
***CODE OF
STUDENT
CONDUCT***



***Eufaula City Schools
2018-2019***

CODE OF STUDENT CONDUCT

EUFAULA CITY SCHOOLS

EUFAULA, ALABAMA

Approved : **May 15, 2018**

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Dear Students and Parents

Students, parents, and staff, I offer a formal “Welcome to the 2018-2019 school year!” Whether you are new to the city of Eufaula, have a PreK student entering Eufaula City Schools for the first time, or are returning for another school year, you will embark on an exciting time in our awesome school system.

Our faculty and staff are committed to smooth and efficient operations in our schools. That commitment includes making sure our schools are safe and cultivate caring learning environments. We need these settings more than ever so our children have the opportunities and the resources needed to be self-directed, lifelong learners in today’s competitive global economy.

The start of the school year represents the furthering of your child’s learning opportunities, along with future successes. For returning parents, some of the procedures and practices may be familiar ones; and therefore, there is little need for further clarity. The start of school represents completely new routines and sets of behavior and academic procedures, new locations and settings, and new standards of expectations.

Our staff has invested many hours in revising and developing the information because we know how important it is that you have essential information relative to the operation of our school system. Those areas include, but are not limited to, attendance and scheduling, academic calendar, student dress code, discipline procedures including due process, policy changes, grading policy, and bus transportation procedures. We also hope the information will assist parents and their children in understanding their responsibilities in Eufaula City Schools.

Through the system’s purposeful planning and preparation, we hope to lead your children as they expand their worlds, enjoy school, and develop as a caring, civic-minded individual. As we continue to move forward and make progress in Eufaula City Schools, my hope is both parents and students will have a positive experience this school year while also being challenged academically to meet the demands of the rigorous college and career readiness standards. If there are ways we can assist, please don’t hesitate to contact our office.

We are here to help your child, “Dream Big...Innovate Often!”

Sincerely,

*Elisabeth Davis, Ed.D.
Superintendent*

SECTION I
ROLES OF THE PARENTS, STUDENTS,
SCHOOL AND SCHOOL PERSONNEL

In order for effective teaching and learning to take place in our schools, there must be a cooperative relationship among students, parents, guardians, and educators. This relationship may be described as:

Parents and Guardians who:

- keep in regular communication with the school authorities concerning their child's progress and conduct.
- Ensure that their child is in daily attendance and promptly report and explain an absence or tardiness to school officials.
- provide their child with the resources needed to complete classwork.
- assist their child in being healthy, neat and clean.
- bring to the attention of school authorities any problem or condition which affects their child or other children.
- discuss report cards and work assignments with their child.
- maintain up-to-date home, work and emergency telephone numbers at the school, including doctor, hospital preferences, and an emergency health care form.
- attend scheduled parent-teacher conferences.

Parent/Individual who gives guardianship to another will not be:

- called when the child is ill.
- notified when the child has a parent conference.
- permitted to meet and discuss the child's school progress with school officials.
- listed on any school publication as parent of the child.
- called if there is a severe behavioral problem.
- invited to be "family" at family events.
- allowed to accompany the child on a field or other trip.
- permitted to sign excuses for the child.
- permitted to meet with teacher/administrator on any matter including educational progress of the child

Parent/Individual who accepts guardianship of a child will:

- be contacted on any and all school matters.
- be responsible for the attendance of the child and summoned to court, if the child is not in regular attendance.
- be responsible for all written authorization regarding the child.
- be considered as the parent of the child.
- not be permitted to include the parent in school matters at conferences.

Students who:

- attend all classes daily and are punctual in attendance.
- are prepared to come to class with appropriate working materials.
- are respectful to all individuals and to all property.
- refrain from profane or inflammatory statements.
- conduct themselves in a safe and responsible manner.
- are clean, neat and appropriately dressed.
- are responsible for their own work, classroom and the school.
- show a positive, cooperative attitude toward school.

Schools that:

- encourage the use of good guidance procedures.
- maintain an atmosphere conducive to good behavior.
- exhibit an attitude of respect for students.
- plan a flexible curriculum to meet the needs of all students.
- promote effective discipline based upon fair and impartial treatment of all students.
- welcome and encourage participation by parents and guardians in the school affairs.
- encourage the school staff, parents and guardians, and students to use the services of community agencies.
- encourage the school staff, parents and guardians to keep in regular communication with the school.
- seek to involve students in the development of policies.
- endeavor to involve the entire community in order to improve the quality of life within the community.

School Personnel who:

- are regular in attendance and punctual.
- are prepared to perform their duties with appropriate materials and lesson plans.
- are respectful to all individuals and of all property.
- refrain from profane or inflammatory statements.
- conduct themselves in a safe and responsible manner.
- are clean, neat and appropriately dressed.
- abide by the rules and regulations set forth by the school and School Board.
- seek changes in an orderly and recognized manner.
- strive to use a variety of informal disciplinary and guidance methods, prior to, during and after formal disciplinary action including:
 - students' program adjustment
 - referral to guidance personnel for group or individual counseling with counselors, peer counseling, psychological evaluations, and other services deemed appropriate
 - conferences and/or contacts between administrators, parents and guardians, teachers and students
 - referral to special education or appropriate agencies for special problems
 - continuous improvement of professional knowledge and skills
 - positive, cooperative attitudes toward parents and guardians, students, co-workers, and the total school program

SECTION II STUDENT DISCIPLINE

CLASSIFICATION OF VIOLATIONS

Violations of the *Code of Student Conduct* are grouped into three (3) classes: minor, intermediate, and major, and are applicable to all students of the School System. Before determining the classification of a violation, the principal or designee will consult with the involved student(s) and school personnel. Once the classification of the violation is determined the principal or designee will implement the disciplinary procedure. Each school will have a progressive discipline plan that will outline how minor classroom disruptions will be handled. Each school will communicate those procedures to parents and students.

Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action, by telephoning the parent(s) or guardian(s) when feasible, and/or by scheduling conferences with the parent(s) or guardian(s) and other school staff. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or his/her designee. Failure to bring notebook, pencil, homework or failure to do work in class are not cause for disciplinary referrals; however, defiance of a teacher in regard to these areas is cause for discipline referral. Parents or guardians should be notified by the teacher of students who consistently exhibit poor work habits, and/or these students should be referred to a guidance counselor.

The following provides a description of disciplinary issues that may occur and administrative options that may be taken by school officials. School officials will not be held responsible for the safe keeping of any items that are confiscated, that are a violation of the *Code of Student Conduct*. The Privilege of participating in scheduled field trips or other extracurricular activities may be denied based on repeated classroom and/or other school-related misbehavior.

MINOR OFFENSES – CLASS I

1.01 Excessive distraction of other students

Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or to any other students

Examples: talking excessively, interrupting class functions, chewing gum, provoking other students

1.02 Illegal organization

Any on-campus activities of fraternities, sororities, secret societies or non-affiliated school clubs

1.03 Minor intimidation of a student

The intentional, unlawful threat by work or act to do harm to another student, coupled with an apparent ability to do so, and the performance of some act which creates a well-founded fear in the person that such harm is likely.

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- 1.04 Excessive tardiness**
Repeatedly reporting late to school or class
 - 1.05 Unintentional and/or non-directed use of profane or obscene language**
 - 1.06 Non-conformity to dress code**
 - 1.07 Minor disruption on a school bus**
 - 1.08 Inappropriate public display of affection**
Including, but not limited to, embracing and kissing
 - 1.09 Unauthorized absence from class or classes**
 - 1.10 Intentionally providing false information to a School Board employee**
Including, but not limited to, student information data and the concealment of information directly related to school business
 - 1.11 Continued refusal to complete class assignments**
 - 1.12 Failure to follow instructions**
Examples: Failure to carry correspondence home, failure to obey directions in the hallways, assemblies, etc.
 - 1.13 Unauthorized use of school or personal property**
 - 1.14 Littering or defacing of school property**
 - 1.15 Possession of cigarette lighters, matches, etc. without written administrative approval** and will result in the confiscation of said articles which will only be returned to student's parents or legal guardian
 - 1.16 Sitting in parked vehicle after arriving at school or returning to vehicle during the day without permission**
 - 1.17 Disrespect by student toward a School Board employee**
 - 1.18 Cheating/Academic Dishonesty**
 - 1.19 Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances**

DISCIPLINARY ACTION/MINOR OFFENSES – CLASS I

Administrative Options for Elementary Students (Grades K-5)

1. In-School conference and parental or guardian contact when warranted.
2. Parental contact and disciplinary action.
3. In-School disciplinary action such as change in student's seating, detention, in-school suspension, probation, suspension at the discretion of the principal or designee, or work assignments before or after school.

Administrative Options for Secondary Students (Grades 6-12)

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

INTERMEDIATE OFFENSES – CLASS II

- 2.01 Defiance of School Board employee’s authority**
Any verbal or non-verbal refusal to comply with a lawful direction or order of a School Board employee
- 2.02 Use or possession of tobacco products, including e-cigarettes and similar such devices**
Electronic cigarettes referred to as e-cigarettes or hookah pens are an electronic nicotine delivery system designed to mimic smoking a cigarette. These items may be considered look-alike drugs and drug paraphernalia. The FDA states that e-cigarettes are subject to regulation under the Food, Drug, and Cosmetic Act (FDCA). Students may not solicit, use, or possess on their persons or in their vehicles e-cigarettes, any other nicotine or smoking devices, or related products. Violations will be handled in the same way as all other alcohol, tobacco and drug violations
- 2.03 Simple assault on a School Board employee**
The intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, the performance of some act which creates a well-founded fear in the other person that such violence is imminent.
- 2.04 Battery upon students (fighting)**
Mutual Participation in a fight. If aggressor is clearly defined, his/her punishment will be moved directly to the second consequence for Grades 3-12.
- Disciplinary Actions for Fighting:
Grades 3 – 5
-1st Offense- 3 days Out Of School Suspension
-2nd Offense- Alternative Placement- 10 Days
-3rd Offense- Alternative Placement- 30 Days
- Grades 6 – 12
-1st Offense- Alternative School- 30 Days
-2nd Offense- Alternative Placement- 45 Days
-3rd Offense- Expulsion Recommendation
- 2.05 Vandalism**
Intentional and deliberate action resulting in injury or damages of less than \$200 to public property or the real personal property of another
- 2.06 Stealing – Larceny – Petty Theft – Gambling—Cheating**
The intentional, unlawful participation in gambling activities involving amounts less than \$100. Stealing tests, gradebooks, falsifying records, communicating answers or trying to gain unfair advantage for the purpose of improving grades
- 2.07 Pushing or Shoving**
Intentionally and deliberately pushing or shoving another student in an aggressive fashion but stopping short of a full fight and stopping the aggressive behavior immediately when directed by a school official
- 2.08 Possession of stolen property with the knowledge that it is stolen**
- 2.09 Threats – Extortion**
Verbally or by written or printed communication, or by use of a weapon or facsimile of a weapon or any device which could be mistaken for or interpreted as a weapon, maliciously threatening an injury to the person, property, or reputation of another, with the intent to extort money of any pecuniary advantage whatsoever, or with the intent to compel the person so threatened or any other person to do any act or refrain from doing any act against his or her will. Note: Completion of the threat, either by the victim’s complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense.
- 2.10 Trespassing**
Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited and is warned by an authorized person to depart and refuses to do so.
- 2.11 Use of obscene manifestations/language, racial remarks, and/or instigating a disruptive situation or provoking other students by using verbal/written language or gestures directed toward another person (s)**
- 2.12 Directing obscene or profane language or racial remarks to a School Board employee**
- 2.13 Leaving class or campus without permission, or skipping school**

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- 2.14 Unsolicited written or verbal proposition to engage in sexual acts**
- 2.15 Possessing and/or igniting fireworks, firecrackers, or smoke bombs**
- 2.16 Harassment to include one student hitting another but stopping before fighting between the two individuals**
- 2.17 Speeding (exceeding any posted campus speed limit), reckless driving or failure to observe all traffic laws and local school regulations**
- 2.18 Any misuse of computers**
Students are to use only their passwords and keep their passwords confidential. Students are to use only the computer programs to which they are assigned. If a student is doing research for a school assigned paper or project they are to only use the internet sites related to their topics or subjects. Students are only to access their email when it is in relation to their school work. Students are not to insert any flash drive or external device or a disc without the permission of the media specialist/teacher/paraprofessional.
- 2.19 Cameras, pocket pagers and/or cellular phones**
See Digital Devices Including Cell Phones on page 24. See ECS Student Acceptable Use Policy for Technology for terms of required use and internet safety policy.
- 2.20 Open disrespect of a School Board employee**
- 2.21 Forgery of school documents, parent signature, doctor excuses etc.**
- 2.22 Sexual Harassment**
Any sexual advances, request for sexual favors, use of vulgar or sexually explicit verbal or written comments, gestures or conduct, obscene or sexually explicit pictures, sexually oriented “kidding,” teasing, or practical jokes directed toward another person or offensive to a third party observer.
- 2.23 The wearing or displaying of colors or clothing, making hand signals or body gestures, and/or using verbal language or chanting that would suggest gang affiliation**
Students will be assigned to Out of School Suspension for a minimum of one day, and fifteen days at Alternative Placement (6-12) or other Class II Administrative Options.
- 2.24 Possession or use of prescription medications (excluding narcotics/controlled substances), over-the-counter medications, inhalants or aerosol sprays. Distribution of any of these substances will qualify as a Class III for Drugs.**
- 2.25 Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances**

DISCIPLINARY ACTION/INTERMEDIATE OFFENSES –CLASS II

Administrative Options for Elementary Students (Grades K-5)

1. Parental or guardian contact and disciplinary action
2. In-School Suspension
3. Suspension for one (1) to three (3) school days
4. Alternative Placement
5. Recommendation for expulsion

Administrative Options for Secondary Students (Grades 6-12)

1. Appropriate disciplinary action which may include referral to Juvenile Court
2. Assignment to In-School Suspension (1 to 7 days) or Alternative Placement
3. Parking privileges at Eufaula High School will be revoked, and parent/guardian/emergency designee must sign their child into and out from school with the ISS teacher each day
4. Suspension (1 to 10 days)
5. Recommendation for Expulsion

Special Education Students

The Principal/Designee may consult with the Special Education Teacher regarding effective discipline procedures when a Special Education student commits a Class II violation. If these actions are not effective, the Principal/Designee may initiate procedures to have the student’s IEP Committee address the behavior problem. The IEP Committee will decide if the violation was related to the area of disability and will decide the appropriate action to be taken. All revisions to the students IEP must be documented within the current IEP. Only the IEP Committee may change a Special Education student’s placement and only after proper notice to the parent(s) or guardian. Consideration must also be given to the protections and rights afforded to 504 students under both federal and state law.

MAJOR OFFENSES – CLASS III

3.01 Drugs

The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any narcotic, controlled substance, alcoholic beverage or equipment used for preparing or taking drugs or narcotics. This includes being under the influence of or possessing drugs, alcoholic beverages or possessing substances represented as drugs on school transportation, at school sponsored events, or on school property. This also includes any prescription or over the counter medication if abused or distributed by any student. Possession means on your person, in your property, locker or vehicle.

3.02 Arson

The willful and malicious burning of any part of Board property

3.03 Assault upon a Board employee

The unlawful and intentional touching or striking of a Board employee against his or her will, or the intentional causing of bodily harm to a School Board employee

3.04 Robbery

The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault, and instilling the fear of same

3.05 Stealing – Larceny – Grand Theft

The intentional unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession or custody of another

3.06 Gambling

The intentional unlawful participation in gambling activities involving amounts of more than \$100

3.07 Burglary of school property

Entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public

3.08 Criminal mischief

Willful and malicious injury or damages at or in excess of \$200 to public property or to real or personal property belonging to another

3.09 Possession of firearms

Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device. Expulsion minimum of one year if student is found to be in violation of this major offense. (See Gun-Free Schools Act page 31).

3.10 Discharging of any pistol, rifle, shotgun, airgun or any other device

3.11 Possessions of weapons

Possession of weapons: (possession means on your person, in your property, locker or vehicle) Weapons include but are not limited to the following:

1. A firearm, or any other device from which a projectile is discharged by explosive powder
2. A realistic replica of any firearm
3. Air gun, blank gun (starter's pistol), gas operated gun
4. Explosive device of any type including but not limited to fireworks or ammunition
5. Knife, irrespective of the blade length, or any other item that utilizes a razor blade or other blade, replacement or fixed; or metal fingernail file
6. Numchucks (nunchaku), throwing stars, fighting claws or other weapons utilized in martial arts
7. Any device capable of discharging a projectile of any kind
8. Any other object not specifically listed which is primarily meant and adapted for attack and for the infliction of injury

Use of cutting devices are allowed when issued by a teacher for classroom use such as biology, art, etc., and is used under the strict supervision of the teacher.

3.12 Bomb threats

Any such communication(s) concerning School Board property which has the effect of interrupting the educational environment

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- 3.13 Explosives**
Preparing, possession or igniting explosives on School Board property
- 3.14 Sexual acts**
Acts of sexual nature including but not limited to, battery, intercourse, attempted rape, or rape
- 3.15 Aggravated battery – Serious fight**
Intentionally causing bodily harm, disability or permanent disfigurement; use of deadly weapon; any significant physical conflict in which injury occurs or fighting continues after being warned to stop by a school Board employee. Fighting is a violation of the Code of Alabama 13A-11-7 and is considered disorderly conduct. Students guilty of this type of fighting will be Out of School Suspended for three days and assigned to Alternative Placement for a minimum of forty-five (45) days, followed by a report being filed with the Eufaula Police Department and a referral to the Juvenile Court authorities or other Class III Administrative Options.
- 3.16 Inciting or participating in major student disorder**
Leading, encouraging or assisting in (major) disruptions which result in destruction or damage of private or public property or personal injury to participants or others
- 3.17 Unjustified activation of a fire alarm system**
- 3.18 Offensive touching of another person**
- 3.19 Open defiance of a teacher or Board employee**
A contemptuous opposition or disregard of an order of instruction from a school board employee or others having legal authority (policeman, fireman) openly expressed in words or actions. This conduct substantially disrupts the orderly conduct of a school function or is behavior that substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others.
- 3.20 Any gross abuse of computers or computer programs** - Students are not to take any parts of a computer or damage a computer in any way. Students are not to use computers to bully or threaten any individual or entity. Students are not to misrepresent themselves when using a computer.
- 3.21 Possession of gang paraphernalia or insignia, writing gang insignia on personal or school property, exhibiting threatening, hostile, or bullying behavior, etc.** Students will be recommended for expulsion and/or three days OSS and thirty days at Alternative Placement (6-12).
- 3.22 Any sexual harassment that is a violation of the Code of Alabama**
- 3.23 Assault** - Attempt to cause physical injury to another person without provocation, and without “victim’s” retaliation
- 3.24 Terroristic Threats**
A person commits the crime of making a terrorist threat when he or she threatens by any means to commit any crime of violence or to damage any property by doing any of the following:
(1) Intentionally or recklessly:
A. Terrorizing another person.
B. Causing the disruption of school activities.
C. Causing the evacuation of a building, place of assembly, or facility of public transportation, or other serious public inconvenience.
- 3.25 Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances**

DISCIPLINARY ACTION/MAJOR OFFENSES – CLASS III

Administrative Options for Elementary Students (Grades K-5)

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

Administrative Options for Secondary Students (Grades 6-12)

1. Immediate suspension
2. Referral to law enforcement
3. Investigate to see if expulsion is warranted
4. Expulsion recommendation
5. Expulsion of a minimum of one year if student is found to be in violation of 3.09 Possession of Firearm.
6. If expulsion not warranted, long term Alternative Placement. (A transition conference with the principal is required before returning from Alternative Placement.)

Special Education Students

When a Special Education student is alleged to have committed a Class III violation, the student may be suspended from school for no more than 10 days in a school year. Within the ten-day time frame the IEP Committee shall convene to determine if the student committed the violation, the proper classification of the violation, and whether severe personal injury or extensive property damage was involved. The Individualized Education Program Committee, under the leadership of the IEP Team, will then decide if the violation was a manifestation of the disability and will decide the appropriate action to be taken to address the consequences of the violation. The IEP Committee may recommend placement in an alternative setting. However, absent the presence of a dangerous weapon or drugs, in no case may a special education student be excluded from school in excess of ten (10) days without the IEP Committee convening to address the behavioral issue. Any changes in the student's educational program or changes in placement must be decided by the IEP Committee.

EUFULA CITY SCHOOLS BUS DISCIPLINE PROCEDURES

Transportation

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

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

Class I Offense/Minor

- Any Class I minor offense

Class I Administrative Options

- Principal/Student conference – Warning
- Principal/Student/Parent conference – 3 days suspension from riding bus
- Principal/Student/Parent conference – 6 days suspension from riding bus
- Principal/Student/Parent conference – 12 days suspension from riding bus
- Management Plan—to be developed with Transportation Supervisor, Principal (or his/her designee), parent/guardian and student

Class II Offense/Intermediate

1. Refusing to obey driver
2. Fighting (see section 2.04 Class II Offenses) - In addition to Class 2.04 fighting dispositions, full semester bus suspension for riding the bus for first fight. Any additional infractions of fighting will result in the student being permanently suspended from riding the bus.
3. Profanity
4. Throwing objects
5. Damaging or defacing bus
6. Refusal to identify self
7. Lighting matches
8. Smoking on bus
9. Spitting
10. Pushing (2.07)
11. Tripping
12. Loud talking at a railroad crossing
13. Hanging out of window
14. Harassment (2.16)
15. Any other Class II offense

Class II Administrative Steps

- Principal/Student/Parent conference – 3 days suspension from riding bus
- Principal/Student/Parent conference – 6 days suspension from riding bus
- Principal/Student/Parent conference – 12 days suspension from riding bus
- Management Plan—to be developed with Transportation Supervisor, Principal (or his/her designee), parent/guardian and student.

Class III Offense/Major

1. Possession of firearms or weapons
2. Possession of illegal drugs
3. Serious Fight (3.15)
4. Any other Class III offense

Class III Administrative Steps

- Principal/Student/Parent conference – suspension for riding the bus for a full school year, and follow Class III administrative options in the *Code of Student Conduct*.

Certain acts of misconduct will result in additional punitive action. This action will be decided according to the administrative options for Class I, Class II, or Class III offenses as defined in the *Student Code of Conduct*.

School Bus Suspensions

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

POSSIBLE PROCEDURES AND CONSEQUENCES

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

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

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

Physical Restraint - The principal or his/her designated person(s) (must be trained) has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself, other students, teachers, administrators, parents, guardians or other staff members. This action may be taken when it is necessary to maintain discipline or to enforce school rules. This must be done in a reasonable fashion to protect all parties involved. Law enforcement officials may be called to assist in the enforcement of this action.

Saturday School - Saturday School assignment will be a disciplinary option for middle and high school students for Class I offenses. Saturday School will be 8:00-12:00. Failure to attend Saturday School will be a Class II (2.01) offense.

Writing Assignments - Repetitive writing of sentences as consequence for violating school rules will **NOT** be used. If writing assignments are used as part of consequences, they will be used as a teaching and learning tool. For example, a student may be required to write an essay on discipline or appropriate behavior in the classroom, or he may be required to write a plan to correct his or her behavior.

PROCEDURES FOR THE ADMINISTRATION OF SUSPENSION AND EXPULSION

Authority

The school principal or designee has the authority to suspend students from school for up to ten (10) days without the permission of the Superintendent or designee. Immediate removal of the student from school premises is justified only when his/her presence threatens himself/herself, endangers school property, or seriously disrupts the orderly educational process. If immediate removal is necessary, the parents or guardians must be notified by phone or personally by the attendance supervisor or other school officials. In extreme emergencies, principals are given the authority to call upon law enforcement officials to remove such students. The principal shall advise the Superintendent or designee by phone regarding forced removals and shall follow the oral contact with a written confirmation to the Superintendent or designee.

Notification

Prior to suspension, the student will be made aware of the charges and given an opportunity to respond to them. If the evidence indicates that the student committed the offense warranting suspension, the principal or designee may proceed with the suspension. The school principal shall provide the student with a written statement outlining the reasons for the suspension prior to departure from campus, with copies to the student's parent or guardians and the Superintendent or designee within 2 days stating the reason(s) for such action.

Terms

- While suspended, a student may not attend school functions or enter school property for any reason during or after the school day.
- When a student is suspended, his/her teachers must be notified immediately concerning the date and duration of the suspension. Major tests, projects, research papers, etc. will be allowable when the student returns from suspension.
- A suspended student must comply with the full length of the suspension unless the principal approves an alternative.

Exceptional Students

Provided an exceptional student commits an offense which warrants short-term (up to five (5) school days) suspension, and if the exceptional student has reached ten (10) cumulative days of suspension, then the I.E.P. Committee shall be convened to determine if the offense is related to the exceptionality; if not, the student may be suspended for up to three (3) school days as any other student. If it is determined that the offense is related to the exceptionality, the student shall not be suspended or expelled. Special education students suspended or expelled for more than ten (10) school days shall be provided an alternative educational program.

Readmission

When a student returns to school after the first suspension in an academic year, the readmission must be preceded by a pre- or post-conference with the principal or designee. The conference must include the parents or guardians unless otherwise approved by the principal.

The student is readmitted on approval of the principal or designee and returns to class.

EXPULSION

Expulsion—Expulsion is defined as "the removal of the right and obligation of a student to attend public school under conditions set by the school board." The principal has the final authority to recommend to the Superintendent's office the expulsion of a student.

Administrative Hearing for Expulsion - It is an administrative hearing involving expulsion recommendations will be conducted by the Superintendent and/or his/her designated person(s) to determine whether the expulsion recommendation is valid for presentation to the Board of Education.

The Board may expel a student from school when in its judgment, a student has engaged in a serious rule violation(s). The authority to expel shall be retained solely by the Board. The principal shall make a recommendation to the Superintendent for the expulsion of a student(s) who has violated rules which would warrant such action. Upon conferring with the principal, the Superintendent or designee shall consider the recommendation or require alternative measures. The local school principal may suspend a student pending the outcome of the Superintendent's decision regarding expulsion.

If the Superintendent concurs with the principal's recommendation to expel, the recommendation will be forwarded to the Board by the Superintendent. If a student awaiting an expulsion hearing withdraws from Eufaula City Schools prior to the hearing, the expulsion hearing will still be held.

All due process criteria specified in Board Policy shall be observed in any expulsion proceeding as well as any preliminary steps prior to the hearing.

PROCEDURES AND REGULATIONS

Responsibilities of the Principal

1. Immediately following an incident or violation of school regulations which may result in a recommendation for expulsion by the principal, the principal, upon verbal approval of the Superintendent, is authorized to suspend the student for a maximum of ten (10) school days pending a recommendation of expulsion by the Superintendent at a subsequent Board hearing.
2. The principal shall contact the Superintendent or designee personally or by phone to discuss the suspension and the facts which substantiate recommendation for expulsion. Such facts should be based upon a thorough investigation by the principal. The Superintendent shall inform the principal of his/her concurrence or nonconcurrence with the proposed expulsion recommendation. If the Superintendent does not concur with the principal's recommendations, (1) the student shall be readmitted after the prescribed suspension period, (2) before the subscribed suspension period ends, and/or (3) after completion of alternative placement, based upon mutual agreement of the Superintendent and principal. When there is agreement by both administrators that expulsion proceedings should be initiated, the Superintendent and the principal shall be responsible for notifying the student and parents or guardians of their decision to present the matter to the Board.
3. The principal will immediately notify the student(s) and his/her parents or guardians of the recommendation to present the matter to the Board and the reasons for this action. A reasonable attempt will be made personally to explain to the parents or guardians the circumstances surrounding the recommendation. The principal will confirm the personal notice within two days by certified or registered letter. The letter should contain statements regarding the offense, the date, and location of the alleged rule violation(s).

Responsibilities of the Superintendent

1. The Superintendent or designee may concur or reject the recommendation of the principal. If the Superintendent or designee rejects the recommendation, the student shall be readmitted to school upon completion, of the prescribed suspension period or before, based upon mutual agreement of the Superintendent and principal. The Superintendent or designee shall request an immediate conference with the parents or guardians and the student. In such case, the school principal or designee shall attend such conference. Prior to the conference, the Superintendent or designee shall notify the school principal, the student, and parents or guardians about the conference and confirm the notification by registered or certified mail. The personal and written notification shall inform them of the rule violation(s) which could cause possible expulsion and to request the student and parents or guardians to attend the conference scheduled within 4 days of the suspension.
2. During the conference, the Superintendent or designee may discuss with the student and parents or guardians whether a mutually agreeable alternative to expulsion is appropriate.
3. Following such conference, if it is deemed by the Superintendent or designee that expulsion proceedings should continue, he/she shall be responsible for implementing the following notification procedures:
 - A. The Superintendent or designee will provide written notice by registered or certified mail to the student and parents or guardians that a student disciplinary hearing to consider expulsion has been recommended to the Board and that hearing will be conducted within ten (10) school days of the initial suspension. This letter should be mailed at least three (3) to five (5) school days prior to the date set for the Board hearing. The notice will state the exact time, place, and date of the hearing and advise the student and parents or guardians that the student has a right to attend the hearing; to be represented by some other person; to present witness and testimony to the Board, to ask questions of any witnesses presenting evidence to the Board or about any matters at the hearing.
 - B. The notice should inform the student and parents or guardians that their intention to present matters at the hearing must be made known to the Superintendent within three (3) school days after receipt of notice, and that failure to express their desire to do so within the prescribed period of time will waive their right to present such matters. The Board may waive this three (3) school-day requirement if excuses or failure to comply are reasonable.
 - C. If a hearing is unable to be held within the prescribed 10 day period, the student shall be referred to the Alternative Placement until a hearing date can be arranged by the Superintendent that is acceptable to all parties.
4. The Superintendent shall personally or by letter inform each Board member of the recommendation to have a hearing to consider expulsion as soon as possible after the suspension.

Responsibilities of the Board

1. The Board will first allow the Superintendent, principal, and any witness requested by the Superintendent to present testimony relevant to the findings which resulted in the hearing. After the Superintendent, school officials, or other witnesses have presented testimony, the student will be permitted to question them concerning their statements and testimony. Testimony and cross-examination of witnesses should not exceed one hour.
2. Upon completion of the presentation by the Superintendent and witnesses, the student will be allowed to present matters relevant to the student's proposed expulsion. This would include the right to testify and call witnesses on the student's behalf. Presentation of evidence, testimony, and cross examination by the student should not exceed one hour.
3. The Board and Superintendent will then excuse all parties concerned to discuss the evidence presented against and for the student. Upon reconvening, the Superintendent shall recommend the formal action deemed appropriate and just. The Board will vote and authorize notification of interested parties within forty-eight (48) hours of the action taken. Such notification will specify the terms of any expulsion.

Exceptional Students

Provided an exceptional student warrants expulsion, said student's I.E.P. Committee shall be convened to determine if the offense is related to the exceptionality; if not, the student may be expelled but shall be provided an alternative educational program by the School System. If it is determined that the offense is related to the exceptionality, the student shall not be expelled.

Terms

- Expelled students will lose academic credit if passing grades are not maintained; based on the combined judgments of the teacher(s) and principal
- A student may not participate in extra-curricular or other school activities during the period of the expulsion.
- A student may attend extra-curricular activities after school hours that are described as public activities. Public extra-curricular activities are defined as those activities for which a fee or charge is collected. While attending those activities, the student must abide by all regulations regarding the events. Any student who is expelled from school cannot visit or otherwise be in attendance on any school campus in the School System during the School day (7:30 a.m. – 4:30 p.m.) while expelled from school.

ASSIGNMENT TO ALTERNATIVE SCHOOL

When students are assigned to Alternative School they will go through an intake process. The process will involve the parent/guardian and student meeting with Mr. Zane Johnson. Mr. Johnson will review procedures and rules that govern Alternative School. The parent/guardian and student will sign stating that they have read the guidelines that are in place at Alternative School and understand the expectations. The intake will take place at 7:45 a.m. Assignment to the Alternative School will be based on violation of the Code of Student Conduct. The Code of Student Conduct is divided into three classes: Class I, II, and III violations. Specific guidelines and procedures for the Alternative School will be provided to students and parents/guardians during the intake meeting. Other general information is as follows:

Location:

333 State Docks Road, west end of front wing

Transportation:

Parents/Guardians are responsible for transporting students to and from Alternative School each day. Parents/Guardians or emergency contacts are required to sign students in and out each morning and afternoon of their assignment. Adults signing students in and out must be 21 years of age or older and must be on the parent/guardian emergency contact list with the home school.

Rule Violations:

Violations of the *Code of Student Conduct* at the Alternative School may result in extra days of assignment and/or possible referral to Juvenile Court.

School Hours:

The hours of operation will be 8:00 a.m. to 3:00 p.m.

Breakfast and Lunch:

Students may purchase breakfast and/or lunch prepared by the lunchroom, bring their own lunch, or receive their free or reduced lunch. Students should bring the correct change for their breakfast and/or lunch. Students may bring a snack to be eaten during breaks. Students are not allowed to bring fast food, catered meals, large bags of chips, cookies, drinks, candy, gum, etc.

Materials:

Students assigned to the Alternative School are required to bring materials as designated by instructor.

Attendance:

Students are required to attend Alternative School daily. If a student is absent from Alternative School, he/she will be required to present an excuse from the parent/guardian to the administrator on duty. If a student is out more than ten days, he/she will be required to bring a doctor's excuse and will be referred to Juvenile Court.

Parental Responsibility:

Parents/Guardians are responsible for their child's behavior and attendance as specified in Alabama Code 16-28-2.2 passed by the Alabama Legislature.

Safety:

Students assigned to Alternative School will be screened daily with a metal detector to provide a safe and secure environment.

SECTION III DRESS CODE

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

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

The School Administration will judge the appropriateness of any “fad” or questionable article of apparel. Special consideration will be given for elementary students as defined in the schools’ student handbook.

A. HEALTH AND SAFETY

- Shoes must be worn.
- Jewelry that creates a hazardous condition shall not be worn. (Studded bracelets, etc.)
- Students will not wear dark glasses inside the school building, unless required to do so for medical reasons pursuant to doctor’s written orders.
- Body piercing jewelry is restricted to ears only for boys and girls.
- Hairstyles should be neat and appropriate. Extreme styles and coloring as determined by the Administration will not be allowed.

B. COMMON COURTESY

- No hats, caps, or hoods of any type are to be worn inside the building unless they are a part of an ROTC uniform. No bandannas or head coverings will be worn. (This includes but is not limited to sweatshirt/jacket hoods.)

C. DECENCY AND MODESTY

- All students must wear shirts, blouses, or dresses with a collar or with a non-revealing neckline, such as crew neck, jewel neck, or boat neck. Low cut, open back, bare midriff or clothing that allows the midriff to be exposed, are not permitted.
- Male students must wear sleeved garments. Female students may wear sleeveless garments which adequately cover undergarments. Spaghetti and/or thin-strapped shirts may be worn only if over another T-shirt or if covered by a blouse with sleeves. Only sleeveless blouses or dresses in which the shoulder is fully covered from the base of the neck to top of arm will be considered acceptable.
- Holes above the knees in jeans or pants will not be allowed.
- Shorts, skirts, and dresses must be midhigh or below. Leggings, or other similar garments (i.e., jeggings), must be paired with shorts, a skirt, or dress that is no more than midhigh or below.
- Pants must be worn securely above the hips. A belt will be required for pants with belt loops. (A belt will not be required at the Primary School).
- Proper undergarments must be worn with all clothing.
- No decals, slogans, or sayings (including lewd or vulgar) on clothes that contain references to illegal or immoral behaviors are allowed. Decals, slogans, or sayings that advertise alcohol, alcoholic beverages, illegal drugs, or tobacco products are not allowed.
- Athletic sportswear will be allowed during the school day. Garments with draw strings must be tied.
- No costumes allowed except when approved as a school sponsored activity. Pajamas will not be allowed.

Any student who fails to dress appropriately will not be allowed to attend class until proper clothes can be secured. If necessary, parents will be called to bring clothes to school. Until proper clothing can be secured, the student will be referred to In-School Suspension and will be responsible for all classwork missed. Nonconformity to the dress code is a Class I offense of the *Code of Student Conduct*.

**SECTION IV
STUDENT POLICIES**

ALCOHOL/DRUGS

It shall be the policy of the Board that no student shall use, be under the influence of, or have in possession any alcoholic beverage, marijuana, hallucinogenic drugs, narcotics of any kind, or any substance, other than prescription drugs specifically prescribed for the students, which may alter behavior.

The above policy shall apply in or on school properties during the regular school day and to all school sponsored activities.

The regular school day is defined as the normal hours schools are open to students for instructional purposes. The regular school day begins for students at the time of arrival on the respective school premises (school-owned property, school buses, parking lots, etc.). The school day ends for students upon departing school premises (school-owned property, school buses, parking lots, etc.). A school activity is defined as any activity (play, athletic event, recital, etc.) under the sponsorship and supervision of a school or the School System.

The administration will make arrangements to cooperate with the local, state, and federal narcotic officers in the detection, prevention and prosecution of any and all possible violations. All local school principals are instructed to cooperate in accordance with law enforcement agencies and are to report to them any and all information that would be considered beneficial in their efforts to control illegal drug use.

Students violating this policy may be subject to punishment by law and/or disciplinary action by appropriate school officials.

Certified school personnel shall organize and maintain programs of education designed to make students fully aware of the hazards of alcohol and drugs.

ANTI-HARASSMENT POLICY

Section 1. Harassment, Violence, and Threats of Violence Prohibited.

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanctions.

Section 2. Definitions.

- (a) The term "harassment" as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3(b) below. To constitute harassment, a pattern of behavior may do any of the following:
- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
 - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
 - Have the effect of substantially disrupting or interfering with the orderly operation of the school.
 - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- (b) The term "violence" as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- (c) The term "threat of violence" as used in this policy means as expression of intention to inflict injury or damage that is made by a student and directed to another student.
- (d) The term "intimidation" as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.

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- (e) The term “student” as used in this policy means a student who is enrolled in the Eufaula City School System.
- Section 3. Description of Behavior Expected of Students.
- (a) Students are expected to treat other students with courtesy, respect, and dignity and comply with the *Code of Student Conduct*. Students are expected and required (1) to comply with the requirement of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- (b) Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions of the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:
- The student’s race;
 - The student’s sex;
 - The student’s religion;
 - The student’s national origin; or
 - The student’s disability.

Section 4. Consequences for Violations.

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

Section 5. Reporting, Investigation, and Compliant Resolution Procedures.

- (a) Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor’s office. The complaint must be signed by the student alleging the violation or by the student’s parent or legal guardian and delivered to the principal or the principal’s designee either by mail or personal delivery. At the request of the complaining student or the student’s parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.
- (b) Upon receipt of the complaint, the principal or the principal’s designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or principal designee determines that the complaint alleges a serious violation, the principal or principal designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigating establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.
- (c) Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the *Code of Student Conduct*. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the *Code of Student Conduct*.
- (d) The complaint form developed to report violations of this policy will include a provision for reporting a threat of a suicide by a student. If a threat of a suicide is reported, the principal or the principal’s designee will inform the student’s parent or guardian of the report.

Section 6. Promulgation of Policy and Related Procedures, Rules, and Forms.

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents, and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Eufaula City Schools Web site.

RESIDENCY STATEMENT

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

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

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.

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

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

OTHER ATTENDANCE INFORMATION

- All other absences are considered to be unexcused.
- Students have three days for each excused day to make up work.
- A doctor excuse is required after ten days of absences (unless extenuating circumstances arise and are approved by administration).
- A note must be brought within three days of returning from an absence or the absence will be unexcused. Students should request make-up assignments for each absence.
- Kindergarten students who accumulate more than twenty absences (excused or unexcused) in one school year may be withdrawn from class for the remainder of the school year.
- Students in grades 1-12 who accumulate more than ten unexcused absences per semester in any academic year may be denied promotion.

ATTENDANCE MATTERS

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

Pull attendance and tardy reports weekly

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

At 10 absences which have been excused by 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.

Step 1

- At 3 unexcused absences a letter will be sent to the parent/guardian informing them of the ECS attendance policy (this policy will include the Alabama law) and will inform the parent/guardian of the potential issue.
- This letter will be generated in INOW and will be available to view under the student's truancy profile.
- Any conversation had with the student and/or parent will be documented in INOW as well.

Step 2

- At 5 unexcused absences a letter is sent to the parent/guardian informing them there is an attendance violation.
- The parent/guardian **will** come in for a meeting with the designated site administrator.
- Parents who do not call to schedule an appointment will be contacted (2 attempts) to schedule a meeting.
- This letter will be generated in INOW and will be available to view under the student's truancy profile.
- Any conversation had with the student and/or parent will be documented in INOW as well.
- Every effort will be made to conduct a home visit for parents/guardians who do not meet with the school administrator.

Step 2 continued

- Meeting Goal:
 - ⇒ Fact finding
 - ⇒ Parent/guardian and student will sign a truancy pre-referral form that will be completed by the building administrator
 - ⇒ The pre-referral form will be sent to the ECS Truancy Officer
- Students who do not have any additional unexcused absences will be monitored by the ECS Truancy Officer for the remainder of the school year and the following school year.

Step 3

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

Step 4

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

Step 5

- The ECS Truancy Officer will conduct a home visit.
- At this visit the parent/guardian will be served with a 3-day notice of non-compliance which is required in order for charges to be filed. *Authority: Code of Alabama (1975) §16-28-16*

Step 6

- Court Petition

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

AUTOMOBILE USE

Students driving cars to school must park them in the approved student parking spaces. Students are not to sit in parked cars after arriving on campus. Cars are not to be moved during the school day without administrative approval. All cars should be locked after arriving in the morning.

Students in middle school will not be permitted to drive cars to school.

PLAGIARISM / ACADEMIC DISHONESTY

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

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

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

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

DANGEROUS WEAPONS

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

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

DUE PROCESS

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

The Informal Process

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

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

The Formal Process

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

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

Formal Process for Exceptional Students

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

DIGITAL DEVICES INCLUDING CELL PHONES

The Eufaula City Schools policy on digital devices is designed to ensure that they do not interfere with teaching and learning during the school day. Eufaula City Schools will not be responsible for personal or assigned digital devices.

1. Students are permitted to use digital devices before entering the building on a school day and after exiting the building at the end of a school day.
2. The use of digital devices for unspecified purposes not approved by administration is not permitted during the school day or in the building at any time unless prior approval has been granted by the teacher and principal.
3. They should be stored in a secure location if they are not being used for instructional purposes.
4. Students participating in field trips, extracurricular activities, and athletic events must get permission from their coach or sponsor for using a cell phone after school hours or on after-school bus trips.
5. At all times, the use of a digital device for photo and/or video purposes is strictly forbidden in private areas, such as locker rooms, restrooms, dressing areas, classrooms, and office. When necessary, these violations may be treated as Class II or Class III offenses. Such use may be in violation of the criminal Code of Alabama.
6. Parents should continue to call the school for any emergency situation.
7. Students are not to bring electronic devices into a classroom where standardized testing is taking place. Teachers will collect any student electronic devices in classrooms where standardized testing is occurring. Phones will be returned in accordance with school policy.
8. Possession of a digital device by a student is a privilege, which may be forfeited by any student not abiding by the terms of this policy.
9. **Students shall be personally and solely responsible for the security of their digital devices. The Eufaula City School System shall not assume any responsibility for theft, loss, or damage to a device, or unauthorized calls made on a device.**
10. Upon request by a staff member, student must relinquish the electronic device immediately. Refusal to do so will be considered defiance and coded as a Class II offense.

MEDIA RELEASE - Unless the school is notified in writing to the school principal, by the parent/guardian stating otherwise, students may be photographed or videoed, and pictures may be used for public relations purposes through commercial print, television media, Internet and/or system media productions. Students' names may also be listed in commercial print, television media, the Internet and/or system media productions. For questions regarding this procedure, contact the school principal. (A consent form can be found at the end of this handbook)

VIOLATIONS OF DIGITAL/ELECTRONIC DEVICES

The Eufaula City Board of Education respects parent wishes for their child to bring a digital device to school. However, all digital devices brought to school must be stored appropriately. The school is not responsible for attempting to recover lost or stolen devices. Students whose digital devices contain any illegal or inappropriate material may be subject to the appropriate school consequences, as well as possible legal consequences. When a student violates the school system guidelines for digital devices, the individual's device will be confiscated and consequences applied as outlined in the Code of Student Conduct.

- 1st Offense: Warning and Parents will be notified.
- 2nd Offense: Device will be confiscated until parents pick up the device.
- 3rd Offense: Class II Violation (2.01).
- Additional Offenses: As determined by Code of Student Conduct disciplinary guidelines.

With regard to incidents that occur during the administration of a state mandated test, the Alabama State Department of Education has stipulated that:

(1) the possession of a digital device is strictly prohibited during the administration of a secure test; (2) when a digital device is discovered during the administration of a secure test, the device will be confiscated, and subject to a search; and (3) if it is determined that the device was used during the administration of a secure test, the student's test will automatically be invalidated. Visual or audible possession of a digital device will result in the device being confiscated. Once confiscated, school administrators are required to investigate the incident and determine if the device has been used by the student to cheat, or for some other unpermitted purpose. If the device is a "smart phone," the device should be turned off immediately after the search to help prevent a potential remote access data wipe. When the investigation of the incident is completed, the local school must notify the school district's supervisor for the testing and complete a testing irregularity report in accordance with the Alabama Department of Education. The return of the student's digital device, as well as the assignment of any school disciplinary consequences, will be in accordance with school system procedural protocol.

EQUAL EDUCATION OPPORTUNITY STATEMENT

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.

EXCEPTIONAL STUDENTS PROGRAM

The Board authorizes the Superintendent to prepare and maintain a comprehensive plan for the development and implementation of individual instructional programs for all exceptional children of school age residing within the school district who are in need of specialized assistance.

The Superintendent shall be instructed to include within this plan procedures which fully comply with the equal protection and due process clauses of the U.S. Constitution as these relate to identification, testing procedures relative to assignment, actual assignment and instruction, and other legal aspects concerning exceptional children.

All development and implementation procedures shall comply with specified State and Federal statutes concerning education programs for exceptional children.

The Board is required to provide free appropriate public education for all eligible children with disabilities, ages 3 through 21 years, inclusive, in accordance with the Individuals With Disabilities Education Act, Section 504 Of The Rehabilitation Act of 1973, the Americans With Disabilities Act and all amendments thereto.

FREE SPEECH/EXPRESSION

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

Student responsibilities in this area are:

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

Student rights are:

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

GRADES

A grade report for the purpose of communicating an evaluation of student progress to the student and his/her parent(s)/guardian(s) shall be issued at least four (4) times during the scholastic year to all students enrolled in grades K-12. All grade reports used by the Eufaula City Schools shall be approved by the Superintendent.

Grade Reports shall be sent home by students each nine (9) weeks as defined by the annual school calendar. Grade Reports are not to be altered or reproduced in any manner by students. Violation of this policy by students will result in disciplinary action by school officials. Any corrections needed on Grade Reports shall be made by the teacher responsible for the specified Grade Report.

PROBLEM SOLVING TEAMS (PSTs)

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

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

Team members should include, as appropriate:

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

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

Simply put, RTI involves:

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

JURISDICTION OF THE BOARD OF EDUCATION

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

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

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

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

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

METAL DETECTORS

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

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

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

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

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

RACIAL, SEXUAL, RELIGIOUS, AND ETHNIC HARASSMENT 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 refers to unwelcome and unwanted behavior related to sex, race, religion, or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry, unsafe, or upsets the recipient to the point that he/she cannot learn, cannot teach, or be effective at school or at his/her job.

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

If a staff member or student feels 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 his/her principal. If the principal is not available, the complaint may be filed with the Assistant Superintendent by calling 687-1100.

SEARCHES BY SCHOOL OFFICIALS

School Property

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

Individuals

School officials (school principal or designee only) may make searches of a student and attendant personal belongings if there is reasonable suspicion to believe that the student is carrying articles that may endanger other individuals in the school or that such articles possessed are contrary to law or the regulations of the Board. If a student is searched, it shall be in private by a school official of the same sex with a certified staff member of the same sex present. Any such action shall not deliberately be intended to embarrass, harass, or intimidate the student.

Vehicles

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

By Law Enforcement Officials

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

STATE DEPARTMENT OF EDUCATION CRITERIA FOR INTERVENTION FOR DISCIPLINE AND SAFETY

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

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

STUDENT ACTIVITIES AND CLUBS

The participation in school-related activities is an important part of each student's educational and developmental process. Activities shall be encouraged and well-planned, and should not interfere with the regular academic program. School sponsors are required to submit a request for each extra 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.

Student activities shall be governed by these organizations' eligibility requirements, state requirements, local school requirements, and applicable policies of the Board.

Rules for Student Activities and Clubs:

- Clubs and activities must be open to all students. If a student qualifies, he has the right to join.
- They cannot interfere with instructional activities.
- They cannot haze club members.

The Code of Alabama 16-1-23 defines hazing as follows:

1. Any willful action taken or situation created, whether on or off any school, college, university, or other educational premises, which recklessly or intentionally endangers the mental or physical health of any student, or
2. Any willful act on or off any school, college, university, or other educational premises by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results to such student as defined in this section.
3. The term hazing as defined in this section does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. The term hazing does not include punishment administered by officials or employees of public schools when in accordance with policies adopted by local boards of education.

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- Meetings must be held on the school grounds except for special meetings or events which are approved by the administration.
 - The faculty sponsor has to be at all meetings.
 - All money collected by the student club must be handled through the school. All School Board policies or rules must be followed.
 - All clubs shall have a constitution.

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

The Board of Education recognizes that a shared responsibility exists between school officials and public safety authorities for maintaining an orderly and safe environment for students and others who attend school related activities. To that end, the Board of Education reserves the right to deny access to school-related activities to anyone, either student or others, who in the opinion of the school officials and/or the public safety authorities constitute a risk to the safety or security of those attending the activity.

STUDENT GOVERNMENT

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

Student responsibilities are:

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

Student rights are:

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

STUDENT GRIEVANCES

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

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

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

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

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

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

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

STUDENT HEALTH SERVICES

“School nursing is a specialized practice of professional nursing that advances the well-being, academic success, and life-long achievement of students. To that end, school nurses facilitate positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self-management, self-advocacy, and learning.” - National Association of School Nurses

STUDENT PUBLICATIONS

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

Student responsibilities are:

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

Student rights are:

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

STUDENT RECORDS

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

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

Access to records will be granted within a reasonable length of time, not to exceed 45 days. A fee, to be determined by each school, may be charged for copies of records. One transcript will be provided to a college, university, or other post-secondary institution free of charge. Subsequent transcripts shall be provided for a fee determined by the high school Principal. Eufaula City Schools shall keep a record of every person who has requested or obtained access to a student's records. The access record shall specifically indicate the legitimate interest of each person. The access record shall be available only to parents and school officials responsible for the custody of student records and auditing and enforcement officials.

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

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

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

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

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

SURVEILLANCE CAMERAS

Surveillance cameras and video tapes may be used in disciplinary procedures within the jurisdiction of the Board of Education.

VISITS BY LAW ENFORCEMENT AGENCIES

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

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

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

SECTION V LAWS RELATING TO EDUCATION

GUN-FREE SCHOOLS ACT

The Gun-Free Schools Act of 1994 requires all school boards of education to have a policy and procedure for the expelling of students for a period of one year who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school sponsored functions. Students who are expelled for violation of this Act shall not be allowed to attend regular school classes in any public school in the State during the expulsion period. Discipline of students with disabilities who violate firearm possession policies should be in accordance with the requirements of Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act.

In compliance with the Gun-Free Schools Act of 1994 (GFSA) it is the policy of the Eufaula City Board of Education that any student determined to have brought a weapon to school as defined in Section 921 of Title 18 of the United States Code shall be expelled from the regular school program for a period of not less than one year.

Weapons as defined by Section 921 of Title 18 of the United States Code include:

1. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
2. the frame or receiver of any weapon described above
3. any firearm muffler or firearm silencer
4. any explosive, incendiary, or poison gas
 - (a) bomb
 - (b) grenade
 - (c) rocket having a propellant charge of more than four ounces
 - (d) missile having an explosive or incendiary charge of more than one-quarter ounce
 - (e) mine
 - (f) similar device
 - (g) any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may be readily assembled.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

5. FERPA requires that Eufaula City Schools with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Eufaula City Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Eufaula City Schools to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

NOTE: If a parent does not want Eufaula City Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the school office within ten days of receipt of this booklet to take his/her child’s name off the directory list. Eufaula City Schools has designated the following information as directory information:

- | | |
|--------------------------|---|
| -Student’s name | -Participation in officially recognized activities and sports |
| -Address | -Weight and height of members of athletic teams |
| -Telephone listing | -Degrees, honors, and awards received |
| -Electronic mail address | -The most recent educational agency or institution attended |
| -Photograph | |
| -Date and place of birth | |
| -Major field of study | |
| -Dates of attendance | |
| -Grade level | |

THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of—*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect, upon request and before administration or use—*
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Eufaula City Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing, sales, or other distribution purposes. Eufaula City Schools will directly

notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Eufaula City Schools will also directly notify parents and eligible students, such as through the Code of Student Conduct, U.S. Mail, or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in :

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible student who believe their rights have been violated may file a complaint with:

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

PARENTAL RESPONSIBILITY (ACT 93-672; Alabama Code 16-28-2.2)

The Alabama Legislature passed Act 93-672 stating that parents are responsible for enrolling their children in school, ensuring that they attend school regularly, and that they conduct themselves properly as pupils.

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

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

PARENTAL NOTIFICATION OF CIVIL LIABILITIES AND CRIMINAL PENALTIES

The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees:

Attendance and Conduct (Act 94-782; Alabama Code 16-28-12)

Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days).

Teacher Assault (Act 94-794; Alabama Code 13-A-6-21)

A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his or her duty.

Drug Dealing (Act 94-783; Alabama Code 6-5-72)

A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784; Alabama Code 16-1-24.1)

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days.

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

Threats to School Personnel

Any threats directed toward Eufaula City School employees will not be tolerated and the individual making such threats could be banned from Eufaula City Schools' property. If the individual is banned and is then found on said property the police will be notified immediately; criminal trespassing charges will be filed; and will be prosecuted to the fullest extent of the law.

Weapons in Schools (Act 94-817; Alabama Code 13-A-11-72)

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: The term "deadly weapon" means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun; or a switchblade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, black-jack, bludgeon or metal knuckles.)

Vandalism (Act 94-819; Alabama Code 6-5-380)

The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful, or malicious act of the minor.

Pistol Possession/Driver's License (Act 94-820; Alabama Code 16-28-40)

Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver's permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over the age of 14 possesses a driver's license on the date of conviction, the driver's license will be suspended 180 days.

Drop-Out/Driver's License (Act 94-820 which amended Act 93-368 as codified in §16-28-40, Ala. Code, 1975)

The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation.

Exceptions are students who: are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are a parent of a minor or unborn child, or are the sole source of transportation for the parent.

UNSAFE SCHOOL CHOICE OPTION

1. Definitions: A transfer option school (TOS) in the state of Alabama is one in which for three (3) consecutive school years the school has expelled one percent (1%) of the student population or five (5) students (whichever is greater) for violent criminal offenses committed on school property during school hours or committed at school-sponsored activities. The words "transfer option school," "TOS" or "TOS school" shall mean a "persistently dangerous school" as those words are used in the No Child Left Behind Act of 2001, Public Law 107-110, Title IX, §9532(a) and (b). For the purpose of this definition, a "violent criminal offense" shall mean homicide; robbery; assault in the first and/or second degree; sexual battery (including rape) as these offenses are defined in the Criminal Code of Alabama (see § 13A-6-1, et. Seq., Ala.Code 1975); and use of a handgun, firearm component, explosive, knife, and other "unkown weapons" as defined by the Student Incident Report (SIR).
2. A student who becomes a victim of a violent criminal offense committed on school property during school hours or at school-sponsored activities shall be given an opportunity to transfer to a safe public school within the Local Education Agency (LEA). The LEA shall notify the student's parent/guardian of the right to transfer as soon as practicable, not to exceed ten (10) calendar days from the date of a final determination by the school board or its designee that a violent criminal offense has occurred. All LEA transfer procedures will be observed. It shall be the policy of the Alabama State Department of Education (SDE) to notify the LEA annually when one or more of its schools have been identified as a transfer option school. Each Superintendent or his or her designee shall orally notify the Prevention and Support Services Section of the State Department of Education within twenty-four (24) hours of the decision that a violent criminal offense has occurred, followed by written confirmation.

The State Department of Education will assist the LEA in resolving all safety issues. At a minimum, an LEA that has one or more schools identified as persistently dangerous must:

- (a) Step 1 Notify parents/guardians of each student attending the school within ten (10) working days that is has been identified as a transfer option school and offer students the opportunity to transfer to a safe public school within the LEA if another school is available.
- (b) Step 2 Complete the transfer for those students who opt to do so within 20 working days.
- (c) Step 3 Develop a corrective action plan to be submitted to the SDE for approval within 20 working days of the LEA's receipt of status.
- (d) Step 4 Implement the corrective action plan.

Once a school has been identified as a transfer option school, it can return to safe status by (1) completing Steps One through Four above and (2) completing two consecutive years with less than one percent (1%) of the student population or five (5) students (whichever is greater) expelled for violent criminal offenses as defined in its policy.

ASBESTOS NOTICE

The Asbestos Hazard Emergency Response Act of 1986 requires all not for profit schools in the United States to have an Asbestos Management Plan. This plan is available to the general public at the Central Office and each school.

IMPORTANT INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE

What is meningococcal disease?

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

How do you catch the disease?

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting 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 the 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?

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

Meningococcal vaccine: Who should get the vaccine and when?

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

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

www.adph.org/immunization

**EUFAULA CITY SCHOOLS
DIRECTORY FOR ADDRESSING CONCERNS**

Concerns regarding disciplinary actions should be addressed with the appropriate school principal listed below:

Schools:

Mrs. Emily Jackson Principal	Eufaula Primary School 520 Pump Station Road	687-1140
Ms. Jina Rudolph Principal	Eufaula Elementary School 422 Sanford Avenue	687-1134
Mrs. Jessica Morton Principal	Admiral Moorer Middle School 101 St. Francis Road	687-1130
Mr. Steve Hawkins Principal	Eufaula High School 530 Lake Drive	687-1110

Programs:

Ms. Yvonne Grant Program Administrator	HOPE Academy 530 Lake Drive	687-1110
Mr. Zane Johnson At-Risk Coordinator	Alternative School 333 State Docks Road	687-1100

If concerns cannot be handled at the school level, contact:

Mr. John Beasley	Eufaula City Schools Assistant Superintendent	687-1100
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The Eufaula City Schools is 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* and committed to the concept of the “right to learn.”

**CODE OF STUDENT CONDUCT
ACKNOWLEDGEMENT**

I, _____ enrolled
in _____
(name of student)

_____ School and
my _____
(name of school)

parent/guardian hereby acknowledge by our signatures that we have received (hard copy or electronically) and read, or had read to us, the foregoing *Code of Student Conduct*.

(Signed) _____
Student

(Signed) _____
Parent/Guardian

(Signed) _____
Parent

Date _____

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 or 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 to his/her homeroom teacher.

Approved by the Eufaula City Board of Education 5/15/18

Eufaula City Schools

MEDIA RELEASE PERMISSION

Student _____ Grade _____

School _____

I hereby give the Eufaula City Schools the right and permission to publish/use photographs, video and/or audio tapes of my child, a student, registered in a Eufaula City School.

I understand that such reproductions could be used to publicize/promote the school district through the commercial print or television media and through its own media productions.

I waive any right to inspect and/or approve the finished product and do release the Eufaula City Schools from any liability by virtue of distortion by processing. I further agree that these items may be used for publication, broadcast or reproduction without limitation, or reservation or any fee.

In addition, I accept responsibility, knowing that this release is on file, to have it removed when and if I deem it disadvantageous or inadvisable to have my child featured in such a manner.
(If you prefer your child not be involved in these types of activities, we will respect your wishes.)

YES

NO

Parent Signature

Date _____

**Please see the Family Education Rights and Privacy Act (FERPA) Notice for Directory Information located in this handbook.



The Eufaula City Schools Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Dr. Elizabeth Long,
Special Education Coordinator
Eufaula City Schools
333 State Docks Road
Eufaula, Alabama 36027
334.687.1100
elizabeth.long@ecksk12.org

John M. Beasley,
Assistant Superintendent
Eufaula City Schools
333 State Docks Road
Eufaula, Alabama 36027
334.687.1100
john.beasley@ecksk12.org