Volunteering - Parents are welcome in school, and their support and assistance are sought.

Activities:

- (vii) Ensure office staff and teachers interact with parents in a positive manner to create a climate in which parents feel valued and welcomed.
- (viii) Ensure parents who are unable to volunteer in the school building are given options for helping in other ways, at home or place of employment.
- (ix) Provide sign-up sheets during open house in August for parents to volunteer to assist with school activities during the year.
- (x) Show appreciation for parent participation and value their diverse contributions.

Standard V: School Decision Making and Advocacy - Parents are full partners in decisions that affect children and families.

Activities:

- The joint development of the LEA Parent Involvement Policy/Plan under section 1112 of the Elementary and Secondary Education Act (ESEA) of 1965 will:
  - Include parents on all decision-making and advisory committees, and ensure adequate training for such areas as policy, curriculum, budget, school reform initiatives, safety and personnel.
  - Provide parents with current information regarding school policies, practices, and both student and school performance data.
  - Enable parents to participate as partners when setting school goals, developing or evaluating programs and policies, or responding to performance data.
  - Treat parental concerns with respect and demonstrate genuine interest.
  - Conduct an annual parent survey regarding the parent involvement program in Eufaula City Schools.

Standard VI: Collaborating with Community - Community resources are used to strengthen schools, families, and student learning.

Activities:

- Distribute information regarding cultural, recreational, academic, health, social, and other resources that serve families within the community.
- Develop partnerships with local businesses and service groups to advance student learning and assist schools and families.
- Inform staff members of the resources available in the community and strategies for utilizing those resources.

To support the parent-school partnership, the following components aligned with the *NCLB Act* of 2001 regulations were designed to strengthen student academic achievement.

### **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. Title IV 21<sup>st</sup> Century Grant is available at EES and AMMS.

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. Parents/legal guardians have the right to know the professional qualifications of their child's teacher as defined by the State Department of Education (SDE). 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:

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).

Also, parents will be notified by letter according to Section 1116(c), when applicable, if the LEA did not make adequate yearly progress (AYP) for two consecutive years and has been identified for school improvement. This letter will include actions the SDE will take to assist the LEA in meeting AYP and strategies parents can use to support their child(ren's) school and school district.

Information is 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 build and 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.

As soon as the ASDE notifies the ECS a school has been placed in school improvement, ECS will notify in writing, parents of each student enrolled about the school's identification for improvement and a plan of action will be developed to correct this situation. Parent and community representatives will be asked to assist in developing a plan of corrective action. For the 2012-2013 school year ECS had a clear LEA AYP status. Also, AMMS and EHS had a clear AYP status. However, EES received red cells in reading and math due to the special education subgroup. EPS, being a feeder school, who does not take state assessments, was considered by the SDE as a school in need of improvement.

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

ECS will implement Board approved procedures for School of Choice and Supplemental Educational Services identified by the ASDE and federal guidelines section 116 for school improvement, if applicable.

#### **School Choice**

Before the first day of school or as soon as notification is received from the SDE, ECS will notify parents in the local newspaper and by letter if the school their child attends is identified for school improvement for the second year. All schools within ECS are grade span grouped; therefore, students will not have an option to transfer to another public school in the school district.

#### **Supplemental Services**

If a school should be identified the second year for school improvement, ECS will arrange at the beginning of school or as soon as notification is received from the SDE for supplemental education services for eligible students enrolled



in the school. Parents will be notified in the newspaper and by letter. Supplemental education services are extra academic assistance such as tutoring, remediation, and academic intervention for low-income students who have failed to make AYP, as defined by the SDE, for three or more consecutive years. Instruction will take place outside the regular school day, such as before or after school, on weekends, or during the summer. A list of SDE approved providers, their availability, and a brief description of services, qualifications, and demonstrated effectiveness will be available to parents in the superintendent's office. ECS, the parents, and the parent-selected provider will develop and identify specific academic achievement goals for the student, measures of student progress, and a timetable for improving achievement. The purpose is to ensure students increase their academic achievement, particularly in reading, language arts, and mathematics. If parents elect for their child to receive supplemental education services, they must complete an application and return it to the school no later than two weeks after the provider fair. If more students request services than ECS can fund, priority will be given to serving the lowest achieving low-income students.

### **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 2011-2012 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".

### **Parent Notification Parent's Right-To-Know**

#### **This Notice is to Meet Requirements to Notify Parent's of Their Right to Request Qualifications of Teachers and Paraprofessionals Working Directly with Parent's Child/ren.**

Under ESSA, Sec. 1112(c)(6), each local educational agency (LEA) supported with Title I funds will ensure that all teachers and paraprofessionals working in a program supported under this part meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification. Under ESSA, SEd. 1112(e)(1)(A). at the beginning of each school year, Eufaula City Schools shall notify parents that **they may request**, and the Eufaula City School District will provide on request and in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including:

1. Whether the student's teacher:
  - Has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
  - Is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived
  - Is teaching in the field of discipline of the certification of the teacher
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications including state requirements:
  - Secondary school diploma or its recognized equivalent
  - Completed two years of study at an institution of higher education.
  - Obtained an associate's (or higher) degree.
  - Workkeys Assessment.
3. ESSA, Sec. 1112(e)(1)(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 of a child who is a student in such school, with respect to such student:
  - Information on the level of achievement and academic growth of the student, if applicable and available, on each of the state academic assessments required under this part.
  - Timely notice that the student has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

If a parent is interested in requesting information regarding their child's teacher(s) qualifications, they may contact the Personnel Director/Assistant Superintendent for Eufaula City Schools. The information may be requested via telephone or by letter. The information will be provided to the parent within ten working days after receiving the request. The information will be mailed to the student's home address. This plan will be reviewed and revised, if necessary, each year. This plan is effective beginning August 1, 2016.

# APPENDIX

Please complete, detach and return the following information to your Homeroom teacher immediately

Credit Recovery Request Form (submit at end of each semester if applicable)  
Credit Advancement Request Form  
CNP Special Diet Request  
EHS Automobile Registration Form (Required for Drivers)  
Medication/Prescriber Parent Authorization Form (Required for Medication Administration)  
ECS Medical Release Form (Required for ALL students)  
ALSDE Health Assessment Record (Required for ALL students)  
EHS Student Handbook Acknowledgement Form (Required for ALL students)  
USDA Free and Reduced Lunch Form  
ECS 1:1 Device Acknowledgement Form (Required for ALL participating students)



### CREDIT RECOVERY REQUEST FORM

I, \_\_\_\_\_ (Student Name), request consideration for Credit Recovery in \_\_\_\_\_ (Name of Course Failed). I have read the requirements for admission to the Credit Recovery program and understand my responsibilities if admitted. I am aware that a maximum grade of 70 is available through Credit Recovery and that should I desire a higher option I will be required to take the entire course through traditional methods. My signature and that of my parent/guardian signifies our understanding of this grading procedure and all other requirements associated with the Credit Recovery program.

Student Signature \_\_\_\_\_

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

Parent Signature \_\_\_\_\_

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

Teacher of Course Failed Signature \_\_\_\_\_ Date: \_\_\_\_\_

Attached Documentation \_\_\_\_\_

Counselor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date: \_\_\_\_\_



**Eufaula High School  
Early Graduation Application**

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

Proposed Graduation Date: \_\_\_\_\_

Eufaula City Schools authorizes graduation for students who meet the following criteria:

- Have satisfied course requirements for graduation
- Have demonstrated how an alternative to continuing their high school education would be more profitable to them,
- Have parental/legal guardian permission for early graduation, and
- Have submitted this application no later than the first week of December the year prior to graduation.
- Request for early graduation are granted only if approved by the principal.
- Students who receive approval for mid-year graduation may participate in graduation ceremonies at the end of the year.

**Student:**

Please state your reasons for early graduation (be specific):

State your plans for the immediate semester following early graduation:

State your career goal (if known):

I plan to participate in the graduation ceremony \_\_\_\_\_ yes \_\_\_\_\_ no

**Parent:**

Please state your feelings about your son/daughter's request for early graduation:

We understand that all course requirements must be met for early graduation.

\_\_\_\_\_  
(Student signature)

\_\_\_\_\_  
(Parent/legal guardian signature)

**Student: Please return this application to your counselor.**

**FOR OFFICE USE ONLY**

Counselor Recommendation:

Credit Check (To be completed by the counselor)

\_\_\_\_\_  
(Counselor signature)

\_\_\_\_\_  
(Date)

Principal Recommendation:

\_\_\_\_\_  
(Principal signature)

\_\_\_\_\_  
(Date)

**Eufaula City Schools  
SPECIAL DIET REQUEST**

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

Requested Change:

Please provide any other pertinent information that will assist us in planning.

Food Allergies:

Dislikes:

Special Needs:

Please indicate below if Child Nutrition needs to provide any special "equipment" (special plates, cups, utensils, straws, etc.) for this student to assist with meals.

\_\_\_\_\_ Yes, please provide the following:

\_\_\_\_\_ No, student has no special needs at this time.

Parent Signature\_\_\_\_\_ Date\_\_\_\_\_

Teacher Signature\_\_\_\_\_ Date\_\_\_\_\_



**EUFULA HIGH SCHOOL  
CAMPUS PARKING REGISTRATION  
SY 2018-19 (Form available during online registration)**

**PERMIT#**\_\_\_\_\_ **REGISTRATION FEE AMOUNT PAID \$**\_\_\_\_\_

DRIVER OF AUTOMOBILE\_\_\_\_\_

SOPHOMORE\_\_\_\_\_ JUNIOR\_\_\_\_\_ SENIOR\_\_\_\_\_

OWNER OF AUTOMOBILE\_\_\_\_\_

MAKE OF AUTOMOBILE\_\_\_\_\_  
(MAKE) (YEAR) (COLOR)

TAG NUMBER\_\_\_\_\_  
(NUMBER) (STATE)

DRIVER'S LICENSE NUMBER\_\_\_\_\_  
(NUMBER) (STATE)

NAME OF AUTO INSURANCE COMPANY\_\_\_\_\_

**PARK AND DO NOT ENTER YOUR CAR BETWEEN THE HOURS OF 8:15 A.M. TO 3:32 P.M. WITHOUT PERMISSION FROM SCHOOL OFFICIALS.**

ALL VEHICLES MAY BE SUBJECT TO SEARCH AS DIRECTED BY SCHOOL OFFICIALS. PARK IN ASSIGNED JUNIOR /SENIOR PARKING AREAS ONLY.

VEHICLES MUST BE PARKED CORRECTLY IN PARKING SPACES PROVIDED (NO BACKING INTO PARKING SPACE).

PARKING DECAL MUST BE DISPLAYED ON THE REAR WINDOW IN THE LOWER LEFT CORNER OF THE DRIVER'S SIDE (OUTSIDE OF VEHICLE)!

DO NOT PARK IN HANDICAPPED AREAS, VISITORS PARKING, NEAR BUILDINGS, GRASS AREAS OR IN DESIGNATED FACULTY/STAFF ASSIGNED AREAS.

YOU MUST HAVE A COPY OF YOUR DRIVERS LICENSE AND INSURANCE CARD AT TIME OF REGISTRATION, THESE DOCUMENTS REMAIN IN YOUR DRIVING RECORD WHILE YOU ARE A STUDENT AT EHS. REGISTRATION FEE IS \$10.

PARKING ON CAMPUS IS A PRIVILEGE AND FAILURE TO DISPLAY STUDENT DECAL, PARK IN ASSIGNED AREA, OR FAILURE TO OBEY POSTED SPEED LIMITS AND ENTRANCE AND EXIT PROCEDURES MAY RESULT IN YOUR DRIVING PRIVILEGE BEING REVOKED AND/OR YOUR VEHICLE BEING TOWED OFF SCHOOL CAMPUS AT YOUR EXPENSE.

IF PERMITTED TO USE MY VEHICLE ON EUFAULA HIGH SCHOOL CAMPUS, I WILL OBSERVE AND OBEY ALL TRAFFIC LAWS AS DIRECTED BY POLICE OR SCHOOL OFFICIALS.

STUDENT SIGNATURE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

## SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION

## STUDENT INFORMATION

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_ School Year \_\_\_\_\_

List any known drug allergies/reactions \_\_\_\_\_ Height (inches) \_\_\_\_\_ Weight lbs.) \_\_\_\_\_

## PRESCRIBER AUTHORIZATION

Name of Medication \_\_\_\_\_ Reason for Taking \_\_\_\_\_

Dosage \_\_\_\_\_ Route \_\_\_\_\_ Frequency/Time(s) to be given \_\_\_\_\_

Begin Medication \_\_\_\_\_ Stop Medication \_\_\_\_\_  
Date Date

## Special Instructions:

Does medication require refrigeration? Yes ☐ No ☐Is the medications controlled substance? Yes ☐ No ☐is self-medication permitted and recommended for this student? Yes ☐ No ☐If yes, do you recommend -this medication be kept "on person" by the student? Yes ☐ No ☐

Potential Side Effects /Contradictions /Adverse Reactions - \_\_\_\_\_

Treatment Order in the event. of an adverse reaction: \_\_\_\_\_  
(Attach additional sheet or use the back of this form if necessary)

I hereby affirm that this student has been instructed In the proper self-administration of the prescribed medication (s)

Signature of Prescriber (please print) \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

## PARENT AUTHORIZATION

I authorize the School Nurse, the registered nurse (RN) or licensed practical nurse (LPN) to delegate to unlicensed school personnel the task of assisting my child in taking the above medication (RN) 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 3 question come up about the medication.

Medication must be registered with the Principal, Where designee, or the school nurse -it must k in the' original. unopened, sealed container and be Properly labeled with the student's name, Prescriber's name, date of prescription, name of Medication, dosage, strength, time interval, mute of administration and the date of drug expiration when appropriate.

Signature Of Parent \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

## SELF-ADMINISTRATION AUTHORIZATION

I authorize and recommend self-medication by my child for the above medication. /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 \_\_\_\_\_ Cell \_\_\_\_\_





**2018-19 EUFAULA CITY SCHOOLS  
MEDICAL RELEASE FORM**

*(Please print all information except signature)  
Please complete an updated medical form for each off campus activity*

\_\_\_\_\_  
Today's Date

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

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

E911 Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

School \_\_\_\_\_ Age \_\_\_\_\_ DOB \_\_\_\_\_

Hospital Insurance Co.  
Name \_\_\_\_\_ Policy# \_\_\_\_\_

Doctor's Name \_\_\_\_\_

List any known allergies or medical  
conditions: \_\_\_\_\_

---

In case of emergency or illness at school or during a field trip, I grant permission for my child to receive medical treatment at the nearest medical facility at once. In the event of needed treatment, please advise me of such treatment by calling:

Parent/Guardian \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_  
( print )

\_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

**Emergency Contacts:**

Name \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

Name \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

Name \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

I also release the Eufaula City School System from any financial responsibilities that may arise in an emergency involving my child on a field trip. I fully understand that in the event of a lack of insurance coverage, I will be held responsible for any/all expenses incurred.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



--

To Parent or Guardian:

The purpose of this form is to provide the school nurse with additional information regarding your child's health needs. The school nurse may contact you for further information. The information requested is essential for the school nurse to meet the health needs of your child.

**This information will be kept strictly confidential.**

**To be completed by parent/guardian.  
PLEASE PRINT. Return to the School Nurse.**

Name of Student (Last, First, Middle)			Birth Date	Sex
Address (Street)		Race/Ethnicity		
(City and Zip code)		<input type="checkbox"/> American Indian <input type="checkbox"/> White, not of Hispanic origin <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Black, not of Hispanic origin <input type="checkbox"/> Other		
Home Telephone Number		School		Grade
Name of Parent/Guardian (Last, First, Middle)				

Transportation			
<input type="checkbox"/> Bus Rider	<input type="checkbox"/> Car Rider	<input type="checkbox"/> Special Needs Bus	<input type="checkbox"/> After School Program

**Part I – Health Information**

<b>Place where your child receives regular health care:</b>	<b>Child has:</b>
<input type="checkbox"/> Health Department	<input type="checkbox"/> Medicaid
<input type="checkbox"/> Hospital Clinic	<input type="checkbox"/> No Insurance
<input type="checkbox"/> Community Health Center	<input type="checkbox"/> Private Insurance
<input type="checkbox"/> Private Doctor/HMO	<input type="checkbox"/> ALLKIDS
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> No regular place	

**Local Physician's Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Authorizations:**

- ☐ I authorize the school nurse, the registered nurse (RN) or licensed practical nurse (LPN), to talk with the physician(s) should a question come up about my child's medical conditions.
- ☐ I do NOT authorize the school nurse, the RN or LPN, to talk with the physician(s) should a question come up about my child's medical conditions.
- ☐ I authorize for my child to participate in all school health screenings.
- ☐ I authorize the release of my child's communicable disease information (chicken pox cases, etc...) to be released to the local Public Health Department.

FOR OFFICE USE ONLY			
Acuity Scale:			
Level A Nursing Dependent	Level B Medically Fragile	Level C Medically Complex	Level D Health Concerns



### Part II – Medical History

➤➤➤➤➤ Check only those that apply. ⏪⏪⏪⏪⏪

☐ **NO KNOWN HEALTH PROBLEMS.** Please go directly to the bottom of the page and provide parent/guardian signature.

<input type="checkbox"/> <b>Attention Deficit Disorder (ADD)</b> <div style="text-align: center;">OR</div> <input type="checkbox"/> <b>Attention Deficit Hyperactivity Disorder (ADHD)</b>	<input type="checkbox"/> Requires medication? <input type="checkbox"/> To be given while at school?
<input type="checkbox"/> <b>Asthma:</b>	<input type="checkbox"/> He/She uses an inhaler at school? <input type="checkbox"/> He/She uses an inhaler at home?
<input type="checkbox"/> <b>Allergies: (severe)</b> <input type="checkbox"/> Food <input type="checkbox"/> Insects <input type="checkbox"/> Environmental <input type="checkbox"/> Medications	<input type="checkbox"/> Hives/rash? <input type="checkbox"/> Breathing difficulty? <input type="checkbox"/> Epi-pen?
<input type="checkbox"/> <b>Bleeding Problems:</b> (Hemophilia, Von Willebrand's, frequent nosebleeds)	<input type="checkbox"/> Requires medication? Please explain:
<input type="checkbox"/> <b>Cancer/Leukemia:</b>	Please explain:
<input type="checkbox"/> <b>Cerebral Palsy:</b>	Please explain:
<input type="checkbox"/> <b>Cystic Fibrosis:</b>	Please explain:
<input type="checkbox"/> <b>Dental Problems:</b>	Please explain:
<input type="checkbox"/> <b>Diabetes:</b> <input type="checkbox"/> Type 1 Diabetic <input type="checkbox"/> Type 2 Diabetic	<input type="checkbox"/> Monitors Blood Sugars while at school? <input type="checkbox"/> Requires Insulin at school? <input type="checkbox"/> Glucagon order? <input type="checkbox"/> Insulin pump? <input type="checkbox"/> Managed with diet?
<input type="checkbox"/> <b>Emotional/Behavioral/Psychological:</b> Please explain:	
<input type="checkbox"/> <b>Genetic Disorder:</b> Please explain:	
<input type="checkbox"/> <b>Headaches:</b> Please explain:	
<input type="checkbox"/> <b>Hearing Problems:</b>	<input type="checkbox"/> Right Ear <input type="checkbox"/> Left Ear <input type="checkbox"/> Both ears <input type="checkbox"/> Hearing loss? <input type="checkbox"/> Hearing aid? <input type="checkbox"/> Cochlear Implant
<input type="checkbox"/> <b>Heart Condition:</b> Please explain: Are there any activity restrictions? Any medications taken at home only?	
<input type="checkbox"/> <b>Hypertension (High Blood Pressure):</b>	
<input type="checkbox"/> <b>Juvenile Arthritis/Bone-Joint Problems:</b> Please explain:	
<input type="checkbox"/> <b>Kidney Problems:</b> Please explain:	
<input type="checkbox"/> <b>Scoliosis:</b>	<input type="checkbox"/> No Treatment <input type="checkbox"/> Wears Brace <input type="checkbox"/> Surgery
<input type="checkbox"/> <b>Seizures/Convulsions:</b> Please explain:	Type of seizure: _____ <input type="checkbox"/> Diastat order
<input type="checkbox"/> <b>Sickle Cell Anemia:</b>	
<input type="checkbox"/> <b>Spina Bifida:</b>	
<input type="checkbox"/> <b>Special Diet:</b> Please explain:	
<input type="checkbox"/> <b>Vision Problems:</b>	<input type="checkbox"/> Wears glasses <input type="checkbox"/> Wears contacts <input type="checkbox"/> Other, _____
<input type="checkbox"/> <b>Other Medical Conditions:</b> Please include <u>any</u> medications taken at home only.	

### Part III – Medical Equipment /Procedures Required

- |   |   |  |                                       |
|---|---|--|---------------------------------------|
| <input type="checkbox"/> Gastric Tube           | <input type="checkbox"/> Nebulizer Treatments | <input type="checkbox"/> Oxygen Supplement | <input type="checkbox"/> Tracheostomy |
| <input type="checkbox"/> Vagal Nerve Stimulator | <input type="checkbox"/> Ventilator           | <input type="checkbox"/> Wheelchair        | <input type="checkbox"/> Walker       |

Signature of parent(s) or guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of school nurse: \_\_\_\_\_ Date: \_\_\_\_\_



**ACKNOWLEDGEMENT  
2018-19**

I acknowledge by my signature that I have received and read, or had read to us, the Federal Law pertaining to:

- Eufaula City Schools Parent Involvement Plan which includes
- Parents Right-to-Know
- Parents Right-to-Know (Limited English Proficient)
- School Parent Involvement Plan

_____	_____	_____
Student	Grade	School

_____	_____
Parent/Legal Guardian's Signature	Date



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

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

*Shirley Hawkins*

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

## 2018-19 SIGNATURE ACKNOWLEDGEMENT FORM



The Eufaula City Schools are obligated to provide an atmosphere in which high performance can be achieved within a framework of high expectations. This task can be achieved only if an appropriate amount of time and resources are given to maintaining an environment of discipline conducive to the teaching / learning process. Parents and students are urged to be supportive of this *Code of Student Conduct*, *EHS Student Handbook*, *Student Honor Code*, *Parental Involvement Plan*, and committed to the concept of the "right to learn."

### ACKNOWLEDGEMENT

I, \_\_\_\_\_  
(Name of student)

enrolled in ***Eufaula High School*** and hereby acknowledge by our signatures that we have received and read, or had read to us, the foregoing Eufaula City Schools ***Code of Student Conduct***, ***Internet Acceptable Use Policy***, ***Parent Involvement Plan***, ***EHS Honor Code and the Contents of the EHS Student Handbook***.

(Signed) \_\_\_\_\_  
(Student Signature)

(Signed) \_\_\_\_\_  
(Parent/Guardian Signature)

(Signed) \_\_\_\_\_  
(Parent Signature)

Date \_\_\_\_\_

**PARENTS WISHING TO RECEIVE SCHOOL UPDATES, NEWSLETTERS, ETC. FROM EHS VIA E-MAIL MAY LIST YOUR E-MAIL ADDRESS BELOW. NOTE....E-MAIL ADDRESSES ARE NOT PROVIDED TO ANY OTHER ENTITY AND SHALL BE USED SOLELY FOR THE EXPRESS PURPOSE OF ENHANCING HOME/SCHOOL COMMUNICATIONS.**

**E-MAIL ADDRESS:**

\_\_\_\_\_

**NOTE: The student is to sign the above statement. If the student lives with both parents, both parents are also to sign the statement. If the student lives with only one parent of guardian, only one is to sign with the student. Failure to return or sign this acknowledgement will not relieve a student or the parent(s)/guardian of the student from the responsibility for knowledge of the contents of the code and will not excuse non-compliance by the student with the provisions of the code.**

Please detach this page after signing and have the student return it to the Advisory teacher.



## Eufaula High School

### SCHOOL-PARENT COMPACT

The Eufaula High School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act of 2015 (ESSA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2018-19.

#### School Responsibilities

##### Eufaula High School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

The school's responsibility is to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served to meet the State's student academic achievement standards. In order to meet this responsibility, the school agrees to:

- Believe that each student can learn.
- Show respect for each child and his/her family.
- Come to class prepared to teach and work with each student.
- Demonstrate professional behavior and a positive attitude.
- Provide an environment conducive to learning.
- Staff our school with State certified, highly qualified teachers.
- Help each student grow to his/her fullest potential.
- Enforce school and classroom rules fairly and consistently.
- Maintain open lines of communication with the student and his/her parents.
- See ways to invite and involve parents in our school programs and activities.

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.

*Each parent will be invited to attend Open House on August 20, 2018 at 5:30pm. The parent will attend each class their child has on their schedule and will have the opportunity to meet and greet each teacher.*

Provide parents online access to their child's progress daily, via CANVAS and Chalkable.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:  
Staff will be available for consultation with parents during requested conference times and during teacher planning periods.
  - Requested Conferences Before School, After School, and During Teacher Planning Times
    - IEP Meetings
    - Personal Contact through Phone Calls, Emails
  - School Related Events: Open House, Conferences, and Community Events

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:  
Provide parents opportunities to volunteer and participate in their child's education through the following:
  - Tutoring
  - Classroom Volunteer
  - Field Trips
  - Parent Advisory Committee
  - Health Screenings
  - Together Towards Tomorrow Summit

### **Parent Responsibilities**

We, as parents, will support our children's learning in the following ways:

- See that my child attends school regularly and on time.
- Communicate with my child's teacher by attending conferences, reviewing student progress reports, returning phone calls/emails and monitoring daily agendas.
- Provide a home environment that encourages my child to learn.
- Support school and district policies.
- Communicate with my child about his/her school activities and lessons every day.
- Become actively involved in my child's education. Examples of ways to become involved: School/classroom volunteer, parent involvement in the School Improvement committee, or the district Parent Advisory committee.
- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television their children watch.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on advisory groups, such as Title I advisory committees and parental involvement committees.

### **Student Responsibilities**

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Believe I can and will learn.
- Abide by the district dress code and conduct policies.
- Show respect for myself, my friends and all adults.
- Be responsible for maintaining my agenda, school work, and books.
- Come to school prepared with ALL tools necessary for learning.
- Discuss school activities and lessons with my parents every day and have my agenda signed daily



\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Advisory Teacher's Signature

\_\_\_\_\_  
Parent Signature(s)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





*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 has been designated to handle inquiries regarding non-discrimination policies:*

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